

**Appendix 1 – Healthcare worker flu vaccination best practice management checklist – for public assurance via trust boards by December 2019**

<b>A</b>	<b>Committed leadership</b>	<b>Trust self-assessment</b>
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 circumstances 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	Confident
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt	Received by SLT Confident
A4	Agree on a board champion for flu campaign	Confident
A5	All board members receive flu vaccination and publicise this	Confident
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives*	Confident
A7	Flu team to meet regularly from September 2019	Confident
<b>B</b>	<b>Communication plan</b>	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	Confident
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Confident
B3	Board and senior managers having their vaccinations to be publicised	Confident
B4	Flu vaccination programme and access to vaccination on induction programmes	Confident
B5	Programme to be publicised on screensavers, posters and social media	Confident
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	Confident
<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	Partially confident
C2	Schedule for easy access drop in clinics agreed	Confident
C3	Schedule for 24 hour mobile vaccinations to be agreed	Partially confident
<b>D</b>	<b>Incentives</b>	
D1	Board to agree on incentives and how to publicise this	Confident
D2	Success to be celebrated weekly	Confident

\*Trade union representatives not part of group but updated through JNCC.