

**EXECUTIVE SUMMARY**  
**REPORT TO THE BOARD OF DIRECTORS**  
**BEING HELD ON 27<sup>TH</sup> SEPTEMBER 2022**

<b>Subject</b>	Influenza Vaccination Best Practice Management Checklist & COVID/Flu Vaccination Plan
<b>Supporting TEG Member</b>	Vicki Leckie, Interim Chief Operating Officer
<b>Author</b>	Kris Wujkiw - Influenza Programme Manager Paul Buckley – Deputy Director of Strategy & Planning
<b>Status<sup>1</sup></b>	A*

**PURPOSE OF THE REPORT**

To brief the Board on the outcome of the Influenza Staff Vaccination Programme Self-Assessment process undertaken as per the guidance issued by DHSC dated 22nd April 2022 and provide details of the operational vaccination plan in place for COVID and flu.

**KEY POINTS**

- DHSC require the Trust to undertake a best practice self-assessment for public assurance via the Trust Board at the start of flu season.
- The assessment has been undertaken and the majority of areas are Complete. Areas to sign off by the Board which will result in all areas being complete are:
  - The Board is required to confirm its collective commitment to achieving the ambition of 100% of frontline healthcare workers being vaccinated (A1); and individual commitment to being vaccinated (A5 & B3); and then all areas will be complete.
- National Guidance on this year's programme is available at: [National flu immunisation programme 2022 to 2023 letter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/national-flu-immunisation-programme-2022-to-2023-letter)
- The COVID and Flu teams have come together to provide a staff service alongside the public COVID offer for the autumn booster programme.

**IMPLICATIONS<sup>2</sup>**

Aim of the STHFT Corporate Strategy		✓ Tick as appropriate
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Create a Sustainable Organisation	
6	Deliver Excellent Research, Education & Innovation	

**RECOMMENDATIONS**

- The Board is asked to:
- Agree the self-assessment undertaken, noting the recommendations to Board to allow all areas to be marked as complete.
  - Publish the outcome of the self-assessment in the Board minutes.
  - Note the need for members of the Board to access a flu vaccination.
  - Note the operational plan for COVID and Flu

## APPROVAL PROCESS

Meeting	Date	Approved Y/N
TEG	07 09 22	Y
Public Board	27 09 22	

<sup>1</sup> Status: A = Approval  
A\* = Approval & Requiring Board Approval  
D = Debate  
N = Note

<sup>2</sup> Against the six aims of the STHFT Corporate Strategy 'Making a Difference – The next Chapter 2022-27'

## Influenza Vaccination Best Practice Management Checklist

For a number of years, the Department of Health & Social Care have within their annual Influenza immunisation programme letters stipulated a requirement for the trust to publish a self-assessment against a 'best practice management checklist'. The deadline for the trust to publish this year's assessment via the public board is November 2022. Below is the current self-assessment:

<b>Healthcare worker influenza vaccination best practice management checklist</b>		
<b>A</b>	<b>Committed Leadership</b>	<b>Trust self-assessment</b>
A1	Board record commitment to achieving the ambition of vaccinating all frontline healthcare workers (both clinical and non-clinical staff who have contact with patients)	Board to record commitment against 100% frontline uptake
A2	Trust has ordered and provided a quadrivalent (QIV) influenza vaccine for healthcare workers	Quadrivalent Influenza Vaccine (cell) procured for all staff regardless of age. This vaccine is also suitable for those with egg allergies. Recommended by the JCVI across all age groups
A3	Board receive an evaluation of the influenza programme 2021 to 2022, including data, successes, challenges and lessons learnt	Paper submitted to TEG on 4 <sup>th</sup> May 2022
A4	Agree on a board champion for influenza campaign	COO designated as board 'Flu champion' (Vicki Leckie now, then Michael Harper from 1/10/22)
A5	All board members receive influenza vaccination and publicise this	Board members to support by receiving the jab at the trust / feedback from GP vaccination
A6	Influenza team formed with representatives from all directorates, staff groups and trade union representatives	Flu woven into current operational groups already in place (such as OMG)
A7	Influenza team to meet regularly from September 2022	Complete
<b>B</b>	<b>Communications plan</b>	
B1	Rationale for the influenza vaccination programme and facts to be published – sponsored by senior clinical leaders and trades unions	Communications plan being finalised
B2	Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper	Complete
B3	Board and senior managers having their vaccinations to be publicised	As above (A5)
B4	Influenza vaccination programme and access to vaccination on induction programmes	Induction no longer delivered in the same way post COVID-19 therefore opportunity no longer available
B5	Programme to be publicised on screensavers, posters & social media	Complete
B6	Weekly feedback on percentage uptake for directorates, teams and professional groups	Live reporting dashboard developed in 2020 fed by trusts in house data collection application 'VacTrack'
<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	Complete
C2	Schedule for easy access drop in clinics agreed	Complete
C3	Schedule for 24 hour mobile vaccinations to be agreed	Complete
<b>D</b>	<b>Incentives</b>	
D1	Board to agree on incentives and how to publicise this	Complete
D2	Success to be celebrated weekly	Complete / Plan in place

