**Business Continuity Template**

The following table provides an outline of some of the key considerations during business continuity planning. Rows can be added, deleted or amended based on the requirements of your practice.

This template has been sourced from the [RACGP Pandemic Influenza Toolkit](https://www.racgp.org.au/getmedia/3ec571d0-0e9f-4e89-b932-adb1d355d5b8/pandemic-influenza-toolkit-%281%29.doc.aspx)

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| Business continuity considerations |
| Define the critical functions that need to be sustained (including periods without supplies) |
| Identify if/what services could be downsized or closed |
| Identify if/how the practice can utilise telemedicine to help patient flow |
| Identify staffing levels required to maintain critical functions |
| Identify key supplies and equipment required to maintain critical functions |
| Identify how the practice will manage staff absenteeism to minimise impact on practice |
| Identify if/how the practice can modify patient flow to ensure sustainability |
| [Insert more considerations here] |