



COVID-19 Vaccine Checklist

Screen for COVID-19 symptoms

Complete COVID-19 screening questions and temperature check as per usual clinic policy

PRE-VACCINATION

Check vaccine eligibility for phase 1b

- Aboriginal and/or Torres Strait Islander Adult
- Resident of remote community
- Person \geq 70 years old
- Health care worker
- Critical and high-risk worker (e.g. defence, police, fire, emergency services, meat processing)
- Person at increased risk of severe disease

Obtain informed consent

Discuss the following with the patient: (for further details see [KAMS COVID-19 vaccine SOP](#))

- Benefits of vaccination
- Possible risk of contracting/transmitting COVID-19 despite vaccination
- Requirement for 2 doses
- Need to continue with public health measures such as physical distancing, handwashing and COVID-19 testing
- Safety of COVID-19 vaccines, including current safety investigation into rare clotting condition
- Management of side effects and seeking medical attention for side effects
- Adverse events monitoring
- Provide patient with written vaccine-specific patient information.
- Verbal consent must be documented in MME_x when the vaccine is recorded in the "Immunisations tab".
If patient declines vaccination after receiving information, document informed declination in COVID-19 drop down in MME_x, and inform patient they are welcome to return for COVID-19 vaccine if they change their mind.

Check for previous vaccination

- Have you had a COVID-19 vaccination before? **If YES** – check which brand and the date of receipt (on AIR). The same brand should be used for the second dose.
- Have you received any other vaccination in the last 14 days? **If YES** – delay COVID-19 vaccination so that there is a minimum interval of 14 days between COVID-19 vaccine and other vaccinations.

Check for contraindications

- Have you had a serious allergy (particularly anaphylaxis) to this vaccine or any of its components before? **If YES – DO NOT PROCEED WITH VACCINATION. DISCUSS WITH ON-SITE OR ON-CALL DOCTOR. See [ATAGI Clinical Guidance on COVID-19 Vaccine in Australia 2021](#)**
- Does this patient have a confirmed history of CVST (Central Vein Sinus Thrombosis) or HITS (Heparin Induced Thrombocytopenia Syndrome)? **If YES – DO NOT PROCEED WITH VACCINATION. DISCUSS WITH ON-SITE OR ON-CALL DOCTOR. See [ATAGI statement for health care providers on suitability of COVID-19 vaccination in people with history of clotting conditions](#)**

Check for precautions

- Are you under 50 years old? **If YES – refer to doctor to discuss risks and benefits.** COVID-19 Vaccine AstraZeneca should only be used where the benefits are likely to outweigh the risks for that individual and the person has made an informed decision based on an understanding of the risks and benefits.
- Do you have a fever \geq 38.5? **If YES** – arrange clinical review and delay vaccination until recovered.
- Do you have a bleeding disorder or do you take any medicines to thin your blood (anticoagulant)? **If YES** – discuss with doctor prior to administering vaccination. If on warfarin, ensure point-of-care INR checked and is in therapeutic range. Inform patient of risk of haematoma with injection.
- Do you have any serious allergies, particularly anaphylaxis, to anything, or do you carry an EpiPen? **If YES – inform on-site or on-call doctor.** Those with a previous history of anaphylaxis to any substance and/or those who carry an EpiPen should be observed for **at least 30 minutes** following vaccine administration. See [ATAGI Clinical Guidance on COVID-19 Vaccine in Australia 2021](#)
- Do you have a systemic mast cell disorder with raised mast cell tryptase that requires treatment? **If YES – inform on-site or on-call doctor and do not proceed with vaccination.** Review or discussion prior to vaccination with specialist is required. See Guide: [Allergy and COVID-19 Vaccination \(ASCIA\)](#)

