

COVID-19/Influenza Vaccination Preparation Pack

Part four – Preparing and implementing a vaccination clinic checklist

This checklist is to be used as a guide only, to help prepare for pandemic vaccination and can be used as evidence for accreditation and quality improvement activities.

Practice manager and administration team

Task	Details	
Plan the clinic operations	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> Deciding how many patients the practice can vaccinate per clinic <input type="checkbox"/> Planning the structure of the appointment book <input type="checkbox"/> Administration, nursing and GP workloads and allocate rosters appropriately <input type="checkbox"/> Map out patient flow within the clinic to meet COVID-19 safety guidelines <ul style="list-style-type: none"> o Use well defined entry and exit points o Consider sourcing further signage if necessary o Allocate pre- and post-patient vaccination waiting areas o Ensure patient privacy o Ensure location of emergency equipment is taken into consideration <input type="checkbox"/> Booking a small number of patients in your first few clinics to ensure a streamlined process <input type="checkbox"/> Ensuring the signage for ambulance bays is clear and access is available at all times <p>TIP: Designate an area to support patient privacy, as required. For example, persons who need to remove clothing, persons who suffer from phobias.</p>	
	Person responsible:	Comments and completion date:
MBS	<ul style="list-style-type: none"> <input type="checkbox"/> The new COVID-19 vaccination temporary MBS items will be exempted from the prescribed pattern of services (“80/20 rule”) <input type="checkbox"/> The vaccine will be free for all Australian citizens, permanent residents, and most visa-holders <input type="checkbox"/> For Medicare eligible DVA patients practices should use the same MBS item numbers used for the general public. <p>Resources:</p> <ul style="list-style-type: none"> • FAQ - Bulk Billed MBS COVID-19 Vaccine Suitability Assessment Service • RACGP MBS COVID-19 Vaccine Suitability Service • COVID-19 Temporary MBS Telehealth Services • DVA FAQ page 	
	Person responsible:	Comments and completion date:

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Stock management	<p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allocating a team member to manage the online COVID vaccination portal <input type="checkbox"/> Will current ordering protocols meet the demands of your clinic? <input type="checkbox"/> Consider extra storage of stock <input type="checkbox"/> Establish reliable stockists <input type="checkbox"/> Ensure adequate sharps containers/clinical waste bins are available <input type="checkbox"/> Ensure adequate garbage bins/bags (for gloves, injection trays etc) <p>Resources:</p> <ul style="list-style-type: none"> • Online COVID-19 Vaccination Portal • Central Queensland, Wide Bay, Sunshine Coast PHN Surgical Mask Order Form 	
	Person responsible:	Comments and completion date:
Promote vaccination clinics	<p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How your practice will promote your vaccine clinics: <ul style="list-style-type: none"> ○ Advertising on your website ○ Using waiting room TV screens ○ Newspaper articles ○ On hold phone messages ○ Social media ○ Utilising reminder system - digital platforms and patient letters ○ Notifying surrounding practices days/times of your clinic <input type="checkbox"/> Ensure you update your practice details on the National Health Service Directory <input type="checkbox"/> Notifying surrounding businesses of potential traffic increase <p>Resources:</p> <ul style="list-style-type: none"> • TGA COVID-19 Vaccination Advertising Guidelines • Vaccination clinic signage • Vaccination clinic template • Vaccination clinic way finding signage • Vaccine campaign materials 	
	Person responsible:	Comments and completion date:
Manage essential information to be shared with patients	<p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use credible resources for up-to-date information <ul style="list-style-type: none"> ○ Information for COVID-19 vaccination providers ○ RACGP: COVID-19 vaccine information for GPs <input type="checkbox"/> Key information will include: <ul style="list-style-type: none"> ○ Patient resources on the roll-out and priority groups 	

	<ul style="list-style-type: none"> ○ When the COVID-19 vaccine will be available through the vaccine eligibility checker <input type="checkbox"/> Patient handouts <ul style="list-style-type: none"> ○ Preparing for COVID-19 vaccination ○ Information for people with disability about COVID-19 vaccines ○ Information for Aboriginal and Torres Strait Islander peoples about COVID-19 vaccines ○ Resources for culturally and linguistically diverse communities ○ Where can you get the vaccine – Easy Read format 	
	Person responsible:	Comments and completion date:

Clinical team

Patient preparation	<p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewing current vaccine checklist and modify for vaccination clinics <input type="checkbox"/> Management of patient consent process and documentation <input type="checkbox"/> New patients - what will be the minimum demographic and clinical requirements that you will capture in the patient record? <input type="checkbox"/> Uploading a Shared Health Summary or Event Summary to My Health Record <input type="checkbox"/> Scheduling next appointments as required during current visit <input type="checkbox"/> Providing a patient vaccination card/personal record for each patient <p>Resources:</p> <ul style="list-style-type: none"> • Department of Health info for vaccination providers: <ul style="list-style-type: none"> ○ Immunisation provider guide to obtaining informed consent for COVID-19 vaccine ○ DoH Consent form for COVID-19 vaccination ○ QLD Health COVID-19 vaccination consent form • Patient handouts: <ul style="list-style-type: none"> ○ Preparing for COVID-19 vaccination ○ After your COVID-19 vaccination 	
	Person responsible:	Comments and completion date:
Post vaccination safety	<p>Monitoring post vaccination and discharge of patients</p> <p><i>Observe all patients for at least 15 minutes to ensure that they do not experience an immediate AEFI. Most life-threatening adverse events usually begin within 10 minutes of vaccination.</i></p> <p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Patient safety <ul style="list-style-type: none"> • Communicate and document discharge procedure to patients • Allocate an area to ensure patients are visible post vaccination 	

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<p><i>Reminder: ensure you are uploading all vaccinations to the AIR in a timely manner</i></p>	<ul style="list-style-type: none"> • Ensure emergency equipment is available • Consider your medico-legal responsibilities with post vaccination monitoring <input type="checkbox"/> Implementing a system to monitor patients to ensure wait time post vaccination is at least 15 minutes • Where a patient refuses to remain at the practice for the observation period, document advice provided as to why the patient should wait <input type="checkbox"/> Issuing patient with vaccine card containing vaccination details <input type="checkbox"/> Providing printed information to patients on what to expect after your COVID-19 vaccination <p>Patients with post vaccination symptoms</p> <p>Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allocating an area for patients requiring extended stay and monitoring of signs and symptoms <input type="checkbox"/> Planning the process for referring to Emergency Department (ED) if required. <p>Resources:</p> <ul style="list-style-type: none"> • Australian Immunisation Handbook • Managing immediate AEFIs • Managing other AEFIs • Patient handout – after your COVID-19 vaccination 	
	Person Responsible	Comments and completion date: