**COVID-19/Influenza vaccination preparation checklist**

***Part one – Preparing your practice policies and protocols***

*This checklist is to be used as a guide only and to help prepare for pandemic vaccination and*

*can be used as evidence for accreditation and quality improvement activities.*

**Practice manager and administration team**

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| **Task** | **Details** |
| **Pandemic planning** | Consider:[ ]  Reviewing your pandemic plan[ ]  Incorporating changes made in the past 12 months[ ]  Version control/regular reviews[ ]  Keeping this document accessible for all staffResources:* [RACGP Managing Emergencies and Pandemics](https://www.racgp.org.au/running-a-practice/practice-management/managing-emergencies-and-pandemics)
* [APNA – What you need to know about COVID-19](https://www.apna.asn.au/hub/news/coronavirusinfofornurses)
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| **Australian Immunisation Register (AIR) – linking to the system***Please note: mandatory recording in the AIR is required for all vaccinations beginning March 2021.*  | *Authentication file option for AIR is not functional after June 2021 – access to AIR will be through PRODA.*Consider:[ ]  Identifying key users of the AIR within the practice[ ]  Ensuring nurses, GPs, PMs and administration team are registered for PRODA[ ]  Ensuring GPs have provided delegations in the AIR to the nurse/s[ ]  Contacting your clinical software provider for information on your software being integrated with the AIRResources:* [PRODA Registration](https://www.servicesaustralia.gov.au/organisations/business/services/proda-provider-digital-access)
* [Accessing the AIR using PRODA for Individuals](https://www.ourphn.org.au/wp-content/uploads/Accessing-AIR-using-PRODA-Individuals-User-Guide-July-2020-V1.0.pdf)
* [Accessing the AIR using PRODA for Organisations](https://www.ourphn.org.au/wp-content/uploads/Accessing-AIR-using-PRODA-Organisations-User-Guide-July-2020-V1.0.pdf)
* [Services Australia PRODA Training](https://www.servicesaustralia.gov.au/organisations/health-professionals/subjects/proda-education-health-professionals)
* [Transmitting to AIR through your clinical software:](https://www.nbmphn.com.au/Resources/Programs-Services/Immunisation/AIR-tips-and-tricks)
	+ [Medical Director](https://www.medicaldirector.com/help/index.htm#t=topics-pracsoft%2FImmunisation_Claims.htm&rhsearch=immunisation&rhhlterm=immunisation&rhsyns=%20)
	+ [Best Practice](https://www.ourphn.org.au/wp-content/uploads/2018-BP-Premier-Clinical-Manual-for-CQWBSCPHN-Train-IT-Medical.pdf) – please contact your Primary Health Care Officer for password
	+ [Genie](https://geniesupport.geniesolutions.com.au/hc/en-us/articles/360034101452-AIR-Transmissions)
	+ [ZedMed](https://www.zedmed.com.au/version-33.6-available-now)
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| **Medical indemnity insurance** | Consider:[ ]  Reviewing practice insurance in relation to vaccination[ ]  Reviewing individual clinicians’ insurance requirements |
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| **IT and communication systems** | Consider:Clinical Software: [ ]  Contacting IT provider and ensure latest updates are scheduled[ ]  Checking processes to ensure that all patient demographic data is updated if needed[ ]  Ensuring practice and providers are set up to use My Health RecordData Cleansing Tool:[ ]  Ensuring PenCS is updated to latest version[ ]  Ensuring staff have up-to-date loginsOnline Booking Systems/SMS Recall[ ]  Ensuring updates are completed (E.G. HotDocs, AutoMed)Communications:[ ]  Contacting IT for routine maintenance and inform of potential increased use of systems, including after-hours/weekends[ ]  Reviewing scheduled backup times will not interfere with increased or changing clinic times[ ]  Contacting internet/NBN/phone companies to ensure updates or scheduled maintenance will not interfere with practice systems[ ]  Informing phone/internet companies of increased use of systems |
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| **Workforce requirements** | Consider:[ ]  Current workforce capabilities[ ]  Identifying if additional workforce is required and begin recruitment process[ ]  Changes to business hours |
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| **Interpreter service** | Consider:[ ]  Ensuring all practitioners are registered with interpreter servicesResources:* [Translating and Interpreting Services](https://www.tisnational.gov.au/)
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| **Administration communication** | Consider:[ ]  Assigning an ‘Administration Communication Champion’[ ]  Signing up to PHN GP Matters to receive timely and relevant updates[ ]  Monitoring incoming communications around vaccine information (e.g., upcoming training, latest resources, practice news, digital health support)[ ]  Providing frequent updates at team meetings[ ]  Distributing updates to all relevant staff via electronic methods or hard copy resources[ ]  Linking with the ‘Clinical Communications Champion’Resources:* [Our PHN](https://www.ourphn.org.au/)
	+ [COVID-19 updates](https://www.ourphn.org.au/novel-coronavirus-latest-updates/)
	+ [Subscribe to GP Matters and COVID-19 Updates](https://www.ourphn.org.au/newsletter-signup/)
	+ [Health Pathways COVID-19 Information](https://www.ourphn.org.au/healthpathways/)
* [Australian Government Department of Health](https://www.health.gov.au/)
* [Queensland Health](https://www.health.qld.gov.au/)
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| **Team meetings** | Consider:[ ] Ensuring influenza/COVID-19 vaccination is a standing agenda item[ ]  Provide frequent updates and notify of any changes[ ]  Consider increasing ‘team huddles’ |
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**Clinical Team**

