



Australian Government



Clinical governance for COVID-19 vaccination at disability residential accommodation

The following outlines the clinical governance/roles and responsibilities for COVID-19 vaccinations at disability residential accommodation. The disability provider and the immunisation provider each have accountabilities related to the vaccination activity over three phases:

- Preparation for vaccine day
- Vaccine day
- Conclusion of each vaccine day and post vaccine day

Preparation for the vaccine

Activity	Disability provider
Lead Contact	<ul style="list-style-type: none"> The disability provider will advise the immunisation provider of the name and contact details for the Lead Contact. The disability provider must have a Lead Contact who is responsible for managing the vaccine program at each of the sites including: <ul style="list-style-type: none"> to liaise with the immunisation provider and vaccine team confirming all logistics and arrangements that are in place confirming the number of people with disability and workers who are to receive the vaccine meet the vaccine team upon arrival for local orientation and support set up confirming suitability of people with disability to have the vaccine on the day and ensuring everyone participating has confirmed consent liaise with the vaccine team on the day receiving a formal handover from the vaccine team at the conclusion of each day assumes responsibility for all people with disability prior to the departure of the vaccine team The Lead Contact could be someone who is able to shadow the vaccine team as they move from site to site or a key contact at each site. This arrangement will depend on the size and preference of each disability provider.
Confirm suitability to receive the vaccine prior to vaccination day	<p>People with disability</p> <ul style="list-style-type: none"> The disability provider should consider the suitability for people with disability to receive the vaccine. In accordance with ATAGI advice, the only people who are not suitable to receive the vaccine are those with: <ul style="list-style-type: none"> anaphylaxis to a previous dose of the same COVID-19 vaccine, or anaphylaxis after exposure to any component of a COVID-19 vaccine including to polyethylene glycol (PEG) Immunisation providers should be alerted to people with disability who have a bleeding disorder or are taking a blood-thinning medication (anticoagulant). If there are concerns about the suitability of a person with disability to receive the vaccine, the disability provider should consult with the individual's GP. GPs may provide a phone assessment or may review the person with disability personally. GP advice should be documented by the disability provider in the individual's support notes. GP's do not need to prescribe the COVID vaccine for people with disability and workers. Confirming an individual's suitability to receive the vaccine is a precursor to the person with disability or their representative making an informed consent decision to receive or decline the vaccine. <p>Workers</p> <ul style="list-style-type: none"> The disability provider is not accountable to review workers suitability to have the vaccine. Workers may wish to engage with their GP or other health professionals to discuss risks, benefits and suitability of the vaccine to inform their decision. The disability provider will be responsible for confirming the number of workers' intending to have the vaccine.

Activity	Disability provider
Consent	<ul style="list-style-type: none"> The disability provider is responsible for facilitating, seeking and recording informed consent for all people with disability suitable to receive the vaccine including individuals who: <ul style="list-style-type: none"> have a substitute decision maker require supported decision making do not need a substitute decision maker. A consent package including a consent form template and relevant information is available to support this activity (refer Consent information). Evidence of consent must be made available to the immunisation provider on the day including a copy of the consent form used. The immunisation provider will take this copy for their records. Contact details for each person's GP is also required.
Establishing dose requirements	<ul style="list-style-type: none"> The disability provider compiles a list which specifies all consenting people with disability identified as suitable for vaccination and workers intending to participate (refer template – Vaccination patient list). 100% of doses should be ordered to take into account for individuals that decide to vaccinate on the day. The vaccine patient list is sent to the immunisation provider by the Lead Contact. This informs the number of doses that will be brought to the site on the day for people with disability and workers.
Site readiness	<ul style="list-style-type: none"> The disability provider is responsible for ensuring each disability residential accommodation site is prepared in a manner that is appropriate and supports an efficient and safe vaccination. The accommodation must comply with the readiness requirements for COVID-19 vaccination at disability residential accommodation (refer checklist – site requirements). This includes with the physical environment readiness requirements The disability provider should engage with the immunisation provider for assistance on meeting the site requirements. The disability provider should ensure it: <ul style="list-style-type: none"> Has a safe identification process for people with disability especially where people with disability are unable to state their own name and date of birth Is well stocked in hand sanitizer, disinfectant wipes and other consumables Has PPE in stock to address any local state / territory health authority requirements for people with disability and workers The Lead Contact will need to engage with the immunisation provider to confirm site readiness compliance.
Planning for vaccine day support	<ul style="list-style-type: none"> Each disability provider should ensure they have plans and processes in place to manage and support participation of people with disability in the vaccination. Plans and processes should be in an efficient, safe and appropriate manner; and prevent and manage anxiety and/or behaviours of concern appropriately. Each disability provider should ensure they will have an adequate number of workers, who are familiar with and are known to the people with disability, rostered to support on vaccine day. Disability providers should ensure processes and appropriate numbers of support workers are in place to monitor people with disability after the immunisation provider has left. This is to identify, manage and report adverse events. (refer to adverse events information) Disability providers should have in place clear escalation processes, systems and contact details for people with disability with adverse events.

