



# Healthcare Worker Flu Vaccination Best Practice Management Checklist

Public Assurance required via Trust Boards by December 2021

September 2021

## A. Committed Leadership

ID	Descriptor	Trust Self-Assessment
A1	Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers.	The Board are committed to the ambition of vaccinating all our staff (including volunteers, with a focus on frontline healthcare workers, which includes Operations and EOC staff.
A2	Trust has ordered and provided a quadrivalent (QIV) flu vaccine for healthcare workers.	The Trust has ordered 3,000 QIV flu vaccines from Sanofi Pasteur. The delivery schedule has been agreed with first doses received in September 2021.
A3	Board receive an evaluation of the flu programme 2020 to 2021, including data, successes, challenges and lessons learnt.	Executive Management Group has received an evaluation of the flu programme 2020/21, including data, successes, challenges and lessons learnt in the form of a Closure Report, of which the recommendations have been incorporated into the 2021/22 campaign.
A4	Agree on a board champion for flu campaign.	The Board Flu Vaccination Champion is Karen O'Brien, Director of People and Development. Sarah Rushbrooke, Director of Quality, Patient Safety, Innovation and Improvement – and the Trust's Executive Nurse – sits on the National Flu Vaccination Clinical Reference Group.
A5	All board members receive flu vaccination and publicise this.	The Board Members have agreed to receive the flu vaccination this year, as they have done every year. This commitment and the actual vaccinations will be publicised through the various communication channels across the Trust.

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A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives.	The Vaccine Planning Group is in place, chaired jointly by Paul Liversidge and Karen O'Brien (as combines flu and COVID vaccines). The group includes representatives from the Occupational Health Department, Communications Team, Pharmacy, EPRR, Operational teams and Informatics. The plan is due to be discussed with Trade Union colleagues at JCC in September.
A7	Flu team to meet regularly from September 2021.	The Vaccine Group has been meeting bi-weekly throughout 2021 and continues to do so.

## B. Communications Plan

<b>ID</b>	<b>Descriptor</b>	<b>Trust Self-Assessment</b>
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions.	Communications plan in place for the whole campaign including sharing the key facts and rationale for the staff to get the seasonal flu vaccination, emphasising the importance this year in light of the COVID pandemic.
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper.	A full communications plan has been developed that covers the whole Seasonal Flu Vaccination campaign, underpinned by detailed stages that is flexible and dynamic to fit the needs of the campaign. Key messages will be shared across all staff groups using multiple communications channels.
B3	Board and senior managers having their vaccinations to be publicised.	As members of the Trust Board and other senior managers receive their flu vaccination, communications will be developed/photos taken (where appropriate) and issued across multiple channels.
B4	Flu vaccination programme and access to vaccination on induction programmes.	The plan is different this year in four steps: <ul style="list-style-type: none"> <li>- All operational staff can receive their vaccine in paid time as part of statutory/mandatory training (or induction for new starters)</li> </ul>

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		<ul style="list-style-type: none"> <li>- If preferred operational staff can access the vaccine through their local hospital/Acute Trust</li> <li>- All EOC colleagues can receive their vaccines at Bernicia House or Russell House</li> <li>- Support Services/other colleagues will receive their vaccine at HQ</li> <li>- All over 65's have been written to advise they need to seek their vaccine through their GP</li> <li>- All staff can access their own vaccine through a GP/Pharmacy</li> </ul>
B5	Programme to be publicised on screensavers, posters and social media.	This is included in the full communications plan.
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups.	Weekly data on uptake will be shared via Executive Management Group, all managers, and the Communications Team will issue weekly updates via multiple channels.

### C. Flexible Accessibility

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C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered.	Along with three Occupational Health Nurses, there will a more limited number of Peer Vaccinators in this years campaign due to current operational pressures. Those who are vaccinating have undertaken the relevant training and competency assessment.
C2	Schedule for easy access drop in clinics agreed.	<p>The flu vaccination schedule officially starts 1<sup>st</sup> October 2021 and runs from Monday to Friday from 08:00 – 16:00 at the following locations:</p> <ul style="list-style-type: none"> <li>• Bernicia House, Newburn Riverside – Occupational Health Department;</li> <li>• Training Centre, Dukesway, Team Valley – Training Room 2;</li> <li>• Russell House, Hebburn – HART garage.</li> </ul>

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C3	Schedule for 24-hour mobile vaccinations to be agreed.	Peer Vaccinators will be available depending on shifts and current work pressures 24/7 where REAP status allows.

#### D. Incentives

<b>ID</b>	<b>Descriptor</b>	<b>Trust Self-Assessment</b>
D1	Board to agree on incentives and how to publicise this.	No incentives are being offered during this season's campaign although thank you gifts will be provided. This year the focus is for staff to be given the time to have their vaccination whilst on shift.
D2	Success to be celebrated weekly.	Linked to B6, take-up of the flu vaccination will be celebrated whilst also promoting the importance of vaccination.