

**Agenda item 4i Appendix 1**

Healthcare worker flu vaccination best practice management checklist- for public assurance via Trust Boards by December 2019.

| A  | <b>Committed leadership</b><br>(number in brackets relates to references listed below the table)   | <b>Trust self-assessment</b>   |
|----|--|--|
| 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.  | Yes  |
| A3 | Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt.  | The Executive Team received a report and discussed the lesson learnt for the 18/19 campaign.   |
| A4 | Agree on a board champion for flu campaign.  | Yes – Josie Rudman/<br>Oonagh Monkhouse  |
| A5 | All board members receive flu vaccination and publicise this.  | The vaccination will be offered to all board members and pictures used in communication. In light of the phasing of delivery of the vaccine, clinical board members will be vaccinated first and non-clinical members later in the campaign. |
| A6 | Flu team formed with representatives from all directorates, staff groups and trade union representatives.  | We have discussed and agreed our approach to flu vaccination widely with our leadership groups (OEG, ME, Matrons) which includes representation from all directorates and staff group and also with our staff side representatives at JSC.   |
| A7 | Flu team to meet regularly from September 2019.  | There have been regular  |

|          |   |  |
|----------|---|--|
|          |   | meetings throughout the year with Occupational Health and Communications regarding our planning for flu vaccination. |
| <b>B</b> | <b>Communications plan</b>  |  |
| B1       | Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions. | Yes  |
| B2       | Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper.                   | Yes  |
| B3       | Board and senior managers having their vaccinations to be publicised.   | Yes  |
| B4       | Flu vaccination programme and access to vaccination on induction programmes.  | Yes  |
| B5       | Programme to be publicised on screensavers, posters and social media.   | Yes  |
| B6       | Weekly feedback on percentage uptake for directorates, teams and professional groups.   | Yes, we will provide an update weekly at the Briefing.   |
| <b>C</b> | <b>Flexible accessibility</b>   |  |
| C1       | Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered.    | Yes  |
| C2       | Schedule for easy access drop in clinics agreed.  | Yes  |
| C3       | Schedule for 24 hour mobile vaccinations to be agreed.  | Yes  |
| <b>D</b> | <b>Incentives</b>   |  |
| D1       | Board to agree on incentives and how to publicise this.   | Yes – staff have the opportunity to win John Lewis Vouchers.   |
| D2       | Success to be celebrated weekly.  | Yes – via the Briefing   |