

Appendix 1 – Healthcare worker flu vaccination best practice management checklist – for public assurance via trust boards by 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.	Commitment recorded in EMC
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers	Both QIVe & QIVc vaccines received and offered to staff
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt	Outcome of 2018/19 staff flu vaccine campaign discussed at IPCC on 27/3/2019
A4	Agree on a board champion for flu campaign	Chief People Officer / Chief Nurse
A5	All board members receive flu vaccination and publicise this	All offered and publicised.
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	Yes
A7	Flu team to meet regularly from September 2019	Challenges to meet regularly as a group. Regular e-mail correspondence with group members on actions being taken for campaign
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	Communicated via OH Season Flu pages / staff H&WB newsletter / Weekly Round Up e-bulletin
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Communicated via OH Season Flu pages / Weekly Round Up e-bulletin
B3	Board and senior managers having their vaccinations to be publicised	Twitter used to publicise senior managers vaccinations
B4	Flu vaccination programme and access to vaccination on induction programmes	In place from November 2019 to Feb 2020
B5	Programme to be publicised on screensavers, posters and social media	Local posters developed and distributed across Trust, Twitter utilised and Round Up.
B6	Weekly feedback on percentage uptake for	Weekly update provided via

	directorates, teams and professional groups	Round Up bulletin
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	26 Peer Flu vaccinators trained across the Trust
C2	Schedule for easy access drop in clinics agreed	In place and advertised to staff
C3	Schedule for 24 hour mobile vaccinations to be agreed	Weekend and Night shifts to be advertised for November 2019
D	Incentives	
D1	Board to agree on incentives and how to publicise this	Badges provided and Weekly Bowl of Fruit to area's of high uptake
D2	Success to be celebrated weekly	Trust Round-Up utilised for weekly celebration of area's with good uptake of flu vaccine and winners of fruit bowl.