



MEETING TITLE Trust Board Meeting held in Public		MEETING DATE 26/10/2021	
TITLE of PAPER		Flu and COVID-19 Vaccination campaign 2021/22	PAPER REF TB21.053
STRATEGIC OBJECTIVE(S)		Best People: Attract, develop and retain a highly skilled, engaged and diverse workforce	
PURPOSE OF THE PAPER		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 2021/22, evidenced through the best practise management checklist as requested by NHS England and NHS Improvement (Appendix 1), to provide assurance to the Trust Board that the Trust is on track to deliver the COVID-19 3 rd Dose Vaccination.	
For Approval		<input type="checkbox"/>	For Assurance
For Decision		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discussion/Information		<input type="checkbox"/>	
AUTHOR / LEAD	Fiona Chisholm-Pine, Vaccination Programme Lead	ACCOUNTABLE DIRECTOR	Amanda Wilcock, Director of People and Organisational Development
DISCUSSED AT / INFORMED BY: -			
PREVIOUSLY AGREED AT:		Committee/Group:	Date:
RECOMMENDATION(S)		It is recommended that the Board: <ul style="list-style-type: none"> Is assured that the Trust is on track to deliver the flu vaccination programme for 2021/22, evidenced through the best practise management checklist as requested by NHS England and NHS Improvement. Is assured that the Trust is on track to deliver the third COVID-19 Vaccination, evidenced through the COVID-19 project plan and successful launch 30 Sept 21. 	
RISK ASSESSMENT			Yes
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>			<input type="checkbox"/>
Equality Impact Assessment <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input type="checkbox"/>
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>			<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)		3: Caring 4: Responsive	
NHSI Single Oversight Framework Choose a THEME(s)		2. Quality of Care (safe, effective, caring, responsive) 3. Finance & Use of Resources	

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 2021/22, evidencing this through the best practise management checklist as requested by NHS England and NHS Improvement. See Appendix 1.
- 1.2 The purpose of this paper is also to provide assurance to the Trust Board that the Trust is on track to deliver the third COVID-19 vaccination, evidenced through the Covid-19 project plan and successful launch 30 Sept 21.

2. INTRODUCTION

- 2.1 The vaccination of healthcare workers against seasonal Flu and Covid-19 is a key action to help protect patients, staff and their families. The initial Covid-19 vaccine programme phase 1 and 2 involved employees from across all directorates and service lines to create a workforce team to deliver a successful program. During phase one 89.12% and during phase 2 80.7% of YAS staff received COVID-19 vaccinations from a YAS vaccination site, staff primarily chose to be vaccinated at a YAS vaccination clinic rather than primary care networks and vaccination centres.
- 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.
 - e) Protect staff from COVID-19 infection.
 - f) Support the NHS in its infection control risk reduction strategy.
 - g) Reduce staff COVID-19 absenteeism
 - h) Support both COVID-19 and non-COVID-19 clinical pathways over the winter period/second wave.
- 2.3 Evaluation on the 2020/21 flu vaccination campaign has been reported through the CEO Board update earlier this year. The Trust achieved 62.39% uptake amongst frontline staff in 2020/21.
- 2.4 The target for the 2021/22 flu vaccination campaign is 75% as per the Trust People Strategy. The National request this year is that 100% of staff are offered a flu vaccination. We are on track to achieve 65% by the end of December. We aim that all staff will have had the offer of a vaccination by the end of the campaign. All staff YAS will have the opportunity to receive the COVID-19 vaccination at a YAS vaccination site regardless of if the 1st and 2nd dose had been received outside the Trust. Currently the aim is for all staff to be offered the third COVID-19 vaccination and to have received by 17 December 2021.

