**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**

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| **Task** | **Details** |
| **Plan the clinic operations**  | Consider:[ ]  Deciding how many patients the practice can vaccinate per clinic[ ]  Planning the structure of the appointment book[ ]  Administration, nursing and GP workloads and allocate rosters appropriately [ ]  Map out patient flow within the clinic to meet COVID-19 safety guidelines* Use well defined entry and exit points
* Consider sourcing further signage if necessary
* Allocate pre- and post-patient vaccination waiting areas
* Ensure patient privacy
* Ensure location of emergency equipment is taken into consideration

☐ Booking a small number of patients in your first few clinics to ensure a streamlined process[ ]  Ensuring the signage for ambulance bays is clear and access is available at all timesTIP: Designate an area to support patient privacy, as required. For example, persons who need to remove clothing, persons who suffer from phobias.  |
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| **MBS** | [ ]  The new COVID-19 vaccination temporary MBS items will be exempted from the prescribed pattern of services (“80/20 rule”)[ ]  The vaccine will be free for all Australian citizens, permanent residents, and most visa-holders [ ]  For Medicare eligible DVA patients practices should use the same [MBS item numbers](http://www9.health.gov.au/mbs/fullDisplay.cfm?type=note&q=AN.44.1&qt=noteID&criteria=93624) used for the general public.Resources:* [FAQ - Bulk Billed MBS COVID-19 Vaccine Suitability Assessment Service](http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/News-210301a)
* [RACGP MBS COVID-19 Vaccine Suitability Service](https://www.racgp.org.au/running-a-practice/practice-resources/medicare/medicare-benefits-schedule/covid-19-vaccine-suitability-assessment-service)
* [COVID-19 Temporary MBS Telehealth Services](http://www.mbsonline.gov.au/internet/mbsonline/publishing.nsf/Content/Factsheet-TempBB)
* [DVA FAQ page](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-covid-19-vaccination-providers/covid-19-vaccine-advice-for-vaccine-providers#covid19-vaccinations-for-department-of-veterans-affairs-dva-clients)
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| **Stock management** | Consider:[ ]  Allocating a team member to manage the online COVID vaccination portal☐ Will current ordering protocols meet the demands of your clinic?☐ Consider extra storage of stock☐ Establish reliable stockists[ ]  Ensure adequate sharps containers/clinical waste bins are available[ ]  Ensure adequate garbage bins/bags (for gloves, injection trays etc)Resources:* [Online COVID-19 Vaccination Portal](https://cvas.health.gov.au/vaccineorder/s/login/?ec=302&startURL=%2Fvaccineorder%2Fs%2F)
* [Central Queensland, Wide Bay, Sunshine Coast PHN Surgical Mask Order Form](https://forms.office.com/Pages/ResponsePage.aspx?id=5oOYFahVnE-lwL3QpI8eoNr3KVr2urVMhYdYLyhaefJUOThDRktKU1BQWVNTRzdYWDJKMDVBQVFISi4u)
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| **Promote vaccination clinics**  | Consider:[ ]  How your practice will promote your vaccine clinics:* 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

[ ]  Ensure you update your practice details on the [National Health Service Directory](https://about.healthdirect.gov.au/review-your-nhsd-listing)[ ]  Notifying surrounding businesses of potential traffic increaseResources:* [TGA COVID-19 Vaccination Advertising Guidelines](https://www.tga.gov.au/advertising-covid-19-vaccines-australian-public)
* [Vaccination clinic signage](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-vaccination-clinic-poster-covid-19-vaccination-vaccination-clinic-signage_0.pdf)
* [Vaccination clinic template](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-vaccination-clinic-poster-for-clinic-details_0.pdf)
* [Vaccination clinic way finding signage](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-vaccination-clinic-wayfinding-signage_0.pdf)
* [Vaccine campaign materials](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/coronavirus-covid-19-vaccines-campaign-materials)
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| **Manage essential information to be shared with patients** | Consider:[ ]  Use credible resources for up-to-date information* [Information for COVID-19 vaccination providers](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/information-for-covid-19-vaccination-providers)
* [RACGP: COVID-19 vaccine information for GPs](https://www.racgp.org.au/clinical-resources/covid-19-vaccine-resources/news-and-updates/covid-19-vaccine-information-for-gps#update6)

