**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 staff  Resources:   * [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 AIR  Resources:   * [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 Record  Data Cleansing Tool:  Ensuring PenCS is updated to latest version  Ensuring staff have up-to-date logins  Online 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 services  Resources:   * [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 policy  Resources:   * [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 members  Resources:   * [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 included  Resources:   * 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 AEFI  Resources:   * [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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