

Checklist for pandemic phase ALERT OS3

- 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 swine influenza (ALERT OS3) and pandemic influenza
- Staff are aware of the difference in symptoms for influenza and the common cold
- The triage policy directs staff actions when a patient identifies influenza-like illness symptoms with recent travel overseas and close contact with swine flu.
- Staff understand the role of hand hygiene, social distancing methods and cough etiquette
- Staff understand the rationale for requesting a patient to wear a surgical mask
- Stocks of PPE have been ordered 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 avian or 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