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| **Vaccine management and storage**Public Health Units:**Central Queensland** **(Rockhampton)**(07) 4920 6865**Wide Bay (Bundaberg)**(07) 4303 7500**Wide Bay (Hervey Bay)**(07) 4184 1800**Sunshine Coast**1300 017 190 | Consider:[ ]  Assigning designated cold chain champion in each practice (Strive for Five)[ ]  What lessons were learned from your 2020 flu clinic and what can be applied this year?[ ]  Reviewing cold chain management policy, contact local Public Health Unit for review and suggestions[ ]  Fridge/cooler capacity:[ ] Reviewing current ordering systems/stock levels (public and private)[ ] Requirements for extra coolers, ice bricks, thermometers Perform:[ ] Annual fridge audit and slush test[ ] How to pack a cooler[ ] Has a provider in your practice carried out the required self-audit within the previous 12 months?Resources:* [Strive for Five](https://www.health.gov.au/resources/publications/national-vaccine-storage-guidelines-strive-for-5)
* [Vaccine Storage Self-Audit](https://www.health.gov.au/sites/default/files/national-vaccine-storage-guidelines-strive-for-5-appendix-2-vaccine-storage-self-audit_0.pdf)
* [Department of Health information for vaccination providers](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-covid-19-vaccination-providers):
	+ [Immunisation provider guide to obtaining informed consent for COVID-19 vaccine](https://www.health.gov.au/resources/publications/covid-19-vaccination-atagi-immunisation-provider-guide-to-obtaining-informed-consent-for-covid-19-vaccine)
	+ [Consent form for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-consent-form-for-covid-19-vaccination)
	+ [Advice for vaccine providers – factsheets and guides](https://www.health.gov.au/resources/collections/covid-19-vaccination-advice-for-covid-19-vaccine-providers)
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| **Infection control** | Consider:[ ]  Assigning an ‘Infection Control Champion’ [ ]  Reviewing infection control policyResources:* [RACGP Infection Prevention and Control Standards](https://www.racgp.org.au/download/Documents/Standards/infection-prevention-control-standards.pdf)
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| **COVID-19 Training Policy** | Consider:[ ]  Who will complete the training (consider GP’s in practice policy)[ ]  Process for ensuring all staff administering vaccines have appropriate training and/or qualifications in line with jurisdictional requirements[ ]  Process for ensuring health professionals have all completed mandatory COVID-19 vaccine training[ ]  Administration team completing non-clinical modules[ ]  Documenting completed modules for individual team membersResources:* [COVID-19 Vaccination Training Program](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccination-training-program)
