COVID-19 Vaccination Planning
Implementing a vaccination clinic checklist

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

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:
	    o Use well defined entry and exit points
	    o Consider sourcing further signage if necessary
	    o Allocate pre-patient and post-patient vaccination waiting areas
	    o Ensure location of emergency equipment is taken into consideration
	    o Ensure patient privacy and designate an area for people who suffer from phobias or need to remove clothing

	Person responsible: / **Comments and completion date:**
MBS	Consider: ☐ 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 Resources: • COVID-19 Vaccine Rollout General Practice FAQs • MBS COVID-19 Vaccine Suitability Assessment Service
	Person responsible: / **Comments and completion date:**

Stock management	Actions:
	☐ Allocate a team member to review orders and stock control required for clinic:
	    o Will current ordering protocols meet the demands of your clinic?
	    o Consider extra storage of stock
	    o Establish reliable stockists
	    o Review your processes for reporting breakages and losses
	☐ Ensure adequate sharps containers/clinical waste bins are available
	☐ Ensure adequate normal garbage bins/bags (for gloves, injection trays etc)

	Person responsible: / **Comments and completion date:**

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Promote vaccination clinic	Consider:
	☐ How your practice will promote your vaccination clinic:
	o Advertising on your website
	o Using waiting room TV screens
	o On-hold phone messages
	o Social media
	o Utilising reminder system – digital platforms and patient letters
	o Notifying surrounding practices about the days/times of your clinic
	☐ Ensure you update your practice details on the National Health Service Directory
	☐ Notifying surrounding businesses of potential traffic increase
	Resources:
	• Vaccination clinic signage
	• Vaccination clinic wayfinding signage
	• Vaccination clinic poster
	• Vaccine campaign materials

	Person responsible:	**Comments and completion date:**

Manage essential information to be shared with patients	Consider:
	☐ Early messaging
	☐ Use credible resources for up-to-date information:
	• Information for COVID-19 vaccination providers
	• RACGP – COVID-19 vaccine information for GPs
	☐ Key information will include:
	• Patient resources on the roll-out and priority groups
	• When the COVID-19 vaccine will be available through the vaccine eligibility checker
	☐ Patient handouts:
	• Where can you get the vaccine
	• 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
	• Decision guide for women who are pregnant, breastfeeding or planning pregnancy

	Person responsible:	**Comments and completion date:**

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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?
	
	Resources:
	• Department of Health information for vaccination providers:
	  ○ Immunisation provider guide to obtaining informed consent for COVID-19 vaccine
	  ○ Consent form for COVID-19 vaccination
	• Patient handouts:
	  ○ Preparing for COVID-19 vaccination
	  ○ After your COVID-19 vaccination

	Person responsible: / **Comments and completion date:**

Clinical reference guides	Consider:
	☐Providing a clinical reference folder for all team members and vaccine areas
	☐Prior to each clinic, the Clinical Communications Champion reviews the clinical reference folder to ensure up-to-date versions are included
	
	Resources:
	• WAPHA
	  ○ COVID-19 Updates
	  ○ COVID-19 General Practice Update
	  ○ Health Pathways COVID-19 Information
	• COVID-19 vaccine - General questions for vaccine providers
	• WA Health – COVID-19 information for health professionals
	• WA Health – Adverse Event Following Immunisation
	• ASCIA – Allergy, Immunodeficiency, Autoimmunity and COVID-19 Vaccination Position Statement
	• ASCIA – Anaphylaxis e-training for health professionals
	• ATAGI
	• Ausvax Safety
	• RACGP
	• APNA

	Person responsible: / **Comments and completion date:**

Post vaccination safety	Monitoring post vaccination and discharge of patients:
	☐Patient safety:
	  ○ Communicate required discharge procedure to patients
	  ○ Allocate an area to ensure patients are visible post vaccination
	  ○ Ensure emergency equipment is within reach
	  ○ Consider your medico-legal responsibilities with post vaccination monitoring

	☐Implement system to monitor time following vaccination ☐Implement discharge process and document post vaccination period: o Where a patient refuses to remain at the practice for the observation period, document advice provided as to why the patient should wait ☐Issue patient with provided vaccine card containing all details ☐Provide printed information to patients about <u>after your COVID-19 vaccination</u> Patients with post vaccination symptoms: ☐Allocate an area for patients requiring extended stay/monitoring of signs and symptoms ☐Review and plan the process for referring to Emergency Department (ED) as required. Consider contacting local ED with clinic times. ☐Consider how resuscitation area will be managed? ☐Consider managing crowds. For example, moving people if a patient becomes unwell and evacuation procedures are required. ☐Reinforce the signage for ambulance bays to ensure access at all times

Person responsible:	Comments and completion date: