General Practice preparedness for COVID-19 vaccine rollout

Part 1: A team approach for general practice in preparing for the rollout of the COVID-19 vaccine

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|  | **Questions to ask** | **Links to resources** | **Action List** |
| **Admin**  **MPA** | **Cold Chain:** Have all admin staff completed the Cold Chain online training module and provided certificate to Practice Manager? | [Vaccine Storage and Cold Chain Management](https://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_html5.html) |  |
| **Demographics:**  Are we updating demographic data for every patient at every visit? | [TopBar PenCS](https://www.pencs.com.au/products/topbar/) |  |
| **Practice Manager** | **Cold Chain:** Has the PM completed the Cold Chain online training module certificate? | [Vaccine Storage and Cold Chain Management](https://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_html5.html) |  |
| **Strive for 5:** Has a staff member completed the Annual Strive for 5 Self Audit?  When is your Annual Strive for 5 Self Audit due? | [Strive for 5, self-audit](https://www.health.gov.au/sites/default/files/national-vaccine-storage-guidelines-strive-for-5-appendix-2-vaccine-storage-self-audit_0.pdf)  [National vaccine storage guidelines “Strive for 5” (3rd ed)](https://www.health.gov.au/sites/default/files/documents/2020/04/national-vaccine-storage-guidelines-strive-for-5.pdf) |  |
| **Practice Nurse** | **Cold Chain:** Have all Practice Nurses completed the Cold Chain online training module and provided certificate to Practice Manager? | Online training module: [Vaccine Storage and Cold Chain Management](https://nswhealth.seertechsolutions.com.au/public_content/HETICP/HETI/CCMWebv3/story_flash.html)  [Cold Chain Toolkit for Immunisation Providers](https://www.health.nsw.gov.au/immunisation/Documents/cold-chain-toolkit.pdf)  [National vaccine storage guidelines “Strive for 5” (3rd ed)](https://www.health.gov.au/sites/default/files/documents/2020/04/national-vaccine-storage-guidelines-strive-for-5.pdf) |  |
| **Anaphylaxis:** Have the contents of your anaphylaxis response kit been checked to ensure they are up to date? | To manage anaphylaxis: [Australian Immunisation Handbook](https://immunisationhandbook.health.gov.au/vaccination-procedures/after-vaccination)  [Preparing an anaphylaxis response kit](https://immunisationhandbook.health.gov.au/resources/publications/preparing-an-anaphylaxis-response-kit) |  |
| **GP** | **Allergy status:** Do all patients have their allergy status recorded? | [Social and Lifestyle history Template](https://hneccphn.imgix.net/assets/src/uploads/resources/PCIO/TEMPLATE-Social-Lifestyle-History.docx) |  |
| **Individual PRODA account:** Have you granted delegation to relevant staff to view the AIR? | [PRODA (Provider Digital Access)](https://www.servicesaustralia.gov.au/organisations/business/services/proda-provider-digital-access)  [Managing Delegations in HPOS](https://www.servicesaustralia.gov.au/organisations/health-professionals/services/medicare/hpos/how-manage-your-details-hpos/managing-delegations) |  |

Sign and date (once all steps completed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_