- 2.5 Guidance from the JCVI explains how both Flu and COVID-19 vaccinations should be delivered to the priority groups at the same time to maximise uptake and reduce risk from both infections. The link to this guidance [JCVI interim advice: potential COVID-19 booster vaccine programme winter 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/jcvi-interim-advice-potential-covid-19-booster-vaccine-programme-winter-2021-to-2022)

3. FLU PLANNING 2021/22

- 3.1 The 21/22 flu campaign is underway, at the time of this report, the Trust had vaccinated 22.1% of frontline staff in line with national requirements and recommendations.
- 3.2 The planning preparations for this year's campaign started early in the year and the Flu working group has met regularly to help shape and develop this year's campaign considering changing processes and procedures due to Covid 19. The delivery of the Flu campaign has changed and is being run in the same way as COVID-19 vaccinations, FLUMIS is being used to book appointments and allows for data capture, this is utilised to provide reports to key stakeholders. Alongside the static sites a roving clinic is available and will be attending training venues and emergency departments to provide drop-in clinics for Flu vaccinations.
- 3.3 The Flu project plan for 2021/22 is outlined in Appendix 2.

4. COVID-19 PLANNING THIRD DOSE

- 4.1 During phase 1 and 2, 5 static vaccination sites were available for staff and volunteers to attend via pre booked appointments. A survey provided feedback from staff, volunteers and vaccination site staff regarding phase 1 and 2 of the programme. After evaluating this feedback different venues were then identified to provide staff with greater accessibility. The addition of a roving clinic has also been established and this has proved successful. The roving clinic schedule is published in the staff update.
- 4.1 The COVID-19 third dose campaign commenced 30 September 2021, and at the time of this report, the Trust had vaccinated 10.6% of frontline staff.
- 4.2 The planning for the COVID-19 third Vaccination have been underway since July 2021 and following advice from JCVI both Flu and COVID-19 vaccination programmes are being held together.

5. ASSOCIATED COSTINGS

- 5.1 The financial commitment which is required to deliver the flu campaign was committed within the baseline budget for Workforce and OD Directorate when preparation for directorate budgets was taking place. However, it is recognised that the financial situation for all Trusts is challenging as reported to TMG, which will impact on directorate budgets. The delivery of this campaign is compulsory for all Trusts. During phases 1 and 2 the vaccination programme incurred significant costs, and this was supported nationally by COVID-19 funds and this has continued to help support the current phase.

6. NEXT STEPS

- 6.1 The Health and Wellbeing Team will continue to deliver the Trust Flu and COVID-19 vaccination plan for 2021/22 and ensure all actions are met from the best practise management checklist for the vaccination of healthcare workers.

7. RECOMMENDATIONS

- 7.1 It is recommended that the Trust Board: -

- Is assured that the Trust is on track to deliver the flu vaccination programme for 2021/22, evidenced through the best practise management checklist as requested by NHS England and NHS Improvement.
- Is assured that the Trust is on track to deliver the third COVID-19 Vaccination, evidenced through the COVID-19 project plan and successful launch 30 Sept 21.

8. APPENDICES

- 8.1 Appendix 1 - Healthcare worker flu vaccination best practice management checklist – for public assurance via trust boards by December 2021
- 8.2 Appendix 2 – Vaccination campaign project plan

Appendix 1.

Healthcare worker flu vaccination best practice management checklist – for public assurance via trust boards by December 2021

A	Committed leadership (The number in brackets relates to references listed below the table)	Trust self-assessment
A1	Board record commitment to achieving the ambition of 100% of frontline 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 receives an evaluation of the flu programme 2020/21, 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	
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	x
A7	Flu team to meet regularly from September 2021	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	
B4	Flu vaccination programme and access to vaccination on induction programmes	x
B5	Programme to be publicised on screensavers, posters and social media	
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

Welcome to the YAS PMO Workbook

What?

In Gateway 3 the Workbook becomes the repository for documentation relating to the project designed to assist project leads to plan, implement and monitor their scheme. It is an Excel workbook with mix and match tabs for each of the key elements of the project. Leads are not expected to complete each Action Plan sheet - just the most appropriate time series for their project.

Why?

Additional information is required at this stage, and it is essential that all documentation is kept together and updated with the correct versions. The workbook has been designed to be easy to use, but very thorough.

Who?

The workbook should be completed by the Project Lead and will be "owned" by the Project Lead throughout the life of the project. The PMO will require latest versions of the workbook at certain times of the project lifecycle so it can be used for reporting and monitoring purposes.

How?

The PMO handbook provides guidance to assist the Project Lead through each project lifecycle stage. The PMO is on hand to support and advise in general, and the wider project team members will support with the technical elements of each tab.

