| **Activity** | **CRU Responsible** | **Client Services Site Lead Responsible** |
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| 1. Verify site, client and staff details | **✓** |  |
| 1. Brief local team | **✓** |  |
| 1. Provide COVID vaccination information, spreadsheet, consent form, Easy English, Aboriginal resources to local teams. | **✓** |  |
| 1. Verify records in spreadsheet and add additional information as per spreadsheet headings. |  | **✓** |
| 1. Provide vaccination information to clients, families / decision makers. |  | **✓** |
| 1. Where there is a Public Guardian (or informal substitute decision maker) contact them and understand if they will consent to vaccination based on generic vaccination information and knowledge of the client or if they require GP review/advice. |  | **✓** |
| 1. Provide information to families and informal supports (where relevant & including Aboriginal resources) |  | **✓** |
| 1. Explain to client using Easy English or other resources/key supports at the level/method they can understand.   Involve the client in the decision as much as possible. |  | **✓** |
| 1. Make a telehealth or GP visit for each client asap for advice on health and suitability for vaccination if required. In most cases this is likely to be required. Medicare Card must be current – if not, organise urgent replacement. |  | **✓** |
| 1. Medical practitioner to record advice within CRU Vaccine Review Health Appointment template – staff to upload to CIRTS. |  | **✓** |
| 1. Confirm local person responsible on the day – preferably the House Manager. | **✓** |  |
| 1. Provide House Manager or key people on site with contact details for immunisation provider | **✓** |  |
| 1. Update site spreadsheet of consent, GP review and support person per client. | **✓** |  |
| 1. Confirm vaccination time and date with client services and provide details of vaccination team to local manager. | **✓** |  |
| 1. Roster experienced, key support staff to work on vaccination day. |  | **✓** |
| 1. Have evidence of consent ready for vaccinators to see – this can be the signed vaccination form, or a letter from a decision maker (e.g. a public guardian/public advocate). |  | **✓** |
| 1. Arrange area at house for vaccination – privacy, hand sanitiser, disinfectant wipes, gloves.   Note where clients would prefer to have vaccination within their bedrooms instead. |  | **✓** |
| 1. Check clients are well on the day and have key support person with them. |  | **✓** |
| 1. Ensure rostered staff understand potential side effects to monitor for so they can support clients. |  | **✓** |
| 1. After vaccination, observe and support clients. NB: vaccinators will monitor client for the first 15 – 30 minutes after vaccination.   Vaccinators will hand over clients back to site contact. |  | **✓** |
| 1. Ensure you have doctor and ambulance details available should the client become sick. |  | **✓** |
| 1. Work with vaccination team to gather evidence of vaccinations completed. BOOK IN 2ND VISIT.   **NB:** Vaccination team complete Australian Immunisation Register. |  | **✓** |
| 1. Update CIRTS with vaccination and progress note |  | **✓** |
| 1. Provide families updates and give reassurance about the client’s wellbeing |  | **✓** |
| 1. Contact the CRU at the completion of the site visit. Provide feedback on process and administration details to CRU. |  | **✓** |
| 1. Monitor client’s health and wellbeing for 48 hours by observation and using the COVID-19 Post Vaccination Client Wellness check and seek urgent medical review if required. Report any adverse side effects to Covid Call Centre (*after* seeking medical review) |  | **✓** |
| 1. Report adverse side effects to local health department as per Monitoring and Reporting Side Effects fact sheet. | **✓** |  |
| 1. QA process and document feedback. | **✓** |  |
| 1. Provide feedback to DSS | **✓** |  |