[ ]  Key information will include:* Patient resources on the [roll-out and priority groups](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines?gclid=EAIaIQobChMIqbvyw_r87gIVZYNLBR0igALOEAAYASAAEgLgI_D_BwE)
* When the COVID-19 vaccine will be available through the [vaccine eligibility checker](https://covid-vaccine.healthdirect.gov.au/eligibility)

[ ]  Patient handouts* [Preparing for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-preparing-for-covid-19-vaccination)
* [Information for people with disability about COVID-19 vaccines](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/information-for-people-with-disability-about-covid-19-vaccines)
* [Information for Aboriginal and Torres Strait Islander peoples about COVID-19 vaccines](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/getting-vaccinated-for-covid-19/information-for-aboriginal-and-torres-strait-islander-peoples-about-covid-19-vaccines)
* [Resources for culturally and linguistically diverse communities](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccine-information-in-your-language)
* [Where can you get the vaccine – Easy Read format](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-where-can-you-get-the-vaccine-easy-read.pdf)
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**Clinical team**

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| **Patient preparation** | Consider:[ ]  Reviewing current vaccine checklist and modify for vaccination clinics[ ]  Management of patient consent process and documentation[ ]  New patients - what will be the minimum demographic and clinical requirements that you will capture in the patient record?[ ]  Uploading a Shared Health Summary or Event Summary to My Health Record[ ]  Scheduling next appointments as required during current visit[ ]  Providing a patient vaccination card/personal record for each patientResources:* [Department of Health info 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)
	+ [DoH Consent form for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-consent-form-for-covid-19-vaccination)
	+ [QLD Health COVID-19 vaccination consent form](https://www.health.qld.gov.au/__data/assets/pdf_file/0029/1024859/covid19-vaccine-consent-adult.pdf)
* Patient handouts:
	+ [Preparing for COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-preparing-for-covid-19-vaccination)
	+ [After your COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-astrazeneca-vaccine)
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| **Post vaccination safety***Reminder: ensure you are uploading all vaccinations to the AIR in a timely manner* | **Monitoring post vaccination and discharge of patients***Observe all patients for at least 15 minutes to ensure that they do notexperience an immediate AEFI. Most life-threatening adverse eventsusually begin within 10 minutes of vaccination.*Consider:[ ]  Patient safety* Communicate and document discharge procedure to patients
* Allocate an area to ensure patients are visible post vaccination
* Ensure emergency equipment is available
* Consider your medico-legal responsibilities with post vaccination monitoring

[ ]  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

[ ]  Issuing patient with vaccine card containing vaccination details[ ]  Providing printed information to patients on what to expect after your COVID-19 vaccination **Patients with post vaccination symptoms**Consider:[ ]  Allocating an area for patients requiring extended stay and monitoring of signs and symptoms[ ]  Planning the process for referring to Emergency Department (ED) if required. Resources:* [Australian Immunisation Handbook](https://immunisationhandbook.health.gov.au/vaccination-procedures/after-vaccination)
* [Managing immediate AEFIs](https://www.health.gov.au/health-topics/immunisation/health-professionals/reporting-and-managing-adverse-vaccination-events#managing-immediate-aefis)
* [Managing other AEFIs](https://www.health.gov.au/health-topics/immunisation/health-professionals/reporting-and-managing-adverse-vaccination-events#managing-other-aefis)
* [Patient handout – after your COVID-19 vaccination](https://www.health.gov.au/resources/publications/covid-19-vaccination-after-your-astrazeneca-vaccine)
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