



Healthcare worker flu vaccination self-assessment against best practice management checklist

A. Committed leadership

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.

- The Trust's 2019/20 winter flu plan commits to planning to achieve a universal uptake of 100% of relevant staff, unless an individual is clinically exempt.
- As part of the winter flu plan, the Trust will be using a decliner's form for staff who decline the vaccine to complete.

A2 - Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers

- The Trust is able to confirm that 3,300 influenza (quadrivalent) inactivated vaccines and 10 influenza (cell-grown quadrivalent) inactivated 65 years+ vaccines were ordered and have been successfully received by the Trust's Pharmacy services.

A3 - Board received an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt

- A report on the 2018/19 campaign was considered by the Infection Prevention and Control Committee in March 2019 and was also reported to the Board's Quality Committee. The Trust Board will receive regular updates from the occupational health team throughout the 2019/20 campaign.

A4 - Agree on a board champion for flu campaign

- The Trust board's flu campaign champion is the Chief Nurse & Director of Allied Health Professionals.

A5 - All board members receive flu vaccination and publicise this

- Dates have been agreed for the flu vaccination campaign. Photographs will be taken of board members receiving their vaccinations and will be used on publications across the trust.

A6 - Flu team formed with representatives from all directorates, staff groups and trade union representatives

- The Trust's flu planning group meets regularly and is drawn from across all directorates and staff groups and includes staff side representatives.

A7 - Flu team to meet regularly from September 2019

- A number of meetings of the flu campaign team were set up for June and July 2019 and they continue to meet regularly each month across trust locations to progress this year's flu campaign and arrange further meeting dates.

B Communications plan

B1 - Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions

- The Trust's all staff 'NoticeBoard' email will carry a headline around the launch date of the vaccinations with a flu story. This will indicate that vaccinations are now available, the importance of protecting yourself, your patients and your colleagues by getting the vaccine.
- Later in the flu season, the Trust will look to send a dedicated all staff email from the Chief Nurse encouraging those who have not yet done so to get their vaccination.
- Flu will also be one of the main headline news tabs on our staff intranet with links to dedicated pages with persuasive rationale for getting your jab and details of where you can be vaccinated.

B2 - Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper

- Vaccination clinics will be published on our intranet, screensavers, Notice Board emails and posters. Night clinics will be advertised on our social media channels.

B3 - Board and senior managers having their vaccinations to be publicised

- Pictures of board members and senior staff being vaccinated will be shared on our social media, screensavers and Notice Board emails. We may also drop them into the Public Health England poster templates.

B4 - Flu vaccination programme and access to vaccination on induction programmes

- A dedicated flu vaccinator will attend Trust induction training session scheduled for 7 October, 4 November and 2 December.

B5 - Programme to be publicised on screensavers, posters and social media

- The Trust will publicise the flu vaccination programme prominently across all of our channels, including screensavers (with a "take up challenge" showing take up by Integrated Clinical Service Unit), intranet, posters available for all wards and services and on our social media channels (Twitter and Facebook).

B6 - Weekly feedback on percentage uptake for directorates, teams and professional groups

See above – "Take up Challenge" across our Integrated Clinical Service Units (ICSUs). The jab-o-meter will be updated weekly and circulated on a screen saver

C. Flexible accessibility

C1 - Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered

- The Trust has 50 hospital-based and 20 community-based flu champions signed up. These include the Chief Nurse and Assistant Chief Nurse and all of the five ICSUs are represented. The Communications team will promote local champions using promotional material from NHS England.

C2 - Schedule for easy access drop in clinics agreed

- A schedule of planned clinics with easy drop in access for staff will be included as was the case in the successful 2018/19 flu vaccination campaign. In addition, the Trust will also have planned multiple roving clinics which include late event and night clinics.

C3 - Schedule for 24 hour mobile vaccinations to be agreed

- Occupational Health nurses will cover clinics from 5pm to midnight. Champions on night shifts will be encouraged to vaccinate colleagues.

D Incentives

D1 - Board to agree on incentives and how to publicise this

- To incentivise staff, the Trust has collaborated with a charity – this year's chosen charity is Dementia UK.
- Funding from the Trust's Charitable Funds Committee for flu champions to receive a £25 voucher from Marks & Spencer when they have vaccinated 30 colleagues (approx. 1%).
- There will also be two separate raffles open to everyone who has received a flu jab with the winners receiving a £250 Marks & Spencer voucher.

D2 - Success to be celebrated weekly

- The Communications team will publicise the jab-o-meter which records the flu uptake across the organisation.
- Details of all staff vaccinated in each of the five ICSUs will be updated weekly.
- In addition, vaccination records will be input onto the Electronic Staff Record in order to encourage some healthy completion by wards/departments/ICSU.