

Meeting Title	Board of Directors		
Date	8 November 2018	Agenda item	Bo.11.18.16

## Appendix 1 - 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 reason for doing so.	Confident
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers (1).	Confident
A3	Board receive an evaluation of the flu programme 2017-18, including data, successes, challenges and lessons learnt (2,6)	Received by EMT
A4	Agree on a board champion for flu campaign (3,6)	Confident
A5	Agree how data on uptake and opt-out will be collected and reported	Confident
A6	All board members receive flu vaccination and publicise this (4,6)	Confident
A7	Flu team formed with representatives from all directorates, staff groups and trade union representatives (3,6)	Confident
A8	Flu team to meet regularly from August 2018 (4)	Confident
B	Communications plan	
B1	Rationale for the flu vaccination programme and myth busting to be published – sponsored by senior clinical leaders and trade unions (3,6)	Confident
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper (4)	Confident
B3	Board and senior managers having their vaccinations to be publicised (4)	Confident
B4	Flu vaccination programme and access to vaccination on induction programmes (4)	Confident
B5	Programme to be publicised on screensavers, posters and social media (3, 5,6)	Confident
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups (3,6)	Confident
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered (3,6)	Partial confidence
C2	Schedule for easy access drop in clinics agreed (3)	Confident
C3	Schedule for 24 hour mobile vaccinations to be agreed (3,6)	Partial confidence
D	Incentives	
D1	Board to agree on incentives and how to publicise this (3,6)	Confident
D2	Success to be celebrated weekly (3,6)	Confident

### Reference links

- <http://www.nhsemployers.org/-/media/Employers/Documents/Flu/Vaccine-ordering-for-2018-19-influenza-season-06022018.pdf?la=en&hash=74BF83187805F71E9439332132C021EFA3E6F24C>
- <http://www.nhsemployers.org/-/media/Employers/Publications/Flu-Fighter/Reviewing-your-campaign-a-flu-fighter-guide.pdf>
- <http://www.nhsemployers.org/-/media/Employers/Documents/Flu/Flu-fighter-infographic-final-web-3->

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4. <http://www.nhsemployers.org/-/media/Employers/Publications/Flu-Fighter/good-practice-acute-trusts-TH-formatted-10-June.pdf>
5. <http://www.nhsemployers.org/-/media/Employers/Publications/Flu-Fighter/good-practice-ambulance-trusts-TH-formatted-10-June.pdf>
6. <https://www.nice.org.uk/guidance/ng103/chapter/Recommendations>