General Practice preparedness for COVID-19 vaccine rollout

Part 2: 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** | **COVID-19 Vaccination Training Program:** Have all admin staff completed the Covid-19 vaccination training modules and provided certificates to Practice Manager? | [COVID-19 Vaccination Training Program](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccination-training-program?fbclid=IwAR0fAAa51_HYD2Vk_tBw36D29cAjeTu0iXxsodg3Ei21giGGzRaBeFbmtcM) |  |
| **Ethnicity:** Is Indigenous status recorded for all of our patients? | [Indigenous Identification Brochure](https://www.aihw.gov.au/getmedia/502680f6-b179-42fa-be71-8fd5d793d8d8/indigenous-identification-DLbrochure.pdf.aspx) |  |
| **Practice**  **Manager** | **COVID-19 Vaccination Training Program:** Have you completed the Covid-19 vaccination training modules and stored a copy of the certificates? | [COVID-19 Vaccination Training Program](https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/covid-19-vaccination-training-program?fbclid=IwAR0fAAa51_HYD2Vk_tBw36D29cAjeTu0iXxsodg3Ei21giGGzRaBeFbmtcM) |  |
| **Power outage equipment:** Have we considered our backup power supply to reduce any potential loss of data? | [RACGP Computer and information security standards for general practice](https://www.racgp.org.au/getattachment/a6cc1a25-2554-48b0-b07b-a53ba1ee675a/Information-security-in-general-practice.aspx) |  |
| **Practice Nurse** | **Power outage equipment:** Do we have alternative monitored vaccine storage arrangements in the event of power or refrigerator failure? | [Managing a power failure](https://www.health.gov.au/sites/default/files/national-vaccine-storage-guidelines-strive-for-5-appendix-9-checklist-for-managing-a-power-failure.pdf) |  |
| **My Health Record (MHR):** Are all our nurses set up and trained to view and upload to My Health Records? | [My Health Record in Nursing](https://training.digitalhealth.gov.au/enrol/index.php?id=19) |  |
| **GP** | **My Health Record (MHR):** Are all GPs set up and trained to view and upload to MHR? | [My Health Record for General Practitioners](https://www.digitalhealth.gov.au/healthcare-providers/general-practitioners)  [Software Summary Sheets](https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-summary-sheets) |  |

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