



# Expression of Interest

## Primary care participation in school-based COVID vaccination pop-up clinics

Helping more people access COVID-19 vaccines

**OFFICIAL**

### Executive Summary

On Sunday 12 September, the Victorian Government [announced](#) it is working to deliver COVID-19 vaccines to eligible individuals in priority areas (Attachment 1), including through school-based pop-up clinics. This is a key part of ensuring Victorians can access COVID-19 vaccines.

This document seeks expressions of interest (EOI) from primary care providers in Victoria to support the delivery of school-based pop-up clinics. Accredited general practices, community health services or pharmacies may express their interest in being an immunisation provider under the program as per the guidelines below.

Primary care providers will be required to administer at least 350 COVID-19 vaccines per day.

Key requirements:

- Workforce provision to administer COVID-19 vaccines to eligible people.
- Participating primary care providers can utilise vaccine stock provided by either the Victorian Government and/or use their own allocations from the Commonwealth.
- Funding for GPs to administer vaccines will be provided on a fee for service basis via the MBS. The Department will provide financial assistance for agreed specified activities.
- Consistent with the Australian Government's commitment that the vaccine will be free, primary care providers will not be permitted to charge co-payments for vaccine administration.
- Bookings will be managed by the Victoria Coronavirus hotline and portal. Walk-ups may also be allowed.
- Pop-ups are planned from Saturday 18 September onwards, from 4pm Fridays to 5pm Sundays
- Pop-ups are planned to use existing school all weather infrastructure such as halls and sports courts of participating schools.
- Follow pop-up communications protocols.

Completing the EOI:

- An EOI should be completed for each individual practice.
- Each practice should identify which LGAs they can service (can select multiple).
- Each response should identify availability on the dates provided.

The EOI must be completed by 12pm on Monday 27 September via the online [form](#).

Successful primary care providers will be invited to a briefing on Wednesday 29 September, 6-6.45pm.

The Department will provide financial assistance for agreed specified activities. Following a successful EOI, applications for these grants will be developed which will require an itemised breakdown of costs associated with providing COVID-19 vaccination services.

## Background

### Purpose

The purpose of this service is to provide an additional pathway for vaccination to people who may be experiencing access issues, leveraging school and surrounding communities.

### Who is eligible to receive this service?

- Anyone [eligible](#) for vaccination.
- Disability Liaison Officers can provide case management to support people with additional needs.

## Model of care

Primary care providers who are selected to administer COVID-19 vaccines as part of this program will need to demonstrate their ability to provide:

- Provision of the vaccine to eligible cohorts, in accordance with the guidelines outlined below.
- Utilising an appropriately qualified and authorised GP led workforce in accordance with the below [workforce considerations](#).
- Facilitating support and care in cases of potential adverse events
- Providing clear and accessible information for patients at the point of vaccination - before, during, and after.
- Entering all vaccinations into the Australian Immunisation Register within an appropriate timeframe, ideally within 24 hours of administration.
- Being responsible for clinical governance, as per accreditation standards.
- Use of Victoria's COVID Vaccination Management System to record consent and other vaccination records.

### How will this service be funded?

- Funding for GPs to administer vaccines will be provided on a fee for service basis via the MBS.
- The Department will provide financial assistance for agreed specified activities.

## Second dose booking

Participating primary care providers are responsible for providing a vaccine card upon immunisation and talking to patients about booking second doses through participating general practices, pharmacies and other vaccination clinics. Pop-up clinics for second doses are not planned.

Second doses can be administered at the primary care clinic or any preferred site and can be booked at the pop-up.

## Pre vaccination considerations

A general practitioner must be present to undertake any necessary pre-vaccination checks, particularly for people with underlying medical conditions.

## Informed consent

Further information on informed consent is available in the [Victorian COVID-19 Vaccination Guidelines](#).

## Adverse events following immunisation (AEFI)

Information on the possible side effects after receiving a COVID-19 vaccine should be provided to the patient and carers. Resources for patients receiving a COVID-19 vaccination are available from the [Commonwealth COVID-19 Vaccination website](#).

Patients and carers should be made aware of the management of common side effects, such as the use of simple analgesics for injection site pain, fever, headaches or body aches, and advised to have a treatment plan in place which may include the need to seek further medical attention (e.g. a home visit by their regular GP or via telehealth) if more serious side effects are observed.

