

## Checklist for general practice for influenza epidemic preparedness

*This checklist is designed to help prepare general practices for influenza outbreaks and has been adapted from the 'RACGP Pandemic Flu Kit'. The full kit and practice support poster, signage and other materials are available free from the RACGP website at <http://www.racgp.org.au/pandemicresources>*

- Staff have been briefed on pandemic phases and understand the impact of each phase and the practice's response plan
- Staff are aware of influenza-like illness symptoms ('red flags') that alert them to suspect a case of pandemic influenza
- Staff are aware of the differences in symptoms between influenza and the common cold
- The practice triage policy directs staff actions when a patient identifies influenza-like illness symptoms with recent travel overseas
- Staff understand the role of hand hygiene, hand washing, social distancing methods and cough etiquette
- Staff understand the rationale for requesting a patient to wear a surgical mask
- Stocks of personal protective equipment (PPE) are adequate and staff know where they are located for easy access
- Staff are competent in the application, removal and disposal of PPE
- Staff know where to locate the contact details for your public health authority and in what situation the practice would need to contact them for advice
- Staff understand the responsibility they have in preparing your practice for a pandemic
- Clinical staff know the clinical management and swab collection protocol for patients with suspected pandemic influenza
- All staff understand the practice waste policy and can identify the risks to staff when handling infectious waste
- All staff understand the practice cleaning policy, including cleaning solutions used for surface cleaning
- Posters and signage are in place to reinforce pandemic planning messages for staff and patients
- A business survival plan has been developed