

Healthcare worker flu vaccination best practice management checklist – for public assurance December 2019

A	Committed leadership (number in brackets relates to references listed below the table)	Trust self-assessment
A1	Board record commitment to achieving the ambition of 100% of front line healthcare workers being vaccinated, and for any healthcare worker who decides on the balance of evidence and personal circumstance against getting the vaccine should anonymously mark their reason for doing so.	Yes
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers	Completed. Staggered delivery from suppliers has led to restricted provision in October 2019. Adjuvant trivalent influence vaccine (aTIV) also ordered and provided for those healthcare workers aged 65 and over.
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt	Yes. Board receives evaluation of the programme through the Quality Committee.
A4	Agree on a board champion for flu campaign	Agreed: Alice Webster, Director of Nursing, Midwifery, AHPs & Community Service Alistair Flowerdew, Medical Director
A5	All board members receive flu vaccination and publicise this	Achieved
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	The Flu team is formed of flu task force and ward vaccinators Unions are provided with updates via the Health and Wellbeing Committee.
A7	Flu team to meet regularly from September 2019	Meetings regarding flu commenced August with regular Flu taskforce meetings set up from early October 2019
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	Available to all staff via Trust Intranet site; Link to site is positioned top, central on the Intranet homepage



B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	All information included on the Intranet site Flu program publicised on staff computers by regular ticker tape notifications Flu programme and details, with links to intranet, included in weekly Staff Bulletins sent to all staff
B3	Board and senior managers having their vaccinations to be publicised	Achieved. Board vaccinations took place in November
B4	Flu vaccination programme and access to vaccination on induction programmes	Flu vaccination available to frontline staff as part of New Starter Induction program and Doctor Induction also to being targeted via OH
B5	Programme to be publicised on screensavers, posters and social media	Flu program publicised on staff computers by regular ticker tape notifications Flu programme and details, with links to intranet, included in weekly Staff Bulletins sent to all staff
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	Achieved
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	Currently 28 vaccinators trained. Regular links to clinical areas
C2	Schedule for easy access drop in clinics agreed	Completed; Drop in clinics taking place in communal areas including restaurants.
C3	Schedule for 24 hour mobile vaccinations to be agreed	24 hr coverage via vaccinators
D	Incentives	
D1	Board to agree on incentives and how to publicise this	Achieved
D2	Success to be celebrated weekly	Weekly staff bulletins

