



**Rotherham Doncaster
and South Humber**
NHS Foundation Trust

Flu Campaign 2019/2020

Best Practice Management Checklist for Healthcare Worker Vaccinations

Paul Kendrew-Jones
Senior Business Manager

Operational Business Support

December 2019

1. Introduction

RDASH is committed to achieving the ambition that 100% of its workforce is vaccinated for the flu campaign 2019/2020. NHS England and NHS Improvement have set a CQUIN to support the national targets and the thresholds are to achieve at least 60% of staff to be vaccinated for the minimum payment and 80% of staff to be vaccinated for the maximum payment. The Trust is working hard to ensure that the maximum payments target is being surpassed.

As part of the 2019/2020 campaign, NHS England and NHS Improvement have requested the Trust complete the best practice management checklist for healthcare worker vaccinations and publish a self-assessment against these measures. The Trust must ensure that the self-assessment is published in board papers before the end of December 2019.




The letter of correspondence received by the Trust from NHS England and NHS Improvement is attached **appendix 1**.


2. Rag rating key for self-assessment

	The Trust is fully compliant with the best practice management action.
	The Trust is partially compliant with the best practice management action.
	The Trust has no compliance with the best practice management action.
	The Trust does not deem this action necessary with the staff teams and/or services they provide.

3. Best practice management checklist for healthcare worker vaccinations self-assessment

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.	The trust is committed to achieving the ambition that 100% of the workforce is vaccinated. Vaccinators gather reasons for all opt-outs across both frontline and non-frontline staff members. The reasons are then recorded via the Trusts internal electronic staff system.
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers.	An initial 2,500 quadrivalent flu vaccines were ordered in April 2019 and were delivered in September 2019.
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt.	Attached is the flu programme evaluation for the 2018/2019 campaign, including data, successes, challenges and lessons learnt.

		 BOD Flu Campaign Report 2018-19.docx
A4	Agree on a board champion for flu campaign.	The board champion for the flu campaign 2019/2020 is Deborah Smith, Chief Operating Officer.
A5	All board members receive flu vaccination and publicise this.	All board members with the exception of opt-outs have had their vaccinations and this has been published on the staff intranet, daily staff emails, social media outlets and in October's Trust Matters monthly newsletter, link attached: https://www.rdash.nhs.uk/57482/october-2019-trust-matters/?hide=1#
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives.	Staff have been invited from all directorates across the Trust to be part of the flu team, including trade union representation. The full mailing list is attached.  Flu Vaccination Meeting.msg
A7	Flu team to meet regularly from September 2019.	Meetings are held on the last Tuesday of each month. Attached is the full list of meeting dates for 2019 and 2020.  Flu Vaccination Meeting Dates 2020.dc
B	Communications Plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions.	Ongoing promotions including rationale for the flu vaccination is publicised in the Trust Matters, social media and on the staff intranet. Promotional videos by senior clinical leads have been produced and circulated. An example is attached via the link below: https://www.youtube.com/watch?v=9dx96sHHGhk&feature=emb_title
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper.	Vaccination clinics are promoted in the daily email and on the intranet. A full list of vaccinators are published on the staff intranet, link attached: http://www.intranet.rdash.nhs.uk/communications/flu-fighter-campaign/your-flu-vaccinators/
B3	Board and senior managers having their vaccinations to be publicised.	Photos of senior managers having their vaccinations were taken on 7 th October 2019 during the executive management team meeting and publicised through all communication outlets. Image for publicity is attached below:

		 EMT-Flu-848x565[1].j pg
B4	Flu vaccination programme and access to vaccination on induction programmes.	Flu clinics have been arranged for the November, December and January corporate induction programmes.
B5	Programme to be publicised on screensavers, posters and social media.	RDaSH currently do not have working screensavers however national posters have been distributed via flu meeting representatives and on social media. The flu programme has also been widely publicised through all of the Trusts communications outlets.
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups.	Weekly updates on intranet and daily emails commenced on the 14 th October. The flu vaccination leaderboard for directorates is updated weekly and is on the staff intranet, link below: http://nww.intranet.rdash.nhs.uk/communications/flu-fighter-campaign/care-group-leaderboard/
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered.	All identified vaccinators are trained as required. A full list of vaccinators are published on the staff intranet, link attached: http://nww.intranet.rdash.nhs.uk/communications/flu-fighter-campaign/your-flu-vaccinators/
C2	Schedule for easy access drop in clinics agreed.	Clinic sessions have been developed across all localities and staff bases to maximise accessibility.
C3	Schedule for 24 hour mobile vaccinations to be agreed.	To ensure that all staff have the opportunity to easily access the flu vaccination, the flu team have scheduled flu clinics to meet the needs of all staff who work shifts. Staff are therefore able to access vaccinations either pre, during or post shift. Care groups are satisfied with the arrangement and there has been no feedback from staff that the opportunity to access the flu vaccination has been difficult, preventing them from having it.
D	Incentives	
D1	Board to agree on incentives and how to publicise this.	Incentives agreed and publicised on intranet. Incentives are being highlighted alongside all communications.
D2	Success to be celebrated weekly.	Weekly updates on intranet and daily emails commenced on the 14 th October. The flu vaccination leaderboard for directorates is updated weekly and is on the staff intranet, link below:

		http://www.intranet.rdash.nhs.uk/communications/flu-fighter-campaign/care-group-leaderboard/
--	--	---

4. Appendix 1 – Letter of correspondence from NHS England and NHS Improvement



Appendix 2 -
Rotherham Doncaster