

Operational Planning & Readiness Checklist

COVID-19

VACCINATION

HUB



VIC Health COVID Vaccine Hub	Sunshine Hospital
Business name	COVID 19 VACCINE HUB VIC001
AIR Provider Number (Pfizer & Astra Zeneca)	V97571W
SAEFVIC reporting	Username: SAEFVIC.WesternHub@dhhs.vic.gov.au Password: pfizerhub1
Sub-Hub Location: Address & phone number	
Site Manager Contact email & phone number:	
Operating Model	
Operating Guideline complete	Yes / No
Number of cubicles	
Operating hours	
Equipment ordered / scheduled for delivery	Yes / No
Workforce allocated & rostered	Yes / No
Licensing Agreement required / completed	Yes / No
Commonwealth Site requirements for COVID-19 vaccination clinics completed	Yes / No
Copy provided to WHCVH	Yes / No
CVMS	
Provider set up	Yes / No Name:
Sessions scheduled	Yes / No
Call centre / DH update	
Call centre script completed	Yes / No
WPHU DH planning document completed	Yes / No
WH Microsite	
Microsite information updated	Yes / No
Authorised contact confirming preparedness	
<i>Authorised contact signature</i>	
<i>Date:</i>	
<i>Authorised WHCVH Contact reviewing:</i>	
<i>Date:</i>	



Item	Checks / Tests	Y	N	N/A
Hub set up access and security	Hub signage is correct			
	Authorised staff can access hub			
	Authorised staff can access pharmacy preparation zone			
	Set of emergency keys assigned to manager			
	Staff familiar with the most commonly used pathways of travel particularly for recipient emergencies			
	Staff familiar with the work environment lockers, toilets etc.			
	Staff are aware of security features operational including:			
	<ul style="list-style-type: none"> CCTV 			
	<ul style="list-style-type: none"> Duress system 			
<ul style="list-style-type: none"> Site security 				
Supply	Clinical imprest store room stocked with consumables as per guidelines			
	Portable gases stocked and location known in Hub			
	All point of care locations stocked for day 1 use:			
	<ul style="list-style-type: none"> Front Reception 			
	<ul style="list-style-type: none"> Wait area 			
	<ul style="list-style-type: none"> Cubicle – check in 			
	<ul style="list-style-type: none"> Cubicle – vaccine administration area 			
	<ul style="list-style-type: none"> Vaccine prep & administration trolleys 			
	<ul style="list-style-type: none"> Observation Area 			
Staff Amenities	Staff changing areas set up			
	Don / Doff areas set up as required			
	PPE available			
	Storage for staff change			
	Staff amenities stocked with consumables			
	Staff amenities stocked with crockery and cutlery			
	Staff amenities – kitchen fit out complete			

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Equipment	All equipment is set up and in correct location			
	Equipment tagged, tested and working			
	Monitors (Welch Allen) working			
	Staff working familiar with equipment			
	Oxygen & suction set up and working on Stryker trolley			
	Staff trained in using Stryker trolley & backboard			
Emergency procedures	Resus trolley / AED set up and available in planned location			
	Emergency routes confirmed & tested			
	Anaphylaxis Kits stocked and available in planned location			
	Staff familiar with anaphylaxis kits			
	Emergency equipment hats, vests etc. set up			
OH&S Safety Checks	New equipment risk assessments complete			
	Area OH&S risk assessment completed			
	OH&S signage visible			
	COVID safe signage visible			
	Evacuation exits identified			
	Evacuation kits in area			
	Emergency manual in area			
	Break glass alarms / Fire alarms identified			
	Position of WIP known			
	Area warden training complete by your area leads			
	Complete workplace inspections if required			
Pharmacy	Pharmacy Preparation Zone set up – consumables, ICT, labelling			
	Vaccine fridge linked to BMS			
	Vaccine fridge stocked			
	Vaccine transport receptacle checked			
ICT	Computers in place in all designated areas			
	Staff access to ICT software programs confirmed			