TEMPLATE VERSION CONTROL			
Version number	Date amended	By whom	Changes Made
This document is controlled - if you would like to suggest amendments to this document, please contact the document author.			

Project Overview

Project Name	YAS Vaccination Programme
Project ID	TBC
Project Status	Active
Project Sponsor	TBC
Project Lead	Helen Houghton
Expected Start Date	06/08/2021
Expected Completion Date	TBC
Expected Savings	N/A
Estimated Costs	TBC

Brief Description:

Provide brief overview of aims & objectives:

Summary

To create a vaccination programme that delivers the Covid-19 and annual flu vaccines to all staff and volunteers within the Yorkshire Ambulance Service NHS Trust. This is an important tool to help stop the Covid-19 pandemic and support the NHS in its infection control risk reduction strategy.

Providing a vaccination programme will allow the organisation to protect and support its staff members and ensure we are playing our part in preventing passing on infections to patients and other staff members. This will result in our services running effectively throughout the year and over the challenging winter periods.

Objectives

The key objectives for the roll out of the YAS vaccination programme for staff are:

- Protect staff from the COVID-19 infection
- Support the NHS in its infection control risk reduction strategy
- Reduce staff infection absenteeism
- Provide staff with access to the seasonal flu vaccination

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Financial Planning

Clinical Staffing Costs Per Hour/Day: Phase 1 & 2

Post	Hrs per Shift	Hourly Rate £	Total £ Per day
14 X B6 paras normal rate	8	26.41	2,957.92
12 X B6 paras overtime rate	8	28.03	2,690.88
16 X B6 paras normal rate	8	26.41	3,380.48
16 X B6 paras overtime rate	8	28.03	3,587.84

24 X B5 staff normal rate	8	21.32	4,093.44
24 X B5 staff overtime rate	8	22.62	4,343.04
32 X B5 staff normal rate	8	21.32	5,457.92
32 X B5 staff overtime rate	8	22.62	5,790.72

Estates Costs:

Description	Cost
Observation Units	£6,800
Vaccination and Administration Units	£11,100
Furniture	£1,807
Generators	£1,237

Scheduling & Booking System

Description	Cost
FLUMIS	£8,000
NIVS	£0

IT Systems

Description	Cost
Tablets (already have 30)	
Laptops x 20	???
Screens x 20	
Keyboard x 20	
Mouse x 20	

Clinial Vaccinators:

We will need 6 (B6 staff) X 6hr shifts at the 4 larger sites (Manor Mill / HQ / Magna / Doncaster) = 24 staff (144 hours)

Plus

We will need 4 (B6 staff) X 8 hr shifts at the 4 smaller sites (Keighley / Fairfields / Bridlington / Beverley) = 16 staff (128 hours)

Total 144+128 = 272 hours per day to cover clinicians X £28.03 (overtime rate) = **£7,624.16** per day to run on overtime.

Estimated running time is 20 days for 1st dose and 20 days for 2nd dose = 40 days total x £7,624.16 = **£304,966.40**

ite Co

Site Co-ords:

Total 56+36 = 92 hours per day to cover site coordinator X £26.41= £2,492.72- per day

Estimated running time is 20 days for 1st dose and 20 days for 2nd dose = 40 days total x £2,492.72 = **£99,708.80**

