

LPT High Level Staff Flu Vaccination Action plan

Using the Department of Health – ‘Healthcare worker Influenza Vaccination best practice’ management checklist

Action	Lead	Date due	Update	Status
Committed Leadership				
Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers (both clinical and non-clinical staff who have contact with patients)	Executive Director of Nursing and AHPs and Quality	Report to SEB 4 August 2022	Update towards achievement of plan presented to executive management Board on 4 October 2022 and 1 November 2022	Complete
Board receives an evaluation of the evaluation influenza programme 2021 / 2022	Clinical lead for staff flu vaccination programme	Report to SEB 4 August 2022	Presented to Operational Executive Board Meeting on 19 August 2022	Complete
Trust has ordered quadrivalent (QIV) influenza vaccine for all healthcare workers	Pharmacy services Manager	March 2022	Confirmed 2,700 egg free vaccines ordered for delivery 26 September 2022 and 2,700 mid-October 2022	Complete
Trust agrees on a Board champion for the staff flu campaign	Executive Director of Nursing and AHPs and Quality	August 2022	Confirmed: Anne Scott Executive Director of Nursing and AHPs and Quality	Complete
All Board members receive the flu vaccination and publicise this	Executive Directors Associate Director of Communications	December 2022		Ongoing

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Flu team formed with representatives from all Directorates, staff groups and Union representative	Clinical lead for staff flu vaccination programme	June 2022	Confirmed with exception of Union representative	Complete
Flu team to meet regularly from September 2022	Clinical lead for staff flu vaccination programme	June 2022	Monthly meetings in place for strategic and workforce groups	Complete
Communications plan				
Rationale for the flu vaccination programme and facts to be published and supported by senior clinical leaders	Associate Director of Communications	Sept 2022	Comms plan in place Clinical webinars for vaccine hesitant staff Flu staff handbook updated Clinic promotion	Ongoing
Board and senior managers having their flu jab to be published		Dec 2022	Detailed actions below	
Flu clinic programme to be published on screensavers, posters and through social media	Associate Director of Communications and Communications team	Sept 2022	Timetabling planning in place and updated weekly Use of screensavers being reviewed by Comms to advertise to all users of computers and laptops	Complete Ongoing – screen savers not yet in place
Drop in clinics and mobile vaccination schedule to be published electronically including screensavers and on social media	Flu & Covid-19 Operational Lead Associate Director of Communications and Communications team	Sept 2022	Timetabling planning in place and updated weekly Use of screensavers being reviewed by Comms to advertise to all users of computers and laptops	Complete Ongoing – screen savers not yet in place
Weekly feedback on percentage uptake for Directorates, teams and professional groups	Head of Workforce Transformation & Planning	Sept 2022	Weekly update from Foundry gives numbers vaccinated by staff group, age, ethnicity and gender only. Fortnightly data from QR code used inconsistently by LPT staff but indicates trends at Directorate and Team level	ongoing

Action	Lead	Date due	Update	Status
Flu vaccination programme and access to vaccinations is available at induction	Flu & Covid-19 Operational Lead	Sept 2022	Dates timetabled in to include induction of new starters throughout October and November Induction team notify new starters of flu vaccination availability during Trust induction	Complete
Flexible Accessibility				
Peer vaccinators, ideally one per clinical area, to be identified, trained, released to vaccinate and empowered in role	Clinical Lead for staff flu vaccination programme	August 2022	Peer vaccinators recruited using a combination of roving vaccinators from education teams and bank staff to provide planned clinics and to support local clinical peer vaccinators. Training plans established throughout July and August for start date in September	complete
Schedule for easy access to drop in clinics agreed Schedule for 24 hour mobile vaccinations to	Clinical & Operational Lead for staff flu vaccination programme	Sept 2022	Timetabling plans in place to include 7 day vaccination programme across all sites and to include non-clinical sites as well	complete
Incentives				
Board to agree on incentives and how to publicise this	Executive Directors	Sept 2022	Principles to be discussed at SEB 19 th August 2022 Incentives confirmed at SEB: <ul style="list-style-type: none"> • Pens stickers, and chocolate bars • Prize draws October November and December 	Complete
Success to be celebrated weekly	Associate Director of Communications	October 2022	Linked to local data challenges at a team level Prize drawer and incentives published	Ongoing