



# Primary Healthcare Service

COVID-19 Checklist

COVID-19 Process/Protocol	Yes/No	Comments
1. The practice has access to up to date information and a clear process to ensure regular updates are disseminated to practice staff	<input type="checkbox"/>	
2. Practice has a regular meeting to share information and understands COVID-19 procedures	<input type="checkbox"/>	
3. Practice has accessed and reviewed RACGP managing pandemic influenza in general practice – Pandemic flu kit.	<input type="checkbox"/>	
4. Practice has processes for appropriate triage by reception	<input type="checkbox"/>	
5. Practice is referring to Department of Health WA for guidance on referring testing to Fever Clinics	<input type="checkbox"/>	
6. Practice understands that Path West is no longer testing or taking referrals to test.	<input type="checkbox"/>	
7. Practice has undertaken a local risk assessment of patient vulnerability, patient flow concerns and workforce cross infection issues (especially for FIFO) and has a mechanism for monitoring daily	<input type="checkbox"/>	
8. Practices have been consulted and/or have information on local standing orders at HHS / hospital	<input type="checkbox"/>	
9. Practice has COVID-19 notification documentation to relevant Public Health Unit and has process for notification in place.	<input type="checkbox"/>	
10. Practice has access to appropriate PPE and standard operating procedures for managing triage and waiting room	<input type="checkbox"/>	
11. Practice has policies and procedures in place for staff who may have to self-isolate or quarantine including clinical and HR issues.	<input type="checkbox"/>	
12. Practice has information pack for patients who have been tested or have confirmed COVID-19	<input type="checkbox"/>	
13. Consumers have access to information regarding isolation and quarantine	<input type="checkbox"/>	
14. Contact has been made with local hospital, there is a clear line of communication with a nominated representative and a standard operating procedure is in place to manage any confirmed cases and testing activities	<input type="checkbox"/>	
15. Practice would like more assistance to achieve / put in place any of the above.	<input type="checkbox"/>	

## Additional help and assistance

Practice is receiving Practice Assist General Practice updates –

<http://www.practiceassist.com.au/Coronavirus-COVID19> look for Subscribe to updates button

The following confidential, 24/7 online and telephone assistance is available for your patients:

- Coronavirus Health Information Line - 1800 020 080
- *healthdirect* – 1800 022 222 or [www.healthdirect.gov.au/coronavirus](http://www.healthdirect.gov.au/coronavirus)