YAS Vaccinations Actions Log

Ref.	Date raised	Action Description	Owner	Notes/Updates	Status	Date closed
PHASE 1						
SCOPING						
1	12/04/2021	PID developed and signed off	HH/PH	In Progress	Complete	
2	12/04/2021	Action Plan developed and signed off	HH/PH	In Progress	Complete	
3	12/04/2021	Communications Plan developed	Helen Edwards/Elaine Gibson	Helen Edwards is creating a communication strategy, still awaiting further national guidance around the vaccine. Flu info to go out Monday 13/09/2021. communications have gone out and are being updated fortnightly.	Complete	
4	12/04/2021	Risk & Issues developed	HH/PH/Helen Carter	Currently working with H&S Manager and Security manager to create site and vaccine risk assessments. To be completed by 10/09/21	Complete	
5	12/04/2021	Benefits & KPI tracking in place	HH/PH	In Progress	Complete	
6	12/04/2021	Highlight Reporting in place	HH/PH	In Progress	Complete	
IMPLEMENTATION						
Vaccine Specification & Delivery						
1	12/04/2021	Identify where the vaccine can be fridge stored at 2-8oc. Establish the working order of the current static and portable fridges.	SPOCs & RM	SPOCs to identify that the static fridges are in good working order.	Complete	
2	19/05/2021	Purchase temperature loggers for the fridges where we will store vaccines	Martyn Wake	Received and installed completed Friday 20/08/21	Complete	
3	12/04/2021	Arrange the quantity and delivery of vaccines to the Trust, and then onward delivery to static sites. Create foundry ordering process (New system)	Andy Wood & Rebecca McLaren HH/FCP/KH	Need to determine if we will be allocated Pfizer or Astrazeneca or another vaccine. Identify how we distribute stock from HQ to static sites. Andy To speak with Sanofi R.E flu vacc delivery- (AW confirmed delivery commenced wk commencing 06th September). (Split Delivery). Mutual Aid Pfizer has now been delivered and vaccinating has started, still having issues with ordering. 07/10/21 Pfizer cominaty vaccine ordered through immform delivery Mon 11/10/21. Max Cap able to be set on Foundry and transfers once approved to Immform.	Completed	
4	12/04/2021	Create an SOP for YAS Vaccination Programme	HH/RM	Awaiting feedback regarding which vaccine to use. Pfizer PGD sent to LG in preparation. To be confirmed with Rebecca new PGD arrived and confirmed sent to all staff.	Complete	
5	12/04/2021	Create a process map for the YAS Vaccination Programme	HH/RM?KH	Awaiting feedback regarding which vaccine. (In Progress)	Complete	
6	12/04/2021	Risk assessments required for vaccinations sites, delivery of the vaccines and administering the vaccines.	Helen Carter & Ian Lawrence	Need to confirm and inspect new sites. Risk assessment for Keighley needed. (Scheduled for the 09/09/21) Vicky to update Helen Carter	Complete	
7	12/04/2021	Create a scheduling model to identify dates we can administer the vaccines and how many doses we will require	HH/KH	Awaiting details on what vaccine we will use and delivery dates. First 1000 Flu jabs in planning. schedule planned for first two weeks? booking system set and ready to go waiting for confirmation of Pfizer delivery date to confirm go live date. Vaccine Pfizer now on site and are vaccinating staff. still having delivery issues.	Complete	
Estates						
8	12/04/2021	Identify sites for administering the Covid-19 vaccinations	HH/KH/Estates	Following static sites confirmed: South - Magna static site. North - Fairfields static site. East - Beverley static site. West - Springhill1 (HQ) & Keighley static site. Existing site plans can be accessed via Vicky Audsley	Complete	
9	07/07/2021	Establish sub group for roving clinics detail the equipment and locations required etc	Roving Clinic Lead SW / IL	We will need to consider individual areas for arrival, admin, vaccinations, emergency treatment etc. Mobile Unit to be used.	Completed	
10	19/05/2021	Book out rooms and space at static sites	KH/Estates	PH has contacted Magna, need to confirm dates. Need to confirm with Springhill and Keighley once we have dates confirmed.	Complete	
11	12/04/2021	Identify if we will require generators and cabins for vaccination sites	Estates	Feedback on 18th August portacabins arrived at Magna. Rob Sykes to communicate with Karl about wether generator needed at Magna, outcome. To be fed with direct power supply. Purches order signed off, Building work will be completed 02/09/2021. Issues with York generator and electricity, IL has arragned visit from mobile mini. all completed and checked by Rob Sykes. Beverley - FC-P confirmed after last meeting all working fine, just needs cleaning. Walkway at Magna to be addressed	Complete	
12	12/04/2021	Site Point of Contacts (SPOCs) at each of the sites that will coordinate the vaccinators and roving vaccinations.	HH/PH	South - Magna - Ian/Mike/Sharon North - Fairfields - Ian Lawrence/Jo Bryant East - Beverley - Fiona Chisholm-Pine (?) Andy Hutton West - HQ = Martyn Wake Keighley = MW/KH/SS/BB/IL	Completed	
	11/08/2021	Keighley- key safe to be installed on wall outside training room	Estates	Key safe ordered. TBC Martyn Wake to chase up with estates. Rob confirmed oreder and waiting for mite to complete. To be completed wk 06/09/21? Rob to check if completed	Complete	
13	12/04/2021	Identify with estates additional clinical waste collection due to the extra waste generated from the vaccination sites as well as clinic cleaning schedule	Rob Sykes/Andy Hunter	Need to identify dates and sites. Managers informed. Schedule should commence wk 13/09/2021 to include Fogging. All confirmed clinical waste to be collected wk 20/09/2021.	Complete	
14	12/04/2021	Identify Emergency/resuscitation equipment and guidance at all of the vaccination sites, and source the correct PPE equipment	Bernard Leddy/Martyn Wake	All resucc equipment returned to Springhill - Martyn to touch base with Shaun. Extra bag created. AED to be used, manual BP and Pulse ox- MK to update at next meeting. RPE hoods- and generators on order. Hand wash stations for Magna orderd. Buckets. To be delivered to sites Friday 03/09/2021 (MW)	Complete	
