

Is your general practice set up to deliver COVID-19 vaccinations?

	Yes/No	Comments
Have you read the Blueprint document and the latest version of the operating guidelines?		
Is there adequate space within your practice for registration, vaccination, post vaccination observation? It is recommended that draw up of vaccine is completed in a quiet space.		
Do you have a plan for process and how this would work within your practice?		
What are your predicted volumes for weeks 1-4? Practices are recommended to start with low volumes for the first few weeks. A good way is to start with half the full volume for the first three weeks and then at week four (when the first week is due for second vaccination) the volume doubles.		
What is your plan for zero waste? Note each vial will contain 6 doses that once out of fridge expire in 6 hours. What is your plan at the end of the day if there is vaccine over?		
Have you updated your waste policy to cover COVID-19 vaccination? Once signed off you will receive a container from Interwaste for vials, your syringes go in your normal sharps bin and packaging in your document destruction bin.		
How do you manage the temperature in the rooms of vaccination? Minimum/maximum temperature monitors are required in each room to ensure the temperature stays between 19-30 degrees C.		
Do you have adequate security within the practice? This includes monitored alarms when your practice is closed and vaccines kept in areas patients don't access.		
Do you have appropriate emergency processes set up to respond to medical emergencies? If you are using waiting rooms, there needs to be dedicated oversight of patients by trained staff.		
What is your booking system? Practices can use their own booking system or the national booking system or a combination of both.		

Do you meet the cold chain requirements of COVID-19 vaccination?		
<ul style="list-style-type: none"> Do you have a named cold chain nurse to receive vaccine delivery and a back up? Both must be named on your cold chain policy. Do your cold chain nurses have experience with cold chain, are trained and are named on your policy? Does your site hold cold chain accreditation? Ensure you are aware of what the cold chain accreditation covers for your site. How do you manage the transport of vaccinations under cold chain conditions? The vaccine must be stored and transported in cold chain accredited conditions. This includes using a data logger. <p>There will be requirements through CIR to do daily stocktakes.</p>		
Does your practice have the necessary IT infrastructure for deliver COVID-19 vaccines?		
Do you have sufficient workstations/laptops at registration, vaccination event and oversight?		
Do you have hard copy forms with CIR data fields and the ability to upload data from manual forms to the system within 24 hours of any disruption?		
Is your workforce trained and prepared to deliver COVID-19 vaccines?		
<p>Do you have the appropriate number of workforce? This includes the following MOH/DHB recommendations:</p> <ul style="list-style-type: none"> 1 person to welcome the patient and register the patient through CIR (up to 15 vaccinees/hour) 1 preparer of vaccine 1 vaccinator per 6-12 vaccinees per hour 1 observer after vaccination per 90 vaccinees per hour. <p>Note this is only guidance.</p>		
Have your nurses who are authorised vaccinators completed the IMAC training (vaccination and CIR)?		
<ul style="list-style-type: none"> Do your nurses have vaccinator training CPR (ie CPR + adrenaline administration) Are your administrators trained in CIR? Have your administrators logged into the CIR classroom? 		