Activity	Immunisation provider
Site readiness	<ul style="list-style-type: none"> The immunisation provider must be satisfied that the accommodation complies with the readiness requirements for COVID-19 vaccination at disability residential accommodation; and the site requirements for the release of the relevant vaccine.

On Vaccination Day

Activity	Disability Provider
Support set up	<ul style="list-style-type: none"> The Lead Contact must be onsite to meet the immunisation provider upon arrival, to provide local orientation and support vaccination commencement.
Preparation of people with disability	<ul style="list-style-type: none"> If the disability provider becomes aware that a person is unwell on the day of the vaccine, then they should not be vaccinated. On arrival, the disability provider should provide the vaccine team with a list of people with disability who will be receiving the vaccine. The disability provider will prepare the people with disability for the vaccination, together with their consent form (or equivalent) and any information about: <ul style="list-style-type: none"> the individual's medical conditions, allergies, bleeding disorders or immunocompromised (i.e. weakened immune system) any medications the individual is taking any reactions the individual has had to any vaccine in the past for each person with disability, any communication, cultural or behavioural factors that are relevant to the vaccination process whether a support person is required to be with the individual at the time of vaccination
Worker participation	<ul style="list-style-type: none"> The disability provider will provide the vaccine team with a list of workers that will be vaccinated on the day.
Site management	<ul style="list-style-type: none"> The disability provider is responsible for the efficient and safe movement of people with disability through the site. Use of PPE in line with local state health authority requirements for people with disability and workers.
Monitoring people with disability post vaccination	<ul style="list-style-type: none"> Once released from the immunisation providers post vaccination observation the disability provider is responsible for people with disability that have received the vaccine. The disability provider is responsible for ensuring appropriate workers actively monitor people with disability. This is to identify, manage, document and report adverse events after the immunisation provider leaves.

Activity	Immunisation provider
Site readiness	<ul style="list-style-type: none"> The immunisation provider will receive a local orientation from the Lead Contact. The immunisation provider is responsible for ensuring adequate number of appropriately qualified staff are present to deliver the vaccine in an efficient and safe manner.
Preparation of people with disability	<ul style="list-style-type: none"> The immunisation provider should satisfy themselves that people with disability listed to receive the vaccine are suitable to do so, including through a screening process.

Activity	Immunisation provider
	<ul style="list-style-type: none"> The immunisation provider must be satisfied on the day that informed consent has been given for all people with disability and workers receiving the vaccine. Sighting through appropriate evidence, preferably using the standardised consent form.
Workers	<ul style="list-style-type: none"> The immunisation provider will: <ul style="list-style-type: none"> screen workers registered for a vaccine on vaccination day and confirm the worker's suitability (or otherwise) to receive the vaccine. Obtain consent from workers including taking a copy of the consent form used.
Reporting	<ul style="list-style-type: none"> The immunisation provider is responsible for reporting vaccinations to the Australia Immunisation Register (AIR).
Monitoring and reporting adverse events	<ul style="list-style-type: none"> The immunisation provider is responsible for monitoring people with disability and workers for adverse events in the post vaccination observation period. The observation period is for 15 minutes or 30 minutes in some limited cases. The immunisation provider is responsible for reporting adverse events that occur in the post vaccination observation period.

At the end of the vaccination day

Activity	Disability provider
Closure and hand over	<ul style="list-style-type: none"> At the conclusion of each day, the immunisation provider and the disability provider will have a formal handover. This is attended by the Lead Contact, with the disability provider assuming responsibility of all people with disability before the departure of the vaccine team. This may include a signed verification handover. In the event of an adverse outcome, the disability provider will enact relevant escalation process and pathways (refer to separate guidance material).
Updating records of people with disability	<ul style="list-style-type: none"> Record vaccination in people with disability's records
Records of worker vaccination	<ul style="list-style-type: none"> Make a record of workers who have received the vaccination, have declined the vaccination or for another reason have not been vaccinated (e.g. contraindication) for the disability providers own records.

Activity	Immunisation provider
Closure and hand over	<ul style="list-style-type: none"> At the conclusion of each day, the immunisation provider and the disability provider will have a formal handover. This is attended by the Lead Contact, and agreed to before the departure of the vaccine team. This may include a signed verification handover.