Check for special circumstances warranting discussion before vaccination

- Do you have a weakened immune system (immunocompromised)? **If YES** – COVID-19 vaccine is recommended for people who are immunocompromised because of their increased risk of severe illness with COVID-19. Before vaccination, people with immunocompromise should be counselled about the safety and efficacy of COVID-19 vaccination, and the lack of data in immunocompromised recipients. See [ATAGI clinical guidance on COVID-19 vaccine in Australia 2021](#).
- Have you had COVID-19 before? **If YES** – past COVID-19 infection is not a contraindication to vaccination. Past infection may reduce the risk of reinfection for at least 6 months. Individuals who have had PCR-confirmed SARS-CoV-2 infection may wish to defer vaccination for up to 6 months from the time of their infection.
- Are you pregnant or think you might be pregnant? **If YES** – see above information for those under 50 years old.
- Are you currently breastfeeding? **If YES** – see above information for those under 50 years old.



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POST-VACCINATION

- Ask patient if they consent to receive an SMS survey after vaccination (through Vaxtracker) and complete consent process on MMEx as below.
- Monitor recipient for 15 minutes post-vaccination (or 30 minutes for those with a past history of anaphylaxis or who carry an EpiPen).
- Provide patient with “KAMS COVID-19 Vaccine Information- After your vaccination” patient information sheet.
- Complete patient COVID-19 vaccine card and inform patient of brand of COVID-19 vaccine given, date of dose, and when second dose is due.
- Document administration of COVID-19 vaccination on MMEx according to process below.

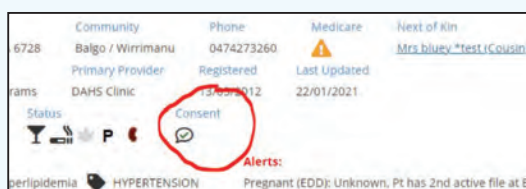
MMEx Workflow

Refer to [KAMS COVID-19 Vaccination SOP](#) for detailed instructions

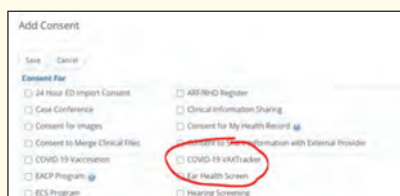
1. Check demographics & consent for VAXTracker

- Register patient on MMEx if not a current patient
- Check correct patient name and date of birth on MMEx file
- Ensure phone number is current in demographics of MMEx file
- Enable VAXTracker:

Click on “Consent” Icon in patient file:



Click “Add Consent” and choose “COVID-19 VAXTracker”:



- Ensure fields below are appropriately completed and click “Save”. This process will ensure patient is linked to the Vaxtracker surveillance tool.

2. Create a progress note

- Presenting complaint: choose “vaccination given”
- COVID-19 dropdown: choose relevant drop down e.g. *dose 1, dose 2*
- Use the template “COVID-19 Vaccine Consultation” and ensure checklist is completed, and complete required fields (or choose Y/N option).

3. Add COVID-19 Vaccination (AstraZeneca) Care Plan

- Add “COVID-19 Vaccination – (AstraZeneca)” in care plans.

4. Add Immunisation

- In Immunisations tab, “Add Immunisation” and choose “COVID-19 Vaccine AstraZeneca Solution for injection”
- Complete all fields
- Ensure tick box for consent is completed
- Click “Add”
- MMEx will automatically upload information to AIR – this is mandatory for every COVID-19 vaccination given

5. Complete MBS Billing

- Complete MBS Billing if doctor on-site.

Vaccine suitability assessment services	Items (for VR GPs)
Practice located in MMM 2-7, in hours consultation - 1 st dose	93625
Practice located in MMM 2-7, after hours consultation - 1 st dose	93635
Practice located in MMM 2-7, in hours consultation - 2 nd dose	93645
Practice located in MMM 2-7, after hours consultation - 2 nd dose	93654

NB: Services must be billed in the name of the supervising GP, who must be present at the location at which the vaccine suitability assessment service is undertaken and must accept full responsibility for the service. After Hours: Monday-Friday before 8am or after 8pm; Saturday before 8am or after 1pm; anytime Sunday or Public Holiday.