

COVID-19 Vaccination Checklist

Week One – Practice Policies and Protocols



Practice Assist
Strengthening general practice in WA

*This checklist is to be used as a guide only to help prepare for pandemic vaccination.
It can also be used as evidence for accreditation when forming Quality Improvement activities.*

Practice Manager and Administration Team

Task	Details
Review and/or update the practice Influenza/ Pandemic Plan	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Incorporate changes made in the past 12 months <input type="checkbox"/> Consider version control/regular reviews <input type="checkbox"/> Consider keeping this document where it's accessible for all staff Resources: <ul style="list-style-type: none"> • RACGP Emergencies and Pandemics • APNA – What you need to know about COVID-19
	Person responsible: _____ Comments and completion date: _____

Australian Immunisation Register (AIR) – confident use and linking to the system <i>Please note: mandatory recording in AIR is required for all vaccinations beginning March 2021</i>	<i>Authentication file option for AIR is not functional after June 2021 – access to AIR will be through PRODA</i> Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Identify key users of AIR within the practice <input type="checkbox"/> Ensure nurses, GPs, PM are registered for PRODA <input type="checkbox"/> Ensure GPs have provided delegations in AIR to the nurse/s Resources: <ul style="list-style-type: none"> • PRODA Registration • Accessing AIR using PRODA for Individuals • Accessing AIR using PRODA for Organisations • Services Australia PRODA Training
	Person responsible: _____ Comments and completion date: _____

Review Medical Indemnity Insurance	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Review practice insurance in relation to vaccination <input type="checkbox"/> Review individual clinician's insurance requirements
	Person responsible: _____ Comments and completion date: _____

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Ensure software is updated	Actions: Clinical Software: <ul style="list-style-type: none"> <input type="checkbox"/> Contact IT provider and ensure latest updates are scheduled <input type="checkbox"/> Check processes to ensure that all patient demographic data is updated if needed, consider using tools like Topbar <input type="checkbox"/> Ensure practice and providers are set up to use My Health Record Data Cleansing Tool: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure PenCS is updated to latest version Online Booking Systems/SMS Recall <ul style="list-style-type: none"> <input type="checkbox"/> Ensure updates are completed (e.g. HotDocs, AutoMed) 	
	Person responsible:	Comments and completion date:
Phone/Internet /Security	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Contact IT for routine maintenance and inform of potential increased use of systems, including after-hours/weekends <input type="checkbox"/> Review scheduled backup times will not interfere with increased or changing clinic times <input type="checkbox"/> Contact internet/NBN/phone companies to ensure updates or scheduled maintenance will not interfere with practice systems <input type="checkbox"/> Inform phone/internet companies of increased use of systems 	
	Person responsible:	Comments and completion date:
Workforce requirements	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> Current workforce capabilities <input type="checkbox"/> Identify if additional workforce is required and begin process <input type="checkbox"/> Changes to business hours 	
	Person responsible:	Comments and completion date:
Interpreter service	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all practitioners are registered with interpreter services Resources: <ul style="list-style-type: none"> • Translating and Interpreting Service (TIS National) 	
	Person responsible:	Comments and completion date:

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Assign an ‘Administration Communications Champion’	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Subscribe to the COVID-19 General Practice Update <input type="checkbox"/> Monitor incoming communications around vaccine information (e.g. upcoming training, latest resources, practice news and digital health support) <input type="checkbox"/> Provide frequent updates at team meetings <input type="checkbox"/> Distribute updates to all relevant staff via electronic methods or hard copy resources <input type="checkbox"/> Link with the ‘Clinical Communications Champion’ 	
	Resources: <ul style="list-style-type: none"> • WAPHA <ul style="list-style-type: none"> ○ COVID-19 Updates ○ COVID-19 General Practice Update ○ Health Pathways COVID-19 Information • Australian Government Department of Health • WA Department of Health • RACGP Managing Emergencies and Pandemics 	
	Person responsible:	Comments and completion date:
Ensure Flu/COVID-19 Vaccination is a standing agenda item for team meetings	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Provide frequent updates and notify of any changes <input type="checkbox"/> Consider increasing ‘team huddles’ 	
	Person responsible:	Comments and completion date:
Plan communication methods with patients	Consider utilising: <ul style="list-style-type: none"> <input type="checkbox"/> Practice webpage <input type="checkbox"/> Patient handouts <input type="checkbox"/> Waiting room signage <input type="checkbox"/> Scripted messages for staff <input type="checkbox"/> Social media (if applicable) <input type="checkbox"/> Telephone ‘on hold’ message 	
	Person responsible:	Comments and completion date:
Other practice identified preparation	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> <Insert action> <input type="checkbox"/> <Insert action> 	
	Person responsible:	Comments and completion date:

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Clinical Team

Identify vaccine management and storage person	<p>Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assign a designated cold chain champion (Strive for Five) <input type="checkbox"/> Lessons learned from 2020 flu clinic, what can you apply this year? <input type="checkbox"/> Review cold chain management policy <input type="checkbox"/> Consider fridge/cooler capacity: <ul style="list-style-type: none"> o Review current ordering systems/stock levels (public and private) o Requirements for extra coolers, ice bricks, thermometers <input type="checkbox"/> Perform: <ul style="list-style-type: none"> o Annual fridge audit and slush test o How to pack a cooler o Providers are required to carry out a self-audit at least every 12 months – now is a good time <p>Resources:</p> <ul style="list-style-type: none"> • Strive for Five • Vaccine Storage Self-Audit • Department of Health information for vaccination providers: <ul style="list-style-type: none"> o Immunisation provider guide to obtaining informed consent for COVID-19 vaccine o Consent form for COVID-19 vaccination o Patient resource – Preparing for COVID-19 vaccination o Patient resource – After your COVID-19 vaccination 	
	Person responsible:	Comments and completion date:
Assign Infection Control Coordinator/s	<p>Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review infection control policy <p>Resources:</p> <ul style="list-style-type: none"> • RACGP Infection Prevention and Control Standards • COVID-19 information for health professionals 	
	Person responsible:	Comments and completion date:

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COVID-19 Training Policy	Consider: <ul style="list-style-type: none"> <input type="checkbox"/> Who will complete the training (consider GPs in practice policy) <input type="checkbox"/> Process for ensuring nurses have all completed mandatory training <input type="checkbox"/> Administration staff to complete non-clinical modules <input type="checkbox"/> Document completed modules for individual staff members Resources: <ul style="list-style-type: none"> • COVID-19 Vaccination Training Program 	
	Person responsible:	Comments and completion date:
Consider assigning a ‘Clinical Communications Champion’ to monitor clinically relevant information	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Monitor 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 <input type="checkbox"/> Link with ‘Administration Communications Champion’ Resources: <ul style="list-style-type: none"> • WAPHA <ul style="list-style-type: none"> ○ COVID-19 Updates ○ COVID-19 General Practice Update ○ Health Pathways COVID-19 Information • COVID-19 information for health professionals • ATAGI • Ausvax Safety • RACGP • APNA 	
	Person responsible:	Comments and completion date:
Review current protocols on Adverse Events Following Immunisation (AEFI)	Actions: <ul style="list-style-type: none"> <input type="checkbox"/> How are AEFI managed and documented in your practice <input type="checkbox"/> Review guidelines on AEFI Resources: <ul style="list-style-type: none"> • WA Health – Adverse Events Following Immunisation 	
	Person responsible:	Comments and completion date: