General Practice preparedness for COVID-19 vaccine rollout

Part 5: 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** | Are all staff providing a consistent response to patient enquiries regarding bookings, vaccine information and vaccine eligibility? | [COVID-19 vaccine eligibility checker](https://covid-vaccine.healthdirect.gov.au/)[COVID-19 vaccine advertising poster – how to stay informed](https://www.health.gov.au/resources/publications/covid-19-vaccine-advertising-poster-how-to-stay-informed) |  |
| **Practice** **Manager** | Are we registered for PHN Capacity Tracker with at least 2 staff members confident in accessing and updating it as needed? | [Register for Capacity Tracker](https://au.capacitytracker.com/register)[Capacity Tracker information](https://thephn.com.au/programs-resources/capacity-tracker) |  |
| Is our practice familiar with TGA rules regarding advertising of COVID-19 vaccines? | [TGA rules regarding advertising of COVID-19 vaccines](https://www.tga.gov.au/advertising-covid-19-vaccines-australian-public) |  |
| **Practice Nurse** | Have all Nurses completed mandatory COVID-19 vaccine training, including the module for GP specific vaccine and provided a copy of the training certificate to the PM? | [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) |  |
| **GP** | Are all GP’s familiar with the COVID-19 vaccine decision-making tool for frail older people, including those in RACF’s? | [COVID-19 vaccination decision guide for frail older people, including those in RACF's](https://www.health.gov.au/resources/publications/covid-19-vaccination-covid-19-vaccination-decision-guide-for-frail-older-people-including-those-in-residential-aged-care-facilities) |  |
| Are all GP’s familiar with the RACGP advice regarding COVID-19 vaccine information and mandatory training and provided a copy of the training certificate to the PM? | [RACGP COVID-19 vaccine information for GPs](https://www.racgp.org.au/clinical-resources/covid-19-vaccine-resources/news-and-updates/covid-19-vaccine-information-for-gps%23update3) |  |

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