

Appendix 1

Healthcare worker flu vaccination best practice management checklist for public assurance via trust boards by December 2020

A	Committed leadership	Trust self-assessment
A1	Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers.	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 2019/20, including data, successes, challenges and lessons learnt.	Received by ETM 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 2020.	Confident
B	Communication plan	
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
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered.	Confident
C2	Schedule for easy access drop in clinics agreed.	Confident
C3	Schedule for 24 hour mobile vaccinations to be agreed.	Confident
D	Incentives	
D1	Board to agree on incentives and how to publicise this.	Confident
D2	Success to be celebrated weekly.	Confident