WQPHN Commissioned Service Provider

COVID-19 Checklist

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| COVID 19 Process/Protocol  | X indicates Yes | Comments |
| 1. The Provider has access to up to date COVID-19 information and a clear process to ensure regular updates are disseminated to staff
 |[ ]   |
| 1. Provider is convening a regular meeting with staff to share information and plan for COVID-19 readiness (If Sole Trader, provider may consider linking with HHS, ACCHO or Practice teams to consider readiness)
 |[ ]   |
| 1. Provider has reviewed and put in place standing procedures for Infection Control and Pandemic Management as provided for under COVID-19 guidance
 |[ ]   |
| 1. If FIFO, or DIDO, Provider has considered the need to restrict travel to rural and remote communities and has risk assessment matrix in place to review the necessity of service restriction. The matrix is reviewed daily and WQPHN is advised regularly of changes/restrictions in service delivery.
 |[ ]   |
| 1. Provider has undertaken an analysis of telehealth and online support and or shared/care arrangements locally based health professionals for more vulnerable patient groups
 |[ ]   |
| 1. Provider has undertaken a local risk assessment of patient vulnerability, patient flow concerns and workforce cross infection issues (esp for FIFO and DIDO) and has a mechanism for monitoring daily
 |[ ]   |
| 1. Provider has processes for appropriate triage by Reception at the point of client care for clients who present as sick or need advice regarding COVID-19
 |[ ]   |
| 1. Contact has been made with local general Practice to ensure there is a clear line of communication and a standard operating procedure is in place to manage any necessary communication or client advice and referral
 |[ ]   |
| 1. Providers have been consulted and/or have information on local standing orders at HHS / hospital if referral of client is required
 |[ ]   |
| 1. Provider has access to appropriate PPE and standard operating procedures for managing clients and infection control as required
 |[ ]   |
| 1. Provider has procedures in place for staff who may have to self-isolate or quarantine including Clinical and HR issues.
 |[ ]   |
| 1. Consumers have access to information regarding COVID-19 if provider is requested to provide this
 |[ ]   |
| 1. Provider would like more assistance to achieve / put in place any of the above.
 |[ ]   |

**Additional Help and assistance:**

Confidential 24/7 online and telephone assistance is available for your patients on the following links:

**13 HEALTH** (13 43 25 84)

[**Coronavirus Health Information Line**](https://www.health.gov.au/contacts/coronavirus-health-information-line)**on 1800 020 080.**

 [**Health Direct**](https://www.healthdirect.gov.au/coronavirus) <https://www.healthdirect.gov.au/coronavirus> and **helpline on 1800 022 222**