15	12/04/2021	Design and implement Vaccination Pods at each of the vaccination sites	HH/KH/FCP	Incorporate a deisgn that will utilise 2 vaccines. (In progress)	Completed	
16	12/04/2021	Create a vaccination site layout map which details space for vaccinations, observations and staffing. Include signage that we can view during hours where it will be dark.	Vicky Audsley	New site layout maps needed for Keighley and Magna. Vicky has created some site layout maps across the region for: South - Magna North - Fairfields East - Beverley West - Springhill1 (HQ), Keighley MW to do site map for Keighley and IH to amend site layout for Magna and send back to Vicky Audsley.	Complete	
17	07/07/2021	Review the lighting provided at Keighley and Magna vaccination sites	Ian L/Estates	Ian/Martin potentially to assist with set up and risk assessments	Completed	
18	12/04/2021	Review options for flooring for the vaccination sites- Flooring agreed as Pacexe, purchased	Helen Houghton	We will need to have an IPC floor, we need to order more Packexe.- delivered	Complete	
19	12/04/2021	Identify staff signage for site directions, these will need to be illuminated during hours where it will be dark.	Helen Carter / Elaine Gibson	Signage needed for Keighley (MW to arrange) and Magna (IH and MC to arrange).	Completed	
20	19/05/2021	Health & Safety Assessment required at the static and roving sites	Ian Lawrence	Existing H&S assessments need reviewing, and new H&S assessments required. Ian to have for wk 30/08	Complete	
21	21/07/2021	Recruit Roving clinic lead	HH	Sharon Witton as been appointed	Complete	
22	12/04/2021	Arrange static and roving site visits to review the staff flow, taking into consideration timings, infection prevention, health and safety, risk and allocated space for clinicians and administrative tasks.	KIH/Roving clinic lead	Mobile Unit to be used it will be by appointment only at these sites. Sharon to sort and advise. Site visits Planned for Tuesday 07/09/2021	Complete	
23	12/04/2021	Existing risk assessments need reviewing, and new risk assessments required.	Helen Carter/IL	Will be completed by 10/09/21	Complete	Helen has create site security risk assessments
Workforce						
24	12/04/2021	Identify clinical staff who can administer vaccinations (dedicated staff)	HH	Started a list of potential SPOCs and vaccinators. Harry and Lidsey to review list of staff on alternate duties. Alan B to support with identifying ops staff to support with vaccinations. Alan to discuss with Mark Rudd any support availabe. Alan to send names to Lindsey Taylor. Lindsey now has names and is working on scheduling. Darren Lee asked for input of CFR HH to speak to Darren. Staff are been input to rota shortfall will be filled by OT. Staff have been emailed I.E availability. The list is been updated dayley.	Complete	Scheduling processing
25	12/04/2021	Training - Registered clinical staff will need to ensure they have had general immunisation, BLS and anaphylactic training. Ensure that everyone has had the refresh training and the Covid-19 specific training complete. Competnacy tool to be included.	Louise Gardham	LG will lead on the flu and Covid-19 training, ensuring staff have completed refresher training where required. Lou to get vaccinators names from Lindsey Taylor. Letter sent to identified staff to start training. LG to liase with WL to create Comptency form report.	Complete	
26	19/05/2021	All staff need to have completed a refreshed flu campaign training module and compentancy tool	Louise Gardham	Flu traing now availabe on ESR	Completed	
27	04/08/2021	online Competnacy assessment tool for flu and covid vaccinators	Louise Gardham	LG to discuss with BI an online form. Site coordinators to have access on sharepoint to check on vaccinating staff.	Complete	
28	04/08/2021	Briefings for all vaccinators, site coordinators, volunteers	HH/ RM/ FCP/ KH	To take place w/c 10th Sept at 08:30 12:30 and 18:00 Additional briefings for Site coordinators and volunteers.	Complete	
		All SoPS to be emailed out rather than on ESR, comptency tool to include a check on understanding of these and risk assessments.	RM/LG	List to go to LG for check off. before Friday 24/09/2021	Complete	
29	19/05/2021	There will be requirements for a new flu PGD	RM/LG	Awaiting the new flu/covid-19 booster PGD Awaiting conformation of vaccine	Complete	
IM&T						
30	12/04/2021	Establish how we will utilise the NIVS, COVIS & FLUMIS systems to capture and Collate all vaccination data	Russel Danby KH/ HH	Meeting with Microcar 9th August, requestes being actioned and updated functionality. (Ongoing) Booking system for Monday go live, Logins for vaccinator etc.	Complete	
31	19/05/2021	Merge the COVMIS & FLUMIS system to capture vaccination data	HH/KF	Merge wont take place, will be 2 stand alone systems	Complete	
32	12/04/2021	We need to identify training guides/SOP's for using the NIVs system as some staff have no experience of this system	Russel Danby	NIVS & COVMIS guides already created	Complete	
33	12/04/2021	We need to create an DPIA to record staff information for the flu vaccine.	Russel Danby	Helen Hartland has confirmed we are covered nationally	Complete	
34	19/05/2021	Request IT support for adding NIVs/COVMIS/FLUMIS on IT hardware	IT Rep	Ask Martin Scott to attend the Vaccination Taskgroup	Complete	
35	02/06/2021	Introduce an escalation log for staff struggling to add staff to NIVs	HH/ KH/ FCP	Site coordinator to contact FCP/KH/RM/WL	Complete	
36	07/07/2021	Create password for new vaccinators in FLUMIS/COVMIS/NIVs	TBC	Will lindley is to be administrator , Amanda Jarvis starts wk 06/09/2021	Complete	

