General Practice preparedness for COVID-19 vaccine rollout

Part 4: 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** | Contribute to team planning meeting: to discuss COVID-19 communication strategy  | [Practice Communication Strategy template](https://hneccphn.imgix.net/assets/src/uploads/resources/PCIO/PART-4-Covid-vaccine-communication-strategy.docx) |  |
| **Practice** **Manager** | Organise a meeting to develop COVID-19 vaccination team, and to develop a patient communication strategy | [Site requirements for COVID-19 vaccination clinics](https://www.health.gov.au/sites/default/files/documents/2021/02/covid-19-vaccination-site-requirements-for-covid-19-vaccination-clinics.pdf) |  |
| PENCAT recipes: assess data to identify high risk patients in your patient population. | [COVID-19 PENCAT recipes](https://help.pencs.com.au/display/CR/COVID-19) |  |
| **Practice Nurse** | AIR: Are you confident to access and using the Australian Immunisation Register (AIR)?  | [AIR eLearning](https://www.servicesaustralia.gov.au/organisations/health-professionals/services/medicare/australian-immunisation-register-health-professionals/resources/education-modules#a2) |  |
| Contribute to team planning meeting: to discuss COVID-19 communication strategy   | [Practice Communication Strategy template](https://hneccphn.imgix.net/assets/src/uploads/resources/PCIO/PART-4-Covid-vaccine-communication-strategy.docx) |  |
| **GP** | Approve COVID-19 communication strategy for practice staff | [Practice Communication Strategy template](https://hneccphn.imgix.net/assets/src/uploads/resources/PCIO/PART-4-Covid-vaccine-communication-strategy.docx) |  |
| Familiarise yourself with the decision-making tool for pregnancy and breastfeeding | [COVID-19 vaccination decision guide for women who are pregnant, breastfeeding, or planning pregnancy](https://www.health.gov.au/resources/publications/covid-19-vaccination-covid-19-vaccination-decision-guide-for-women-who-are-pregnant-breastfeeding-or-planning-pregnancy) |  |

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