



Planning checklist for RACF COVID-19 vaccination clinics

Information current as at 28 October 2021

The following checklist provides hints and tips to assist in planning and delivering a safe and efficient COVID-19 vaccination clinic at a residential aged care facility. It is recommended service providers start planning early as some activities will take time to organise.

Planning

	Yes/No	Person responsible	Completion
Identify the RN Clinical Lead Contact your Primary Health Network (PHN) and advise them of your key contact person and confirm your facility's PHN key contact.			
Make sure you are familiar with all COVID-19 vaccine guidance material and relevant public health orders.			
Ensure that key people on site at your facility have contact details for: <ul style="list-style-type: none">the organisation (vaccine provider) supplying the vaccine team to your facilityyour PHN support person.			
Consider which residents will need the engagement of a supported decision maker and/or their substitute decision maker.			
Allow plenty of time for vaccination information, including on booster doses, to be provided to all residents, their families and representatives prior to discussion of consent.			

Logistics

	Yes/No	Person responsible	Completion
Plan out the physical clinic set up (refer checklist), ensuring appropriate physical distancing, an area for post-vaccination monitoring, and the flow of residents through the clinic. <ul style="list-style-type: none"> • Talk to your PHN if you have any concerns about the clinic meeting the physical environment requirements. 			
Identify which residents may need to be vaccinated in their room and consider if they should be vaccinated at the start or the end of the clinic. They will each need to be monitored directly for 15 mins post vaccine.			
Provide mechanisms for residents and families to ask questions around clinical suitability prior to and during vaccination clinics, including with nominated GPs			
Make sure you have plenty of hand sanitiser and antibacterial wipes in stock.			
Make sure you have basic diagnostic equipment to monitor residents post vaccination.			

Staffing

	Yes/No	Person responsible	Completion
Identify if you need to roster on additional skills sets (eg RNs) or staff (eg PCAs) to support residents and efficiently operate the clinic on the day.			
Ensure you have enough staff to support residents who may need extra reassurance, assistance and oversight.			
Make sure roles and responsibilities on the day are clear for everyone.			
Share information with staff about how the clinic will operate on the day.			
Have contingencies in place in the event staff experience side effects after their vaccination and are not able to attend work.			
Consider timing of staff vaccinations in relation to their shifts.			

	Yes/No	Person responsible	Completion
Ensure that staff understand potential side effects so they can review and support residents and give simple analgesia if required.			
Lock in additional staff early to reduce uncertainty.			

Communication

	Yes/No	Person responsible	Completion
Talk to your residents and staff, distribute the 'what to expect' document, and encourage people to view information (including translated information) on the Department of Health's COVID-19 vaccines website .			
Consider how you can support and engage with your residents, their families and your staff to encourage vaccination uptake, including booster vaccination.			
Facilitate discussion between a person and their GP or other professional if they require more information			
Consider how you will communicate with families post vaccination visits to provide reassurance about wellbeing.			
Engage with OPAN (via 1800 700 600 or open.com.au) and connect concerned residents or families with their local seniors rights' advocates.			

Consent

	Yes/No	Person responsible	Completion
Start giving residents and staff access to information early, including facilitating discussions with GP where required or desired.			
Consider mechanisms to encourage substitute decision making approaches to vaccination. Support information and discussion with residents and their substitute decision makers so that the resident's known or likely wishes and preferences are properly accounted for.			
Keep in mind that you will need to provide evidence of consent to the vaccine provider. Organise consent early if possible.			
Plan how you can accommodate individuals who request vaccination at the last minute			

Supporting residents on the day

	Yes/No	Person responsible	Completion
Work with families and carers to ensure a support person will be present to assist those residents that would benefit on the day – e.g. to translate information, calm nerves, or provide reassurance.			
Plan to use wrist bands (or similar) to identify residents who have been vaccinated. This will help in monitoring residents to understand if a change in condition might be vaccine-related (those not vaccinated will not be wearing a wrist band).			
Plan to celebrate residents' participation (like morning tea in the lounge room) to engage residents.			
Plan and develop processes and protocols for how you will monitor residents after the clinic, understanding the possible side effects and how they might impact individual residents.			

GPs and Allied Health

	Yes/No	Person responsible	Completion
Provide GPs and allied health workers with early notice of your scheduled date for vaccination clinic.			
Make sure you will have access to GPs on the day of the clinic in case you need GP assessment of resident suitability to receive the vaccine if something changes.			