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| **Clinical communication** | Consider:[ ]  Assigning a ‘Clinical Communication Champion’[ ]  Monitoring for clinical updates on vaccination, COVID-19 testing, PPE, Australian Technical Advisory Group on Immunisation (ATAGI), Adverse Events Following Immunisation (AEFI) advice and any other clinically relevant information[ ]  Link with ‘Administration Communication Champion’ ☐Providing a clinical reference folder for all team members and vaccine areas☐Prior to each clinic, the Clinical Communications Champion reviews the clinical reference folder to ensure up-to-date versions are includedResources:* QLD Health COVID Frontline Advice – [subscribe here](https://www.vision6.com.au/ch/40423/4vcjp/2840516/BP04us5ZtcPpFZEZYpV8VRlvWiIW53dbXfVNFz3m-1.html)
* [ATAGI clinical guidance](https://www.health.gov.au/resources/publications/covid-19-vaccination-atagi-clinical-guidance-on-covid-19-vaccine-in-australia-in-2021)
* [Testing sites](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/stay-informed/testing-and-fever-clinics)
* [Ausvax Safety](https://www.ausvaxsafety.org.au/)
* [RACGP](https://www.racgp.org.au/coronavirus)
* [APNA](https://www.apna.asn.au/hub/news/coronavirusinfofornurses)
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| **Adverse Events Following Immunisation (AEFI)***There is a mandatory requirement to report AEFI’s relating to COVID-19 vaccination. Refer to* [*Health Pathways*](https://www.ourphn.org.au/healthpathways/) *for the latest AEFI guidelines.* | Consider:[ ]  How AEFI’s are managed and documented in your practice[ ]  Reviewing guidelines on AEFIResources:* [Joint statement from ATAGI and THANZ on Thrombosis with Thrombocytopenia Syndrome (TTS) and the use of COVID-19 Vaccine AstraZeneca](https://www.health.gov.au/news/joint-statement-from-atagi-and-thanz-on-thrombosis-with-thrombocytopenia-syndrome-tts-and-the-use-of-covid-19-vaccine-astrazeneca)
* [QLD Health – Adverse Events Following Immunisation](https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/immunisation/service-providers/adverse-event)
* [Therapeutic Goods Administration](https://www.tga.gov.au/covid-19-vaccines)
* [ASCIA - Allergy, Immunodeficiency, Autoimmunity and COVID-19 Vaccination Position Statement](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.allergy.org.au%2Fhp%2Fpapers%2Fascia-hp-position-statement-covid-19-vaccination&data=04%7C01%7Cbevk%40gcphn.com.au%7C17eee9f495894352aa8008d8d2509bb6%7Ceb5a1a3e16dd4e49b6aa8a085762f553%7C0%7C0%7C637490591601850708%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hlrvWcd%2BBHY1hHB0%2BEt8vtwB5WOqwiMYXHAfuo2ixnA%3D&reserved=0)
* [ASCIA – Anaphylaxis e-training for health professionals](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fetraininghp.ascia.org.au%2F&data=04%7C01%7Cbevk%40gcphn.com.au%7C17eee9f495894352aa8008d8d2509bb6%7Ceb5a1a3e16dd4e49b6aa8a085762f553%7C0%7C0%7C637490591601850708%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=5jRxo9BNEUGxQZRD8jnk2SWhxOc7oqszGWK7b722jhk%3D&reserved=0)
* [AusVaxSafety](https://www.ausvaxsafety.org.au/) – will collect national data and will form part of the monitoring of patient wellness post vaccine
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