

BDCFT Influenza Vaccine Management Checklist 2020/21

A	Committed Leadership	Trust self-assessment
A1	Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers	Flu jab to be offered to all healthcare workers
A2	Trust has ordered and provided a quadrivalent (QIV) flu vaccine for healthcare workers	3k – QIV vaccines ordered plus egg free & TIV for over 65's
A3	Board receive an evaluation of the flu programme 2019/20, including data, successes, challenges, and lessons learnt	Information provided to James Cook to including in winter briefing paper
A4	Agree on a board champion for flu campaign	Phillipa Hubbard (PH) – Director of Infection Prevention and Control
A5	All board members receive flu vaccination and publicise this	Trust board members to be offered the flu vaccine at the clinics with promotional photos – following COVID-19 restrictions.
A6	Flu team informed with representatives from all directorates, staff groups and trade union representatives	Trust wide improving influenza vaccine group in place which includes the staff partnership chair and service managers.
A7	Flu team to meet regularly from September 2020	Meetings commenced in August and are being held fortnightly from the end of September.
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trade unions	Communication to be in e update and part of the weekly broadcast from 1 st October 2020.
B2	Drop-in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Due to COVID-19 restrictions currently in place clinics will initially be through Microsoft booking system with additional ward visits advertised through safety huddles on the day. Twitter and Facebook will be used as part of the communication plan.
B3	Board and senior managers having their vaccinations to be publicised	Communication team will publicise photos of the board & senior managers having the flu

		vaccine & photos will be included on a screensaver.
B4	Flu vaccination programme and access to vaccination to vaccination on induction programmes	Due to COVID-19 restrictions face to face inductions are not currently running and new starters will be included in the clinics and drop ins on the ward areas.
B5	Programme to be publicised on screensavers, posters, and social media	National campaign materials now received and to be distributed to teams. Screensavers and social media promotion start from 1 st October.
B6	Weekly feedback on percentage uptake for directorates, teams, and professional groups	
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate, and empowered	3x new immuniser courses are running in September and most ward areas already have immunisers in place.
C2	Schedule for easy access drop in clinics agreed	Due to COVID-19 restrictions initially clinics will be on a booked basis with a drive through being set up at Marley.
C3	Schedule for 24 hour mobile vaccinations to be agreed	Provided through peer vaccinators who work out of hours.
D	Incentives	
D1	Board to agree on incentives and how to publicise this	Flu fighter pens & stickers to be given out
D2	Success to be celebrated weekly	To be included in e update and the weekly broadcast.