Ref.	Date raised	Action Description	Owner	Notes/Updates	Status	Date closed
PHASE 1						
SCOPING						
37	04/08/2021	Ensure all IT equipment will be installed on site	RN	HH received conformation IT equipment will be available and installation w/c 30th Aug. Ensure Site coordinators laptops have been installed with fridge loggers software, and mobile unit IT has internet accessibility. Printers and cartridges are included in the installations. Staff have the correct access privileges.	Complete	
38	12/04/2021	We may need to provide national daily SITREPS for Covid-19 booster and flu vaccinations	Russel Danby	SITREPS needed and to include stock returns every Monday morning FCP/RM/KH	Complete	
Communications						
39	12/04/2021	Produce information and FAQ handouts to be distributed at vaccination sites	HE/EG	Handouts now on sites	complete	
40	12/04/2021	Develop a Communication Strategy to update Trust staff	HE/EG	HH to discuss vaccine at TBL on 10th August, weekly comms to follow. Draft Comms plan recieved.	Complete	
41	04/08/2021	Flu resources from PHE ordered	HH/EG	Elain to check? None available yet (TBA) To use some of last years posters until new ones arrive.new resources to be despatched wk 20/09/21.	Complete	
42	12/04/2021	Establish a support line and/or email inbox for staff to contact	HE/EG	in place with staff covid enquiries inbox	Complete	
43	19/05/2021	Procurement of the Love to Shop vouchers to encourage staff to have vaccinations	HH	Done and vouchers ordered	Complete	
44	12/04/2021	Create vaccination Staff Surveys	HE/EG	PH to speak with EG about survey	Complete	

