**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:  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 times  TIP: Designate an area to support patient privacy, as required. For example, persons who need to remove clothing, persons who suffer from phobias. | | |
| **Person responsible:** | **Comments and completion date:** | |
|  |  | |
| **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) | | |
| **Person responsible:** | **Comments and completion date:** | |
|  |  | |
| **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) | | |
| **Person responsible:** | **Comments and completion date:** | |
|  |  | |
| **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 increase  Resources:   * [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) | | |
| **Person responsible:** | **Comments and completion date:** | |
|  |  | |
| **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) | | |
| **Person responsible:** | | **Comments and completion date:** |
|  | |  |

**Clinical team**

|  |  |  |
| --- | --- | --- |
| **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 patient  Resources:   * [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) | |
| **Person responsible:** | **Comments and completion date:** |
|  |  |
| **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 not experience an immediate AEFI. Most life-threatening adverse events usually 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) | |
| **Person Responsible** | **Comments and completion date:** |
|  |  |