

## Annex A

### Healthcare worker flu vaccination best practice management checklist for public assurance via trust boards by December 2018

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 reasons for doing so.	Board brief 10 <sup>th</sup> October and TME briefed 20 <sup>th</sup> September
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers (1)	Ordered and also over 65's vaccine ordered
A3	Board receive an evaluation of the flu programme 2017-18, including data, successes, challenges and lessons learnt (2,6)	Yes
A4	Agree on a board champion for flu campaign (3,6)	Yes
A5	Agree how data on uptake and op-out will be collected and reported	Yes as per previous years
A6	All board members receive flu vaccination and publicise this (4,6)	Vaccination booked for 10 <sup>th</sup> October, campaign launched Trust wide 9 <sup>th</sup> October
A7	Flu team formed with representatives from all directorates, staff groups and trade union representatives (3,6)	Yes will large number of peer vaccinators and flu leads

A8	Flu team to meet regularly from August 2018 (4)	Yes led by the Chief Nurse
<b>B</b>	<b>Communications plan</b>	
B1	Rationale for the flu vaccination programme and myth busting to be published - sponsored by senior clinical leads and trade unions (3,6)	Campaign material agreed and launched
B2	Drop in clinics and mobile vaccination schedule to be published electronically on social media and on paper (4)	Yes as per previous years
B3	Board and senior managers having their vaccinations to be publicised (4)	Yes as per previous years
B4	Flu vaccination programme and access to vaccination on induction programme (4)	Yes as per previous years
B5	Programme to be publicised on screensavers, posters and social media (3,5,6)	Yes as per previous years
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups (3,6)	Yes as per previous years
<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 (3,6)	Over 100 peer vaccinators including the Chief Nurse

C2	Schedule for easy access drop in clinics agreed (3)	Yes clinics at all times
C3	Schedule for 24 hour mobile vaccinations to be agreed (3,6)	Yes
<b>D</b>	<b>Incentives</b>	
D1	Board to agree on incentives and how to publicise this (3,6)	Yes agreed
D2	Success to be celebrated weekly (3,6)	Yes at our weekly Safe in our Hands and also publicised through normal communication channels