

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		
2. The practice has a regular meeting to share information and ensure staff understand COVID-19 procedures		
3. The practice has accessed and reviewed RACGP managing pandemic influenza in general practice – pandemic flu kit		
4. The practice has processes for appropriate triage by reception		
5. The practice is referring to Department of Health WA for guidance about referring testing to Fever Clinics		
6. The practice understands that PathWest is no longer testing or taking referrals to test		
7. The 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		
8. The practice has been consulted and/or has information on local standing orders at HHS/hospital		
9. The practice has COVID-19 notification documentation to relevant Public Health Unit and has process for notification in place		
10. The practice has access to appropriate PPE and standard operating procedures for managing triage and waiting room		
11. The practice has policies and procedures for staff who may have to self isolate or quarantine including clinical and HR issues		
12. The practice has an information pack for patients who have been tested or have confirmed COVID-19		
13. Patients have access to information regarding isolation and quarantine		
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		
15. The practice would like more assistance to achieve/put in place any of the above		

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