

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.	Compliant – Staff given opportunity to complete declination form
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers	Compliant – Sufficient vaccine ordered to ensure all staff requesting the vaccine are able to access it
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt	Compliant- Report presented at IPCC and at Post season review meeting annually
A4	Agree on a board champion for flu campaign	Compliant- Medical Director (Nicki Murdoch)
A5	All board members receive flu vaccination and publicise this	Compliant –Publicised by Communication Team
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	Partially Compliant- Trade Union Rep hasn't been invited to meetings. Staff influenza Vaccination Campaign discussed at Health & safety Committee with Trade union Representatives present.
A7	Flu team to meet regularly from September 2019	Compliant- Meeting held monthly from July 2019
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	Compliant – On Trust Intranet
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Compliant- Clinics advertised on intranet, screen savers, email, social media and on posters

B3	Board and senior managers having their vaccinations to be publicised	Compliant –Publicised by Communication Team
B4	Flu vaccination programme and access to vaccination on induction programmes	Compliant – From sept-Jan staff offered vaccine at induction.
B5	Programme to be publicised on screensavers, posters and social media	Compliant
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	Compliant
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	Compliant – Peer vaccinators very successful in increasing uptake in Clinical areas
C2	Schedule for easy access drop in clinics agreed	Compliant – Communications, IPC and Occupational Health provider
C3	Schedule for 24 hour mobile vaccinations to be agreed	Compliant- Peer vaccinators/OCH to access Night staff
D	Incentives	
D1	Board to agree on incentives and how to publicise this	Compliant – Coffee Vouchers provided.
D2	Success to be celebrated weekly	Compliant – Reports fed by to clinical areas and teams