Site requirements for COVID-19 vaccination clinics

The following site readiness requirements for COVID-19 vaccination clinics have been developed by the Australian Government in consultation with expert advice from the Australian Technical Advisory Group on Immunisation (ATAGI) and standards outlined in the Australian Immunisation Handbook. Identified sites must confirm compliance with the minimum requirements outlined below prior to delivery of vaccine doses.

1.0 Physical environment		Yes / No	Comments
1.1	Access to toilets for patients and staff	Yes / No	
1.2	Have adequate space for patients waiting to be vaccinated that observes physical distancing requirements, and is sheltered from weather elements. (So long as this meets these requirements this does not need to be separate from the usual waiting room)	Yes / No	
1.3	Have a private and sound-proof space for consultation with patients and vaccinator (including obtaining informed consent, answering patient questions and assessment of any conditions that may preclude vaccination or require further assessment and administration of vaccine)	Yes / No	
1.4	Have a dedicated area, separate from areas that provide other clinical services at the same time, where vaccines from multi-dose vials may be drawn up, labelled, and prepared for administration	Yes / No	
1.5	Have a dedicated, clean, well-lit space for administration of the vaccine to patients, including a desk and chairs for patients, parents/carers and vaccinator(s).	Yes / No	
1.6	Have adequate space for patients to wait and be observed post-vaccination that observes physical distancing requirements (note this may be the same as the waiting area) and is in accordance with jurisdictional requirements and guidance	Yes / No	
1.7	Have safe and directed access in clinical areas to allow movement of staff between areas while minimising the risk of workplace incidents (e.g. moving doses from preparation area to patient administration area, accessing refrigerators or cool boxes, etc.).	Yes / No	

1.8	Adequate handwashing facilities for staff, and antimicrobial hand sanitisers available.	Yes / No	
1.9	Have visual reminders and cues in place to reduce the risk of errors.	Yes / No	
1.10	Have a process in place to safely dispose of unused vaccines, in accordance with TGA and other regulatory requirements.	Yes / No	
1.11	Have adequate sharps disposal bins, appropriate for the volume of patients, and securely placed and spaced to mitigate the risk of needle stick injuries.	Yes / No	
1.12	Appropriate security provisions to ensure no unauthorised access to vaccine doses	Yes / No	
1.13	Have ready access to appropriate emergency equipment, including adrenaline, oxygen and defibrillator	Yes / No	

2.0 Physical location		**Yes / No**	**Comments**
2.1	Proximity to sufficient car parking either onsite or within a short distance from the practice	Yes / No	
2.2	Proximity to public transport (where relevant, but not mandatory)	Yes / No	
2.3	Accessible by other patient transport services (including ambulance)	Yes / No	

3.0 Infrastructure		**Yes / No**	**Comments**
3.1	Reliable water and electricity supply	Yes / No	
3.2	Access to telephone, computer networks, internet and computer hardware as required	Yes / No	
3.3	Ability to maintain room temperatures between 19 – 25 degrees	Yes / No	

4.0 Workforce requirements			**Yes / No**	**Comments**
4.1	Adequate number of appropriately trained staff to ensure clinical safety including:			
	4.1.1	Vaccinators to prepare and administer vaccines	Yes / No	

	4.1.2	Authorised immunisation provider (e.g. medical officer or fully trained immunisation registered nurse/nurse practitioner to assess patients and authorise other appropriately trained clinical staff (vaccinator) to administer the vaccine)	Yes / No
	4.1.3	Concierge or team leader (to direct clinic flow)	Yes / No
	4.1.4	Clerical staff	Yes / No
	4.1.5	First aid staff, additional to vaccinating staff as per jurisdictional requirements	Yes / No
	4.1.6	Staff to manage staff/patient/stock safety (if/when required)	Yes / No
	4.1.7	Medical officer (may be the same as the authorised immunisation provider)	Yes / No
4.2		Acknowledge that everyone administering vaccines must have appropriate training and/or qualifications in line with jurisdictional requirements, and have received adequate specific training in COVID-19 vaccination, including regarding the use of multi-dose vials	Yes / No
4.3		Have documented procedure for managing and recording training of staff handling vaccine doses	Yes / No

5.0 Cold chain management		Yes / No	Comments
5.1	Have adequate number and capacity of refrigerators to store vaccines (in addition to usual vaccine stock), with refrigerators to be maintained and monitored at 2 – 8 degrees Celsius	Yes / No	
5.2	Have appropriate refrigerators and opaque containers to store vaccine syringes that have been prepared for administration under appropriate temperature conditions and protected from light from the time they are prepared till the time they are administered	Yes / No	
5.3	Have specific procedures associated with receipt of vaccine doses including packaging acceptance, temperature checks	Yes / No	

5.4	Sites must be able to adhere to the Strive for 5 guidelines[1] and will need to have or be able to develop policies for cold chain management including:		
5.4.1	Able to monitor the temperatures of the refrigerator(s) where vaccines are stored	Yes / No	
5.4.2	Have an appropriate policy and protocol in place to respond to temperature breaches, including relocating vials to another refrigerator (or freezer, where relevant) and responding at times where clinic may not have any staff present. *More guidance regarding cold chain management will be provided by the Commonwealth.*	Yes / No	
6.0 Technology and Record Keeping		**Yes /No**	**Comments**
6.1	Access to patient management system and Australian Immunisation Register via Provider Digital Access (PRODA)	Yes / No	
6.2	There will be a requirement for connectivity to support integration with a National booking system. *More information will be circulated regarding integration to current practice management systems.*	Yes / No	
6.3	Ability to meet mandatory requirements regarding reporting of all vaccine administration into AIR within an appropriate timeframe, ideally within 24 hours	Yes / No	
6.5	Have a process of obtaining and recording informed consent. *Further information regarding consent relating to COVID-19 vaccination will be provided by the Commonwealth.*	Yes / No	