## Workforce considerations

- Staff must have undertaken the mandatory [training](#) for immunisers.
- Given people who are vaccinated under this service may be more susceptible to poor outcomes relating to COVID-19, staff should be fully vaccinated against COVID-19.
- All staff are to have a valid working with children check prior to commencing work at the pop-up vaccination clinic.

## Cold chain and dose wastage

Cold chain integrity must be maintained throughout the journey from the primary care clinic to the pop-up clinic if the primary care provider is providing doses.

There may also be opportunities for unused doses to be administered to walk-ups at the end of each day, noting that informed consent and post vaccination monitoring must also be provided to all other people being vaccinated.

## Responsibilities

<p><b>Primary care provider</b></p>	<p>Vaccinate patients</p> <p>Clinical daily operations</p> <p>Support any engagement and communications activities</p>	<p>Hold current accreditation against the RACGP Standards for General Practices (if applicable).</p> <p>Approved to administer COVID-19 vaccines through the Australian Government’s Expression of Interest process for primary care vaccine providers.</p> <p>Provide an appropriately qualified General Practitioners, Pharmacist Immuniser and Practice Nurses</p> <p>Support clinicians to implement clinical strategies where necessary</p> <p>Securely store and maintain medical records relating to the administration of vaccinations</p> <p>Manage billing and remuneration of participating staff</p> <p>Maintain license and use of practice software and support participating staff to fulfil any reporting or data collection requirements.</p> <p>Holding full clinical governance responsibilities, including accountability to the Commonwealth as a COVID Vaccination Clinic</p> <p>Willingness to take responsibility as site manager</p> <p>Supporting booking of second dose vaccination, manage client vaccination record and post-vaccination support</p> <p>Follow Department of Health communications protocols</p>
<p><b>Department of Health</b></p>	<p>Logistical support</p> <p>Engagement</p>	<p>Establishment of temporary vaccination site in collaboration with Department of Education</p> <p>Support for cold chain management</p> <p>Operational support, including, cleaners, security and IT support. Additional practice software if required</p> <p>Tier 3 personal protective equipment (PPE) and additional consumables if required</p>
<p><b>School</b></p>	<p>Site support and access</p>	<p>Provide secure premises</p> <p>Provide access to WIFI</p> <p>Provide access to parking</p> <p>Provide access to Utilities</p> <p>Receive deliverables prior to clinic set up</p> <p>Set up furniture in line with fit out scope</p>

The following table outlines stakeholder requirements and contributions to the pop-up clinics.

Stakeholder	What	Requirements	Contribution
Victorian Department of Health	Patient bookings first dose	Bookings via Coronavirus hotline or portal	Patients
	Operation support	<ul style="list-style-type: none"> <li>Cleaners and waste disposal</li> <li>Security in operational hours</li> <li>IT devices</li> <li>Traffic management</li> </ul>	Provide support to ensure requirements are met
	Logistical support	<p>Support establishment of pop-up clinic</p> <p>Infrastructure, supply chain and logistics</p> <p>Site visit/ assessments</p> <p>Liaison with stakeholders to ensure operational readiness</p>	<ul style="list-style-type: none"> <li>Provide Vaccine Stock</li> <li>Provide vaccine storage/cold-chain management</li> <li>Access to vaccine consumables if required, including personal protective equipment (PPE) and vaccination cards</li> <li>Ability to provide IT systems and remote access support</li> </ul>
	Funding	<ul style="list-style-type: none"> <li>Financial assistance for agreed specified activities.</li> </ul>	<ul style="list-style-type: none"> <li>Funding</li> </ul>
Vaccination provider	Vaccinate eligible people	<ul style="list-style-type: none"> <li>Consent</li> <li>Upload to AIR</li> <li>Information on the possible side effects</li> <li>Capability to claim MBS</li> <li>Information on booking second dose</li> </ul>	<ul style="list-style-type: none"> <li>Overarching clinical governance</li> </ul>
	Oversight of daily operations	<ul style="list-style-type: none"> <li>Clinical governance oversight for staff resources, vaccine preparation and immunisation administrative, queue management/walk-up management,</li> <li>manage vaccine storage/cold-chain management</li> <li>manage IT systems and remote access requirements</li> <li>all indemnity and insurance</li> <li>Hold current accreditation against the RACGP Standards for General Practices.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with Victorian COVID-19 Vaccination Guidelines</li> <li>GP may need to apply for Provider Number in order to claim MBS</li> </ul>