Benefits & KPI Tracking Form



Project	YAS Vaccination Programme
Project Lead	Phillip Hardwick
If Dashboard is available - please enter link or contact details:	n/a

Benefit Description/ Performance Measure	Metric	Baseline Measure	Target	Measurement Method / Frequency of Measure	Proposed Timescale for Realisation	Owner
Support the NHS in its infection control risk reduction strategy	Measurements confirmed on completion via Government statistics	Current R rate of 1 to 1.2	R rate of less than 1	Government R rate statistics	January 2021	TBC
Reduce staff COVID-19 absenteeism	HR staff absence percentage due to covid-19	TBC	TBC	weekly HR staff absence percentage due to covid-19	January 2021	TBC
Support both COVID-19 and non COVID-19 clinical pathways over the winter period/second wave	Volume of Covid-19 and non Covid-19 clinical pathways	TBC	TBC	Clinical pathway figure via BI	January/February 2021	TBC
Protect staff from the COVID-19 infection	Volume of staff sickness attributed to COVID-19	TBC	TBC	weekly HR staff absence percentage due to covid-19	January 2021	TBC

Risk Log

PLEASE NOTE: PROJECT RISKS NOW NEED TO BE ENTERED INTO THE DATIX RISK CLOUD - CONTACT RICHARD HARRINGTON FOR FURTHER INFO. THIS TEMPLATE IS UNDER REVIEW TO COMPLIMENT THE DATIX FIELDS - BUT CONTINUE TO KEEP A RECORD OF RISKS ON THIS FORM IN THE MEANTIME



[See Risk Scoring Matrix for guidance](#)

Project Risk Ref.	Datix ID (12 & above)	Title	Date risk identified	Status	Description	Risk Owner	Controls in place	Initial Score	Current Rating			Additional mitigation planned	Associated action/decision references	Progress	
									Likelihood	Impact	Risk Score				Risk Rating
R1	n/a	Staff will need to be available to receive 2 doses of the vaccine 21 days apart.	13/11/2020	On-Going	Staff will need to be available to receive 2 doses of the vaccine 21 days apart.	TBC	We are using internal Comms to keep staff informed and updated with regards to the COVID-19 Vaccinations, and will ensure they understand they need to commit to day 1 and day 21 vaccinations. We have also produced FAQs and there is an available phone number/email address staff can contact for further information.	9	3	3	9	AMBER	Not required due to low Risk Score.	n/a	On-going
R2	n/a	In order to vaccinate a minimum of 75% of YAS staff and volunteers we will need enough vaccine for 5,250 staff	13/11/2020	On-Going	In order to vaccinate a minimum of 75% of YAS staff and volunteers we will need enough vaccine for 5,250 staff.	TBC	We have collated a list of all clinical, operational and patient facing staff who will be a priority to receive the COVID-19 vaccinations first.	4	2	2	4	GREEN	Not required due to low Risk Score.	n/a	On-going
R3	n/a	Establish multiple vaccination stations across the Yorkshire and Humber region.	13/11/2020	On-Going	Some staff may be unable to collect COVID-19 vaccinations due to isolating or unable to find transport links. In order to reach as many staff members as possible, we will need to establish multiple vaccination stations across the Yorkshire and Humber region.	TBC	We have distributed a staff survey to gauge how many staff would be willing to have the vaccine, and what region of Yorkshire they would want to attend for the vaccination. We are currently exploring 5-6 vaccination sites to administer the vaccine to support staff.	6	3	2	6	GREEN	Not required due to low Risk Score.	n/a	On-going
R4	n/a	Staff will need to ensure they have not had their flu jab within 7 days of starting their COVID-19 vaccination treatments.	13/11/2020	On-Going	ite Co	TBC	Internal Comms will be sent out to all staff informing them that they can not have the COVID-19 vaccine within 7 days of receiving the flu vaccine. This will also be included in the E-form, SOP's and FAQ's.	4	2	2	4	GREEN	Not required due to low Risk Score.	n/a	On-going
R5	n/a	Storage is required for the COVID-19 vaccination at 2-8oc	13/11/2020	On-Going	We will need to ensure we identify refrigeration storage for the COVID-19 vaccinations as they need to be stored between 2 - 8oc temperature.	TBC	Helen Houghton is in discussion to secure fridges to store the vaccinations, and we can utilise some of the flu campaign equipment to assist in the COVID-19 vaccinations.	4	2	2	4	GREEN	Not required due to low Risk Score.	n/a	On-going

