Primary Health Care Service

COVID-19 Checklist

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| COVID 19 Process/Protocol | Yes/No | Comments |
| 1. The Practice has access to up to date information and a clear process to ensure regular updates are disseminated to practice staff |  |  |
| 1. Practice has a regular meeting to share information and understands COVID-19 procedures |  |  |
| 1. Practice has reviewed and put in place policies and procedures for Infection Control and Pandemic Management in General Practice |  |  |
| 1. Practice has processes for appropriate triage by Reception |  |  |
| 1. 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. |  |  |
| 1. Practice has identified and contacted Pathology provider accepting samples |  |  |
| 1. 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 |  |  |
| 1. Practices have been consulted and/or have information on local standing orders at HHS / hospital |  |  |
| 1. Practice has COVID-19 notification documentation to relevant Public Health Unit and has process for notification in place. |  |  |
| 1. Practice has access to appropriate PPE and standard operating procedures for managing triage and waiting room |  |  |
| 1. Practice has assessed GPs/Nurses capacity to undertake assessments / pathology |  |  |
| 1. Practice has policies and procedures in place for staff who may have to self-isolate or quarantine including Clinical and HR issues. |  |  |
| 1. Practice has information pack for patients who have been tested or have confirmed COVID 19 |  |  |
| 1. Consumers have access to information regarding isolation and quarantine |  |  |
| 1. 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 |  |  |
| 1. Practice 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:

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

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

The **[healthdirect](https://www.healthdirect.gov.au/) helpline on 1800 022 222**