		<ul style="list-style-type: none"> <li>• Approved to administer COVID-19 vaccines through the Australian Government's Expression of Interest process for primary care vaccine providers.</li> <li>• Provide an appropriately qualified General practitioners and Practice Nurses</li> <li>• Support the General Practitioners to implement clinical strategies where necessary</li> <li>• Securely store and maintain medical records relating to the administration of vaccinations</li> <li>• Manage billing and remuneration of participating staff</li> </ul>	
	Vaccine stock	<ul style="list-style-type: none"> <li>• Use own vaccine stock if available to minimise wastage</li> </ul>	<ul style="list-style-type: none"> <li>• Utilise general practice vaccine stock effectively</li> </ul>
<b>Commonwealth Government</b>	Funding	<ul style="list-style-type: none"> <li>• MBS</li> </ul>	<ul style="list-style-type: none"> <li>• Fee for service payment via the MBS</li> </ul>
	Resources	<ul style="list-style-type: none"> <li>• Update to date information available online</li> </ul>	<ul style="list-style-type: none"> <li>• Information for patients about the COVID-19 vaccination, including to support the informed consent process, potential adverse events following vaccination, and the need to return for a second vaccine dose.</li> </ul>
<b>Schools/local government</b>	Facility	<ul style="list-style-type: none"> <li>• All weather indoor facility capable of accommodating 50 people in COVIDSafe manner at any time (including immunisation staff and patients under observation)</li> <li>• Accessible toilet facilities</li> <li>• Opening and closing facility</li> <li>• QR code and COVID Safe measures in place</li> <li>• WIFI access for health service provider</li> <li>• All abilities access</li> <li>• Accessible by public transport (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide suitable clinic location</li> </ul>
	Logistics support	<ul style="list-style-type: none"> <li>• Provide tables and chairs in line with layout maps provided, based on room size/ capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Use existing infrastructure and resources</li> </ul>

		<ul style="list-style-type: none"> <li>• Access for vendor collections after clinic hours; school staff member to be contactable to allow access to site out of hours</li> </ul>	
	Promote pop-ups to school and local community	<ul style="list-style-type: none"> <li>• Promote pop-up through existing communication channels such as newsletters, social media, signage etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Raise awareness to drive bookings and doses delivered</li> </ul>

## Attachment 1

### Full list of priority post codes:

3086 3010 3335 3061 3177 3048 3799 3496 3981 3976 3505 3803 3842 3053 3840 3175 3356 3825 3047  
3000 3818 3658 3075 3037 3139 3125 3500 3200 3498 3770 3074 3076 3980 3620 3083 3777 3805 3757  
3060 3023 3802 3977 3168 3064 3810 3644 3660 3851 3138 3781 3844 3043 3764 3756 3915 3939 3940  
3082 3752 3059 3804 3796 3137 3140 3355 3201 3038 3173 3950 3153 3824 3214 3984 3151 3028 3807  
3451 3174 3337 3021 3169 3941 3155 3936 3051 3180 3025 3020 3073 3629 3006 3975 3128 3754 3765  
3156 3116 3630 3775 3911

### Priority post codes are within the following local government areas:

City of Ballarat	Latrobe City Council
Bass Coast Shire Council	Melbourne City Council
Baw Baw Shire Council	Melton City Council
Brimbank City Council	Mildura Rural City Council
Campaspe Shire Council	Mitchell Shire Council
Cardina Shire Council	Moira Shire Council
Casey City Council	Monash City Council
Darebin City Council	Moreland City Council
Frankston City Council	Mornington Shire Council
Greater Dandenong City Council	Mount Alexander Shire Council
City of Greater Geelong	South Gippsland Shire Council
Greater Shepparton City Council	Wellington Shire Council
Hobsons Bay City Council	Whitehorse City Council
Hume City Council	City of Whittlesea
Kingston City Council	Wyndham City Council
Knox City Council	Yarra Ranges Shire Council

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