# **Residential Aged Care rollout process** (RACFs) - Pfizer vaccine

#### Leaend:

This denotes responsibility for risk associated with activity



Providers

Vaccine Workforce







Primary Health Network (PHN)

## COVIDSAFE

#### Overview

The process flow below illustrates the key steps that should occur in the rollout of the COVID-19 vaccine to residential aged care residents, that are relevant to Residential Aged Care Facilities (RACFs). Key risks in this process relevant to RACFs relate to:

- The scheduling of vaccination days by the Vaccine Workforce Provider with RACFs;
- Readiness of RACFs to undergo vaccination (including timeliness of consent);
- Ordering and delivery of correct volumes (vaccine and consumables); and
- Capacity of the Vaccine Workforce Provider to arrive as intended and accept vaccinations.

### Key responsibilities

- RACFs: responsible for seeking informed consent from residents, advising workforce provider of numbers, working proactively with workforce provider for site preparation activities and for monitoring and reporting on adverse events post vaccination.
- Commonwealth: responsible for approving schedules, supporting coordination, approving and placing orders, troubleshooting issues and accepting reporting.
- Vaccine Workforce Provider: responsible for scheduling vaccinations and communicating with RACFs, sourcing consumables, ensuring site readiness, accepting and administering the vaccine and reporting on progress.
- PHNs: responsible for maintaining close engagement and communications with RACFs and the Vaccine Workforce Provider and providing site readiness support.

#### Controls have been incorporated into this process to manage key risks. Logistics Provider: responsible for confirming, packing and delivering orders, maintaining cold-chain. Planning phase Vaccination implementation phase 14 days to 1 day prior Vaccination day Planning phase 14 days+ prior to vaccination to vaccination Vaccine Workforce Provider may liaise with RACF regarding readiness 2 9 12 13 14 15 RACF RACE **RACF** RACF staff Schedule Contacted **RACF** Vaccine Vaccine Local PHN's & Vaccine is Vaccination RACE Monitor PHN contacts by PHN to notification seeks provides approved by Vaccine performs site Workforce Workforce engages Providers delivered to commences may be and **RACF** post records assess site from PHN of consent numbers of and RACF Workforce readiness Provider Provider with PHN contact RACF RACF and by Vaccine eligible to be report on vaccination to vaccination readiness indicative from their consent to contacted Provider to activities e.g. conducts site completes site for support, 24 hours prior accepted by Workforce vaccinated adverse obtain in resident's 1st and 2nd to confirm 1s arrange site readiness readiness as required to confirm Vaccine Provider as per the events/ feedback on residents Vaccine rostering staff progress dose timing Workforce and 2<sup>nd</sup> dose visit to clearing inspection at checklist and Workforce notes excess dose visits and Provider timina confirm RACF\* provides to arrangements Provider policy identify space readiness\* Commonwealth issues/learnings Repeat for second dose \*Note: If site visit conducted prior to vaccination day.

Note: RACFs responsible for monitoring and reporting adverse events following initial 15 minute observation period by Vaccine Workforce Provider.