



Appendix 2: Healthcare Worker Flu Vaccination Best Practice Management Checklist

Public Assurance via Trust Boards by December 2022

September 2022

1. 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 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 1,500 QIV flu vaccines from Seqirus. The delivery schedule has been agreed and is expected week commencing on 3rd October 2022.
A3	Board receive an evaluation of the flu programme 2021 to 2022, including data, successes, challenges and lessons learnt.	The Board has received an evaluation of the flu programme 2021/22, including data, successes, challenges and lessons learnt which have been discussed by the Vaccine Group and recommendations included in this 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 will 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.
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives.	The Seasonal Flu Vaccination Campaign Planning Group 2022/23 is being chaired by Karen O'Brien, Director of People and Development. Key personnel represent the various areas of the Trust.
A7	Flu team to meet regularly from September 2022.	The Seasonal Flu Vaccination group meets regularly to review the campaign – commenced in July 2022.

2. Communications Plan

ID	Descriptor	Trust Self-Assessment
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions.	We will update the key facts and rationale for the staff to get the seasonal flu vaccination, emphasising the importance of the vaccination for their own health and that of their family, friends, colleagues, patients, and carers, running alongside the covid vaccination programme.

ID	Descriptor	Trust Self-Assessment
B2	Drop-in clinics and mobile vaccination schedule to be published electronically, on social media and on paper.	A full communications plan is being developed that covers the whole Seasonal Flu Vaccination campaign, underpinned by detailed stages that will be 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 and issued across multiple channels.
B4	Flu vaccination programme and access to vaccination on induction programmes.	As in past campaigns, the flu vaccination campaign will be promoted at induction sessions and Occupational Health and Peer Vaccinators will be available to vaccinate staff at their induction if held face to face. Regular flu vaccination sessions are planned at our Training Centre on Team Valley.
B5	Programme to be publicised on screensavers, posters and social media.	This will all addressed via the communications plan.
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups.	Weekly data on take-up will be shared across the Board of Directors and Senior Managers, and the Communications Team will be issuing weekly updates via multiple channels for maximum promotion of the Seasonal Flu Vaccination programme.

3. Flexible Accessibility

ID	Descriptor	Trust Self-Assessment
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 be a limited number of Peer Vaccinators due to current pressures, who will undertake their vaccinator training prior to the formal start of the Seasonal Flu Vaccination campaign.
C2	Schedule for easy access drop in clinics agreed.	The flu vaccination schedule officially starts 10th October 2022 and runs from Monday to Friday from 08:00 – 16:00 at the following locations: <ul style="list-style-type: none"> • Bernicia House, Newburn Riverside – Occupational Health Department • Training Centre, Dukesway, Team Valley – • Russell House, Hebburn –or Winter House, Wynyard (Occupation Health Mobile Unit) These locations will mean that operational colleagues will have the opportunity to get their vaccine while at Stat and Mand training. Those working in the EOCs will either be allocated an appointment via GRS while they are on shift or enabled to drop into clinics. This will promote take-up and help us to achieve our targets. It is worth noting that if the Trust has received the flu vaccinations prior to 10th October 2022 these will be made available.
C3	Schedule for 24-hour mobile vaccinations to be agreed.	Peer Vaccinators will be available depending on shifts and current work pressures 24/7.

4. Incentives

ID	Descriptor	Trust Self-Assessment
D1	Board to agree on incentives and how to publicise this.	Incentives to be confirmed – pen/food give-aways and prize draw prior to Christmas
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.