

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

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.	Yes
A2	Trust has ordered and provided the quadrivalent (QIV) flu vaccine for healthcare workers	Yes 8,000 QIV vaccines ordered
A3	Board receive an evaluation of the flu programme 2018/19, including data, successes, challenges and lessons learnt	Yes Paper went to IPCC 28 th March 2019
A4	Agree on a board champion for flu campaign	Yes Tracy Bullock (CEO) is a flu vaccinator this season and Michelle Rhodes, Chief Nurse/DIPC
A5	All board members receive flu vaccination and publicise this	Yes
A6	Flu team formed with representatives from all directorates, staff groups and trade union representatives	Yes
A7	Flu team to meet regularly from September 2019	Yes At UHNM the Flu Vaccination Planning Group meet all year round
B	Communications plan	
B1	Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	Yes Strategy completed. Staff Side are members of the planning group
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Yes Clinics advertised on all technical sites including social media. Posters put up in areas that have no access to intranet
B3	Board and senior managers having their vaccinations to be publicised	Yes

B4	Flu vaccination programme and access to vaccination on induction programmes	Yes clinics provided for induction/ mandatory training
B5	Programme to be publicised on screensavers, posters and social media	Yes Intranet, twitter and Facebook
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	Yes Tables and charts produced weekly with figures
C	Flexible accessibility	
C1	Peer vaccinators, ideally at least one in each clinical area to be identified, trained, released to vaccinate and empowered	Yes 58 clinical areas covered across both sites
C2	Schedule for easy access drop in clinics agreed	Yes Centrally located rooms used in various buildings across both sites
C3	Schedule for 24 hour mobile vaccinations to be agreed	Yes 24hr cover in place across both sites
D	Incentives	
D1	Board to agree on incentives and how to publicise this	Yes Incentives for 24hr Jab-a-Thon publicised, in run up to it. Potluck donate sweets for the campaign. The vegetable stand and Sodexo provide vouchers
D2	Success to be celebrated weekly	Yes Communications team keep updating staff on progress, and publicise staff that receive vouchers; as well as the best vaccinator