

COVID-19 General Practice Checklist

COVID 19 Process/Protocol	Yes	No	Comments	Links
1. The Practice has access to up-to-date information and a clear process to ensure regular updates are disseminated to the practice team	<input type="checkbox"/>	<input type="checkbox"/>		
2. Practice has regular meetings to share information and understands COVID-19 procedures	<input type="checkbox"/>	<input type="checkbox"/>		
3. Practice has reviewed policies and procedures for Infection Control and Managing Pandemic Influenza in General Practice	<input type="checkbox"/>	<input type="checkbox"/>		https://www.racgp.org.au/running-a-practice/practice-management/managing-emergencies-and-pandemics/managing-pandemics/managing-pandemic-influenza-in-general-practic-1
4. Practice has processes for appropriate triage by Reception	<input type="checkbox"/>	<input type="checkbox"/>		
5. Practice has decided whether to perform testing (eg. where there isn't laboratory testing available) and has information regarding this including testing and cleaning protocols.	<input type="checkbox"/>	<input type="checkbox"/>		
6. Practice has identified and contacted a Pathology provider accepting samples	<input type="checkbox"/>	<input type="checkbox"/>		
7. Practice has undertaken a local risk assessment of patient vulnerability, patient flow concerns and workforce cross infection issues (esp for FIFO) and has a mechanism for monitoring daily	<input type="checkbox"/>	<input type="checkbox"/>		https://www.pencs.com.au/covid-19-gps/
8. Practices have been consulted and/or have information on local standing orders at HHS / hospital	<input type="checkbox"/>	<input type="checkbox"/>		
9. Practice has COVID-19 notification documentation to relevant Public Health Unit and has process for notification in place.	<input type="checkbox"/>	<input type="checkbox"/>		
10. Practice has access to appropriate PPE and standard operating procedures for managing triage and waiting room	<input type="checkbox"/>	<input type="checkbox"/>		
11. Practice has assessed GPs/Nurse's capacity to undertake assessments / pathology	<input type="checkbox"/>	<input type="checkbox"/>		
12. Practice has policies and procedures in place for staff who may have to self-isolate or quarantine including Clinical and HR issues.	<input type="checkbox"/>	<input type="checkbox"/>		
13. Practice has information pack for patients who have been tested or have confirmed COVID 19	<input type="checkbox"/>	<input type="checkbox"/>		
14. Consumers have access to information regarding isolation and quarantine	<input type="checkbox"/>	<input type="checkbox"/>		

15. Contact has been made with local hospital, there is a clear line of communication with a nominated representative and a standard operating procedure is in place to manage any confirmed cases and testing activities	<input type="checkbox"/>	<input type="checkbox"/>		
16. Practice would like more assistance to achieve / put in place any of the above.	<input type="checkbox"/>	<input type="checkbox"/>		
17. Staff have completed/refreshed all mandatory infection control and vaccine management training	<input type="checkbox"/>	<input type="checkbox"/>		https://covid19vaccinationtraining.org.au/login/index.php
18. The practice team is encouraged to obtain immunisations recommended by the current edition of the AIR handbook based on their duties and immunisation status. Evidence of vaccination status (including COVID-19) should be provided by each team member (as per RACGP 5 th Edition Standards C3.5 WHS)	<input type="checkbox"/>	<input type="checkbox"/>		https://www.racgp.org.au/clinical-resources/covid-19-vaccine-resources/news-and-updates/covid-19-vaccine-information-for-gps
19. Practice is set-up for telehealth consultations with process and workflow documented.	<input type="checkbox"/>	<input type="checkbox"/>		

Additional Help and assistance:

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

[Health Direct](#) - 24/7 Telephone online - **13 HEALTH** (13 43 25 84) or <https://www.healthdirect.gov.au/coronavirus>

[Coronavirus Health Information Line](#) on 1800 020 080.

The [healthdirect](#) helpline on 1800 022 222