

Healthcare worker flu vaccination best practice management checklist

For public assurance via trust boards by December 2020

A	Committed leadership	Trust self- assessment
A1	Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers	<ul style="list-style-type: none"> Paper presented to SEB 18.9.20 including action plan Commitment received
A2	Trust has ordered and provided a quadrivalent (QIV) flu vaccine for healthcare workers	<ul style="list-style-type: none"> 4,000 quadrivalent vaccines ordered through Occupational Health 1,000 received with additional doses expected over next 3 weeks
A3	Board receive an evaluation of the flu programme 2019/20, including data, successes, challenges and lessons learnt	<ul style="list-style-type: none"> Completed in June 2020
A4	Agree on a board champion for flu campaign	<ul style="list-style-type: none"> Director of Nursing, AHP's and Quality
A5	All board members receive flu vaccination and publicise this	<ul style="list-style-type: none"> Board members have committed to receive the flu vaccination, to be publicized in the flu comms
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	<ul style="list-style-type: none"> Membership of flu group representative of all those listed
A7	Flu team to meet regularly from September 2020	<ul style="list-style-type: none"> Flu team has met monthly since June 2020. To commence fortnightly from 7 October 2020
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	<ul style="list-style-type: none"> Part of the communication plan, messages commenced week beginning 31 August 2020
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	<ul style="list-style-type: none"> Mixed delivery model, planned clinics and flexible local peer vaccinators due to Covid-19 requirements

B3	Board and senior managers having their vaccinations to be publicised	<ul style="list-style-type: none"> • Included in the comms plan
B4	Flu vaccination programme and access to vaccination on induction programmes	<ul style="list-style-type: none"> • Mixed delivery model, planned clinics and flexible local peer vaccinators due to Covid-19 requirements
B5	Programme to be publicised on screensavers, posters and social media	<ul style="list-style-type: none"> • Included in the comms plan
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	<ul style="list-style-type: none"> • Use of an electronic system for the first time to deliver real-time data by all reporting fields as required
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	<ul style="list-style-type: none"> • Currently have 90 staff have volunteered to be peer vaccinators, 42 have attended training to date • Both substantive and bank staff, representative of in-patient and community teams and all Directorates
C2	Schedule for easy access drop in clinics agreed	<ul style="list-style-type: none"> • Mixed delivery model, planned clinics and flexible local peer vaccinators due to Covid-19 requirements
C3	Schedule for 24 hour mobile vaccinations to be agreed	<ul style="list-style-type: none"> • Peer vaccinators in inpatient areas to offer 24 hour access
D	Incentives	
D1	Board to agree on incentives and how to publicise this	<ul style="list-style-type: none"> • Weekly and monthly prize draw agreed following discussion at SEB 18.9.20
D2	Success to be celebrated weekly	<ul style="list-style-type: none"> • Included in the comms plan