6.6	Be able to develop policies and procedures for:		
	6.6.1	Identifying individual vaccine recipients, checking to confirm any record of previous receipt of any COVID-19 vaccine doses (including date and brand of product received), and recording immunisation encounters (electronic records are preferable)	Yes / No
	6.6.2	Labelling syringes when they are drawn up from multi-dose vials, including date and time of preparation and of expiry	Yes / No
	6.6.3	Recording and reporting of vaccines used and stock on hand and those discarded, including reasons for discarding, and vaccine wastage	Yes / No
6.7	Ability to monitor, manage and report adverse events following immunisation, including anaphylaxis		Yes / No

7.0 Waste disposal		**Yes / No**	**Comments**
7.1	Facilities to dispose of all waste, including sharps and unused vaccine appropriately in accordance with standard precautions (TGA, OGTR (if appropriate) and other regulatory requirements for vaccines)	Yes / No	

8.0 Personal protective and other equipment		**Yes / No**	**Comments**
8.1	Appropriate PPE, as per requirements in the Australian Immunisation Handbook and jurisdictional requirements	Yes / No	
8.2	Adequate supplies of other medical equipment e.g. stethoscopes, examination tables, diagnostic testing equipment	Yes / No	
8.3	Labels for syringes (if filling in advance)	Yes / No	
8.4	Antimicrobial /disinfectant wipes to clean stations between patients.	Yes / No	
8.5	Sanitation equipment for administration site	Yes / No	

9.0 Accreditation and other regulatory requirements		**Yes / No**	**Comments**
9.1	Able to claim MBS item numbers for billing	Yes / No	

9.2	Have the appropriate accreditation required for the relevant clinic or practice, as advised by the Commonwealth (noting that accreditation will inform funding arrangements)	Yes / No	
9.3	Willingness to comply with compulsory training	Yes / No	
9.4	All immunisers to be authorised under the relevant state or territory's Public Health Act or related legislation to provide vaccines	Yes / No	
10.0 Accessibility and cultural safety		**Yes / No**	**Comments**
10.1	Will have or develop policies and procedures for ensuring services are culturally safe for Aboriginal and Torres Strait Islander peoples	Yes / No	
10.2	Will need to have arrangements for identification of and assistance for those with additional or specific needs, including: - Ensuring culturally appropriate policies and procedures for multicultural communities - Qualified interpreters available when needed such as through the Australian Government Translating and Interpreting Service (TIS) - Translations to languages other than English	Yes / No	
10.3	Will need to have arrangements to provide accessibility to those with Disability (including intellectual disability and those with other mobility issues)	Yes / No	
11.0 Management of the clinic		**Yes / No**	**Comments**
11.1	Standardised screening process to exclude patients who display symptoms of COVID-19, and refer for appropriate assessment for COVID-19 or other conditions (as per guidance provided in the ATAGI Guiding Principles for Maintaining Immunisation Services During the COVID-19 Pandemic)	Yes / No	

11.2	Standardised screening process for contraindications, receipt of previous doses of COVID-19 vaccines and/or receipt of other vaccines (observing any interval requirements).	Yes / No	
11.3	Clear assignment of duties and responsibilities of all staff and clear plan of workflow, particularly regarding drawing up from a multi-dose vial and administering individual vaccine doses drawn from a particular vial for each clinic session.	Yes / No	
11.4	Incident management in place, with staff knowledgeable about relevant procedures and able to report any clinical incident (e.g. injury in workplace) to the appropriate authorities.	Yes / No	
11.5	Has process in place to manage injuries to workforce (e.g. needle stick injury).	Yes / No	
11.6	Process in place to prevent and manage violence or aggression in the clinic.	Yes / No	
12.0 Vaccine administration equipment requirements for each patient vaccination - *the Commonwealth will provide majority of consumables required for the vaccine*		**Yes / No**	**Comments**
Ability to securely store items listed below:			
12.1	Sterile 2mL or 3mL syringes (latex free)	Yes / No	
12.2	Sterile drawing up needle (19 or 21 gauge recommended to reduce risk of coring)	Yes / No	
12.3	Sterile administration needle (22-25 gauge), 25mm for adults, 38mm for very large or obese person	Yes / No	
12.4	Alcohol wipe (for vials)	Yes / No	
12.5	Cotton wool ball	Yes / No	
12.6	Hypoallergenic tape or latex free band aid	Yes / No	
12.7	Dish for drawn up vaccine (kidney dish)	Yes / No	
12.8	Sharps containers	Yes / No	
12.9	Containers for disposal of biohazardous waste	Yes / No	

12.10	Saline (as required)	Yes / No
12.11	Adrenaline 1:1000	Yes / No
12.12	1mL ‘single use only’ syringes, with 23 gauge needle	Yes / No
12.13	Paediatric and adult size Guedel airways	Yes / No