



Healthcare worker flu vaccination best practice management checklist

For public assurance via trust boards by December 2021

| A | Committed leadership | Trust self- assessment |
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| A1 | Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers | <ul style="list-style-type: none"> Paper presented to OEB 15 October 2021 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"> 6,000 quadrivalent vaccines ordered by LPT pharmacy 1,500 doses already received with additional doses expected over next 4 weeks |
| A3 | Board receive an evaluation of the flu programme 2020/ 2021, including data, successes, challenges and lessons learnt | <ul style="list-style-type: none"> Completed on 7 May 2021  Review of the National Flu Vaccinati |
| 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 to commit 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 LPT Trust flu group representative of all those listed |
| A7 | Flu team to meet regularly from September 2021 | <ul style="list-style-type: none"> Flu team has met monthly since March 2021 and fortnightly from 13.9.2021 with weekly 'huddle' |
| 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 from September 2021 Staff flu handbook |
| 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 with planned clinics with roving vaccinators across LPT sites, and local peer vaccinators |

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| 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 |
| 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 (NIVS) to deliver real-time data by all reporting fields as required. Weekly Covid-19 and Flu uptake report to be completed by workforce |
| 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 70 staff have volunteered to be peer vaccinators 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 advertised by Comms and flexible local peer vaccinators advertising locally |
| C3 | Schedule for 24 hour mobile vaccinations to be agreed | <ul style="list-style-type: none"> Peer vaccinators in inpatient areas are aware to offer 24 hour access |
| D | Incentives | |
| D1 | Board to agree on incentives and how to publicise this |  <p>FHCW Flu cost paper - Ops Exec Board 16.</p> <p>Paper submitted to OEB 16.7.21 including incentives review</p> |
| D2 | Success to be celebrated weekly | <ul style="list-style-type: none"> Included in the comms plan |