

COVID-19 Vaccination Hub Orientation & Onboarding Checklist

COVID-19 VACCINATION HUB



VACCINATION HUB ORIENTATION & ONBOARDING CHECKLIST

The COVID-19 Vaccination Hub has a responsibility to ensure all permanent, bank, pool and agency healthcare workers are orientated to the area via this checklist on presentation to the Hub or Sub-Hub for the first time (Western Health Procedure OP-HR2.1.4 Orientation). The aim is to provide a clear understanding of the Hub's expectations. To ensure that orientation requirements are completed, please tick the boxes following discussion and/or demonstration. Once completed the Hub will hold the form for one month. Forms may be forwarded to NMWU Allocations Office for archiving after this time. Forms may be sent in hard copy or faxed on 9393 0142. A copy may be given to the staff member if requested.

Location of Hub or Sub-Hub:	Date	/	/	2021
A <i>The geographical layout including</i>				<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Location of emergency exits ▶ Location of fire extinguishers and emergency call buttons ▶ Location of other emergency equipment including the resuscitation trolley ▶ Evacuation and assembly points ▶ Introduction to key personnel ▶ Location of area folder, documents and operating policies ▶ Location of essential equipment and documentation requirements for patient care ▶ Location of staff amenities and toilets 				
B <i>Emergency procedures</i>				<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Emergency number (03 8345 0444 on hospital site and 000 at airport/community site) ▶ Emergency codes (where to find reference lists and PPGs e.g. Code Purple) 				
C <i>The major clinical focus of the Western Health Vaccination Hub, (including the area routine, roles, and responsibilities)</i>				<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Allocation to specific sub-area or role as required ▶ Familiarisation with specific area (Western Health Vaccination Hub) process or role 				
D <i>Access to PPG (policy, procedure and guidelines) information on the intranet site</i>				<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ To be assisted by Western Health staff with approved access ▶ Vaccination online competency is completed successfully ▶ Relevant competencies are completed successfully ▶ Review WH privacy and confidentiality in regards to personal and health information 				
E <i>Riskman and incident/ hazard reporting</i>				<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Identify OHS folder or notice board ▶ Report to the Team Leader if any incident/hazard (s) are identified or noted ▶ Complete OHS orientation at each site 				
F <i>Immunisation</i>				<input type="checkbox"/>
<ul style="list-style-type: none"> ▶ Become familiar with check in process ▶ Pre- vaccination screening assessment ▶ Preparation of the vaccination as per DHHS guideline ▶ Administration to correct vaccine recipient and to the correct site as per guidelines and medication administration policy 				



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	<ul style="list-style-type: none"> ▶ Post vaccination administration care as per Department of Health guidelines ▶ Document in the immunisation database and data management as per Department of Health guideline ▶ Report Adverse Events Following Immunisation (AEFI) as per Department of Health guidelines ▶ Adhere to the cold chain management requirements for the specific vaccine 	
G	Waste Management <ul style="list-style-type: none"> ▶ Procedure for and location of waste disposal units 	<input type="checkbox"/>
H	Infection Prevention and Control <ul style="list-style-type: none"> ▶ Understand Standard Precautions (refer to PPG) ▶ Demonstrate correct PPE donning and doffing, including disposing in correct bins ▶ Understand relevant procedures for regarding managing occupation exposure (e.g. needle stick injury, body fluids/blood) 	<input type="checkbox"/>
I	Discharge or Check out <ul style="list-style-type: none"> ▶ Schedule the date next vaccine is due ▶ Post vaccination observation and identifying AEFIs if it occurs 	<input type="checkbox"/>
J	Western Health Access <ul style="list-style-type: none"> ▶ e- recruit – Contracts (soft copy) ▶ WeLearn – Education ▶ Allocate – Roster ▶ COVID Vaccination Management System (CVMS) – Document and register vaccine recipients or report system ▶ Riskman – Incident reporting ▶ Microsoft Outlook – Emails ▶ Security – IDs and Parking and Access to facilities ▶ Satellite Access by relevant sites such as Melbourne Airport or other Hospitals 	<input type="checkbox"/>

Staff Member Declaration

I (insert name)....., confirm that I have participated in a brief orientation of the COVID-19 Vaccination Hub/Sub-Hub, and that I understand the information and procedures explained to me. I hereby agree to adhere to Western Health policies and procedures including, but not limited to, the code of conduct and confidentiality policy.

Signature:..... Agency (if applicable):.....

Orientation Conducted by:

Name:	Signature:
Position:	
Agency ID sighted (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No	Working With Children sighted (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No

Other ID Presented please list (if applicable)

