

Flu Season Checklist

We would like to encourage all practices to focus on those patients most vulnerable in the lead up to winter. The following steps can be used as a guide by you and your practice staff to be proactive to minimise the impact of the flu season.

Visit our Flu season webpage for additional information and resources, and tick the box beside each item as you action it.

1. Identify vulnerable patients

Identify your patients who are most vulnerable during the winter period. These are the patients most likely to present at hospital, with chronic conditions

Action: Visit www.nbmphn.com.au/WinterStrategy to download:

- Identifying patient to participate in a practice winter strategy (pdf, 215kb)
- HARP Assessment Tool (pdf, 275kb)
- HARP Assessment Tool rationale and guidelines for use

2. Immunise vulnerable patients

Referring to the information provided above, ensure these vulnerable patients are appropriately immunised.

Action: Visit www.nbmphn.com.au/WinterStrategy for links to:

- NSW Health Flu Season 2018 information
- Department of Health vaccination information
- Flu Vaccine Pathway on our HealthPathways website

3. Complete a GP Management Plan or conduct a review

Ensure the patient's GP Management Plan and Team Care Arrangements (if relevant) is up to date and implemented.

Action: Visit www.nbmphn.com.au/WinterStrategy for links to templates on our Practice Support page and instructions on how to utilize your clinical software.

www.nbmphn.com.au/WinterStrategy

4. Sick Day Action Plans

A Sick Day Action Plan (SDAP) is an action plan that supports patients with chronic conditions to:

- Self-manage their care, and
- Know who to contact if they become acutely unwell or just feel sicker.

Action: Visit www.nbmphn.com.au/WinterStrategy to learn more about how to complete Sick Day Action Plans. You are able to download SDAP templates from HealthPathways.

5. Update My Health Record

Ensure an updated Shared Health Summary is uploaded to your patient's My Health record to enable other clinicians to access a patient's relevant health information when needed. Shared Health Summaries should include allergies, regular medications, medical history and immunisation status.

Action: Visit <https://www.nbmphn.com.au/Health-Professionals/Services/My-Health-Record/Using-My-Health-Record> for links to using My Health Record with your patients.

6. Educate your patients and practice staff

Simple things help prevent infection transmission. The PHN have a number of resources available for your patients and staff in the practice.

Action: Visit www.nbmphn.com.au/WinterStrategy for links to our Online order form.

7. Advanced care planning and Ambulance Authorised Care Plan

For relevant patients, consider completing an Authorised Ambulance Care Plan as part of Advance Care Planning.

Action: Visit www.nbmphn.com.au/WinterStrategy for links to Advance Care Planning (or End of Life Care) and download relevant resources.

8. Update the PHN with your electronic messaging details

We keep track of GP and practice electronic messaging details to provide to the Local Health District, which then enables you to receive Electronic Discharge Summaries for your patients.

Action: Visit www.nbmphn.com.au/WinterStrategy for links to our online form.

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9. Utilise Secure Messaging and update the PHN with your electronic messaging details

Secure Messaging Delivery (SMD) is a real-time point to point secure transfer of information between health professionals within the healthcare sector, including general practitioners, specialists, hospitals, and allied health professionals. It is more secure than other methods of communication as it is encrypted and requires authentication.

Action: Visit www.nbmphn.com.au/WinterStrategy to update your electronic messaging details with the PHN. Update your referral templates to include your EDI. Update you address book by using the healthlink directory.



10. Need help?

If you want additional information or support to introduce the winter strategy into your practice, contact your Practice Support Officer.

Action: Call us on 4708 8100 or visit www.nbmphn.com.au/WinterStrategy for links to our Practice Support contact form.

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