

Appendix C :
Healthcare worker flu vaccination best practice management checklist
Flu season 2020-2021

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	The Board regularly discuss the staff influenza vaccination programme. It will record its commitment to achieving the ambition of 100% front line health workers at the Board to be held in public.
A2	Trust has ordered and provided a quadrivalent (QIV) flu vaccine for healthcare workers	The Trust ordered the QIV vaccines and these have all been delivered in four batches the last one being early Nov 19.
A3	Board receive an evaluation of the flu programme 2020/21 including data, successes, challenges and lessons learnt	The Board received an evaluation of the 2019/20 flu programme included lessons learnt and improvements for the 20/21 programme.
A4	Agree on a board champion for flu campaign	The Director of Nursing is the executive flu champion.
A5	All board members receive flu vaccination and publicise this	All Board members receive the flu vaccination. And this is promoted on the trust Intranet
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	The flu team has representation from all directorates, staff groups and staff partnership the latter through endorsing letters to staff).
A7	Flu team to meet regularly from September 2020	The flu team meet regularly from 3 September 2020.
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	There is wide range publication of the flu programme and facts through various media sponsored by senior clinicians, directorate teams and staff partnership.
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Drop in and mobile clinics are always published on the intranet, electronically via e mails, on social media, on posters and letters.
B3	Board and senior managers having their vaccinations to be publicised	The Board and senior managers have publication of their flu vaccinations by the communications team and on social media.
B4	Flu vaccination programme and access to vaccination on induction programmes	Due to Covid there have been no trust wide inductions FTF. However the starters and leavers report is picked up by the flu team and new staff are contacted. Local induction managers promote the flu vaccine
B5	Programme to be publicised on screensavers, posters and	IT provide pop up screensavers, posters are widely circulated. There is a flu page on the Intranet.

	social media	
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	All directorates and teams receive a weekly progress report.
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	<p>Each directorate has a list of peer vaccinators. These are generally heads of nursing and practice development nurses and champions from teams themselves.</p> <p>Directorates release their staff to vaccinate. The corporate nursing team also support the programme.</p>
C2	Schedule for easy access drop-in clinics agreed	Schedule of drop-in clinics are advertised on the intranet on the flu page. Due to Covid we have not had large meetings this year that vaccinators could attend
C3	Schedule for 24-hour mobile vaccinations to be agreed	<p>Peer champion vaccinators can provide 24-hour vaccinations where required. Roaming peer vaccinators are scheduled to attend night shifts to ensure 24-hour provision windows built in.</p> <p>Where front line staff decide on the balance of evidence and personal circumstances against getting the vaccine they are being required to complete and sign a decliner form and state the reason for not accepting the vaccination.</p>