



MEETING TITLE Trust Board		MEETING DATE 28/11/2019	
TITLE of PAPER		PAPER REF	For Information
		Healthcare worker flu vaccination best practice management checklist	
KEY PRIORITIES		Equip our people with the best tools, technology and environment to support excellent outcomes Attract, develop and retain a highly skilled, engaged and diverse workforce Create a safe and high performing organisation based on openness, ownership and accountability	
PURPOSE OF THE PAPER		The purpose of the paper is to provide assurance to the board that the Trust is on track to deliver the flu vaccination programme for 2019/20, evidencing through the best practise management checklist as requested by NHS England and NHS Improvement.	
For Approval		<input type="checkbox"/>	For Assurance
			<input checked="" type="checkbox"/>
For Decision		<input type="checkbox"/>	Discussion/Information
			<input type="checkbox"/>
AUTHOR / LEAD	Helen Houghton- Head of Employee Health and Wellbeing	ACCOUNTABLE DIRECTOR	Christine Brereton- Director of Workforce and OD
DISCUSSED AT / INFORMED BY – include date(s) as appropriate [free text - please provide an audit trail of the development(s) / proposal(s) subject of this paper: see also guidance 3 overleaf]:			
PREVIOUSLY AGREED AT:		Committee/Group: Not Applicable Not Applicable	Date: Click to enter date Click to enter date
RECOMMENDATION(S)		1.Acknowledge the request from NHS England and NHS Improvement to present the best management checklist for the vaccination of healthcare workers	
RISK ASSESSMENT			
			Yes
			No
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>			<input type="checkbox"/>
			<input checked="" type="checkbox"/>
Equality Impact Assessment <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input type="checkbox"/>
			<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input type="checkbox"/>
			<input checked="" type="checkbox"/>
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input type="checkbox"/>
			<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)		Not Applicable Not Applicable	
NHSI Single Oversight Framework Choose a THEME(s)		1. All 1. All	

Healthcare worker flu vaccination best practice management checklist

1. PURPOSE/AIM

- 1.1 The purpose of the paper is to provide assurance to the Trust Board that the Trust is on track to deliver the flu vaccination programme for 2019/20, evidencing this through the best practise management checklist as requested by NHS England and NHS Improvement. See Appendix 1.

2. BACKGROUND/CONTEXT

- 2.1 The vaccination of healthcare workers against seasonal flu is a key action to help protect patients, staff and their families.
- 2.2 Healthcare workers with direct patient contact need to be vaccinated because:
- a) Flu contributes to unnecessary morbidity and mortality in vulnerable patients
 - b) Up to 50% of confirmed influenza infections are subclinical (i.e. asymptomatic). Unvaccinated, asymptomatic (but nevertheless infected) staff may pass on the virus to vulnerable patients and colleagues
 - c) Flu-related staff sickness affects service delivery, impacting on patients and on other staff – recently published evidence suggests a 10% increase in vaccination may be associated with as much as a 10% fall in sickness absence.
 - d) Patients feel safer and are more likely to get vaccinated when they know NHS staff are vaccinated.
- 2.3 Evaluation on the 2018/19 flu vaccination campaign was included in the Health and Wellbeing Board Report submitted 23rd May 2019.

3. PROPOSALS/NEXT STEPS

- 3.1 The Health and Wellbeing Team will continue to deliver the Trust Flu vaccination plan for 2019/20 and ensure all actions are met from the best practise management checklist for the vaccination of healthcare workers.

4. RECOMMENDATIONS

It is recommended that the Trust Board:

1. Acknowledge the request from NHS England and NHS Improvement to present the best management checklist for the vaccination of healthcare workers.

5. APPENDICES/BACKGROUND INFORMATION

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.	x
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers	x
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt	x
A4	Agree on a board champion for flu campaign	x
A5	All board members receive flu vaccination and publicise this	x
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	x
A7	Flu team to meet regularly from September 2019	x
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	x
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	x
B3	Board and senior managers having their vaccinations to be publicised	x
B4	Flu vaccination programme and access to vaccination on induction programmes	x
B5	Programme to be publicised on screensavers, posters and social media	x
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	x
C	Flexible accessibility Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	x
C2	Schedule for easy access drop in clinics agreed	x
C3	Schedule for 24 hour mobile vaccinations to be agreed	
D	Incentives	
D1	Board to agree on incentives and how to publicise this	x
D2	Success to be celebrated weekly	x