	Complete
	Action Indicated

# STH COVID and Flu Vaccination Plan 22/23

## Briefing Update

**PROUD TO MAKE A DIFFERENCE**

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



- Updated guidance
  - Healthcare worker COVID-19 and seasonal flu vaccination in Trust & Autumn 2022 Covid-19 Booster Programme Deployment Guide
    - Make it is as convenient as possible for staff to take up their offer and ensure public health information is made available to staff and clinics are promoted.
    - Offer both Covid-19 and flu vaccinations at the same time, where possible
    - Offer to frontline HCWs
    - Offer to eligible in-patients who will be discharged into care homes, who are homeless or housebound, or who have had an extended length of stay
    - People who are under the care of maternity services
    - Consider co-promotion, and co-administration of COVID-19 and flu vaccines where it is clinically and operationally feasible in-line with eligibility. However, the delivery of either vaccine should not be unduly delayed
    - To take a proactive approach to address staff engagement and hesitancy
    - All Trusts are asked to ensure that all COVID-19 and flu vaccination events are captured on the same point of care systems (POC) at point of delivery through NIVS
    - Trusts are also required to submit a monthly self-declaration on the total number of frontline HCWs vaccination events to UKHSA via ImmForm.
    - To ensure HCW uptake is accurate all NHS Trusts should ensure that their ESR records are up to date and accurate



- Service model summary

- To provide a staff offer jointly for COVID and Flu and offer co-administration
- To operate a service that covers inpatients on Trust sites
- To continue to provide a separate (smaller scale) COVID service on site and provide a roving COVID model across Sheffield for the public
- To follow JCVI and other relevant guidance on the cohorts/eligibility
- Separate clinical governance arrangements for Flu and COVID to remain but to continue to explore these coming together where beneficial
- To continue with system wide COVID responsibilities (SVOC and the Workforce Hub) but establish a plan to move away from both before the end of March 23
- Continue to engage with the ICB for wider vaccination programme for 23/24 onwards that covers COVID, Flu and other vaccines

**PROUD TO MAKE A DIFFERENCE**

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



- Sites

- To move the COVID service within the Longley Lane site complex and provide smaller public COVID service on 20<sup>th</sup> September
- To provide a staff only co-located COVID and Flu service in identified hubs (Chesterman Coffee Shop, NGH) and (A floor Boardroom, RHH)
- To provide roving/pop up COVID service as required in Sheffield with local authority support
- Systems and Data
- To adapt the internal Flu booking system for staff booking a combined flu and covid appointment.
- To use vacc trac to record Flu vaccination internally
- To use NIVS to record staff Flu and covid vaccinations, in real-time wherever possible.
- To report staff COVID booster uptake alongside Flu uptake
- To use national booking system for any public offer if booked or NIVS for walk ins



- Staffing
  - COVID vaccination staff to support all aspects of the service model and supplement plans for Flu team until March 23 to reduce reliance on the existing workforce being released to support the delivery of Flu vaccine
  - Peer vaccination for Flu to continue and to be promoted
  - Staff retention work to be progressed for COVID vaccination team to include finding alternative work for temporary vaccination workforce members within STH wherever possible but also regionally
- Other
  - Work to the £10.06 per vaccine allocation for COVID but ensure risk mitigation with regional team on costs to the Trust
  - Ongoing communications promoting Flu and COVID along with co administration offer





- **Timeline**

- Commenced on 13<sup>th</sup> September of COVID autumn booster programme
- Tuesday to Saturday inclusive service for STH staff (0740 hours to 1900 hour) for at least 4 weeks
- Flu commenced on 15<sup>th</sup> September due to vaccine arrival and is available for STH staff in the hospital hubs and via Peer vaccinators
- Will review the demand for Flu and COVID regularly and adjust the service as required in particular including patients and their household contacts who may benefit from receiving a vaccination during a routine appointment
- COVID booster programme officially ends mid December