PLEASE NOTE: A full risk assessment has been created by helen Carter for the vaccination sites, and can be requested from Helen Carter or Phillip Hardwick

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RISK SCORING MATRIX

Likelihood

1	Will probably never occur. Will only happen in exceptional circumstances.
2	Unlikely to occur, but possible.
3	Reasonable chance of occurring. May happen ite Co
4	Likely to occur. Will probably happen, but is not a persistant issue.
5	Extremely likely to occur, possibly frequently.

Impact

1	Temporary defects causing minor short term consequences for time or quality.
2	Poor project performance - shortfall in area(s) of minor importance.
3	Poor project performance - shortfall in area(s) of moderate importance.
4	Poor project performance - shortfall in area(s) of major importance.
5	Significant failure of the project to meet a critical or primary objective.

	Impact				
Likelihood	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5



Issues Log

Ref.	Title	Date Issue identified	Status	Description	Issue Owner	Associated action references	Progress
11	Staff availability to attend for collection and training for tests.	13/11/2020	Ongoing	We will need to review the availability of staff and how easily they can access vaccination stations.	TBC	Review staff availability and rotas and access for vaccinations	Under review
12	Difficulty distributing COVID-19 vaccinations to staff who may be self-isolating or are unable to find transportation links.	13/11/2020	Ongoing	We will need to identify where to locate vaccination stations in order to support staff across all the region for members of staff.	TBC	Identify vaccination stations	Under review
13	storage for vaccination, needs to be kept as fridge stock at 2 - 8oc	13/11/2020	Ongoing	We will need to identify fridge storage for the COVID-19 vaccinations, as the need to be kept at 2 - 8oc temperature.	TBC	Identify fridges to store COVID-19 vaccine	Under review
14	Vaccines only have a 5 day shelf life	13/11/2020	Ongoing	The COVID-19 vaccinations only have a 5 day shelf life from when we receive them into the Trust. We will need to ensure that we utilise as much of the vaccines and keep wastage to a minimum.	TBC	Identify sites to distribute the COVID-19 vaccinations	Under review
15					ite Co		
16							
17							
18							

Queries Log

Ref	Query	Comments	Status
1	Vaccine trials – can participants still have the vaccine? FB sent over info this weekend.		On-going
2	Vaccine specification, need clarity.		On-going
3	If staff have had Covid – can they still have the vaccine?		On-going
4	What if they need to isolate?		On-going
5	What if they miss a dosage?		On-going
6	IPC concerns on piercing vials.		On-going
7	Flu vaccine after Covid vaccine.		On-going
8	Pre-Covid checks before having the vaccine?		On-going
9	Can vials be split up for distribution?		On-going
10	Can we get boxes with fewer vials in them?		On-going
11	What data needs recording?		On-going
12	National vaccination system, some issues.		On-going
13	Using National DPIA		On-going
14	Any push on day 21? Is there a window after?		On-going
15	Clarification on PPE.		On-going
16	How is the vaccine made up on arrival?		On-going
17	Can staff have the vaccine later on if they don't have it in Phase 1?		On-going
18	How do we capture staff who are immunised, can we use the FLUMIS software?"		On-going
19	HR questions, looking at those in the FAQ's.		On-going



COMMUNICATION AND ENGAGEMENT PLAN

Project title:	Asymptomatic Testing
Sponsor:	Steve Page
Project Lead:	Phillip Hardwick
Date of last update:	13/11/2020

Date	Stakeholder (identified from the stakeholder map)	Communication need	Communication method	Notes/Comments	ite Co	Date due
16/11/2020	All YAS staff and volunteers	All YAS staff already informed by Executive Directo of Quality/Deputy Chief Executive about the need for asymptomatic testing, a further communication will be required to advise locations where staff can collect tests and revieve training, access the support line/inbox and review the SOP.	Internal Comms daily email	Staff comms already updated via daily news letter to inform them of the Asymptomatic testing, and that further details would be realised as soon as possible.	Communication Team	18/11/2020