

**ANNUAL FLU PLAN and BEST PRACTICE CHECKLIST
PUBLIC BOARD
25th November 2021**

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| Presented for: | Information/Assurance |
| Presented by: | Lisa Grant - Chief Nurse |
| Author: | Jo Buck, Deputy Director of HR |

| Trust Goals | |
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| The best for patient safety, quality and experience | ✓ |
| The best place to work | ✓ |
| A centre for excellence for research, education and innovation | |
| Seamless integrated care across organisational boundaries | |
| Financial sustainability | |

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| Key points | |
| 1. Provide assurance that LTHT has an Annual Flu plan. | Information |
| 2. Provide assurance that LTHT has completed the best practice checklist as requested by DHSE/UKHSA. | Information |

| Risk Appetite Framework | | | | |
|-------------------------|-----|-------------------|-----------------------|-----------------|
| Level 1 Risk | (✓) | Level 2 Risks | (Risk Appetite Scale) | Risk |
| Workforce Risk | | Choose an item. | Choose an item | Choose an item. |
| Operational Risk | ✓ | Health and Safety | Minimal | ↔ (same) |
| Clinical Risk | | Choose an item. | Choose an item | Choose an item. |
| Financial Risk | | Choose an item. | Choose an item | Choose an item. |
| External Risk | | Choose an item. | Choose an item | Choose an item. |

1. Summary

The purpose of this paper is to provide assurance to the Board that the organisation has:

- An annual flu plan in line with the national flu immunisation programme recommendations published by Department of Health and Social Care (DHSC) and Public Health England (PHE) who are now known as UK Health Security Agency (UKHSA).
- Completed the associated best practice checklist and presented it to the Trust Board to be published by December 2021 as requested by DHSC and UKHSA

2. Background

Leeds Teaching Hospitals have run successful annual flu immunisation programmes for frontline healthcare workers for several years, consistently achieving local and national targets.

In light of the risk of flu and COVID-19 co-circulating this winter, the flu immunisation programme is essential to protecting vulnerable people and supporting the resilience of the health and care system.

DHSC and UKHSA indicate that all frontline health and social care workers should receive a vaccination this season. This should be provided by their employer, to meet their responsibility to protect their staff and patients and ensure the overall safe running of services. Employers should commission a service which makes access easy to the vaccine for all frontline staff, encourage staff to get vaccinated, and monitor the delivery of their programmes.

The Trust commenced its annual staff Flu vaccination programme on 4th October 2021.

The annual flu letter from UKHSA requires Trusts to *“have a concerted effort to significantly increase flu vaccination and to have a 100% offer with an 85% ambition”*.

3. Assessment - Annual Flu Plan Best Practice Checklist

NHS Trusts have been asked to complete a self-assessment against a best practice checklist which has been developed based on five key components of developing an effective flu vaccination programme. This can be seen at Appendix A.

All aspects of the checklist have now been completed.

On behalf of the Board the Workforce Committee monitors delivery of LTHT flu immunisation programme.

We have developed regular communications to staff encouraging them to receive both their Flu and Covid vaccines. Where staff have received these through their own GP, we have requested that staff self-declare this in order that we can close any potential data gaps.

4. Conclusion and recommendations

The Board is asked to:

- Note the content of this report and be assured that LTHT has developed its flu vaccination programme in line with DHSC and UKHSA best practice guidelines.
- Publish the completed checklist as requested by DHSC and UKHSA.

Joanne Buck
Deputy Director of HR
9/11/21

APPENDIX A**Healthcare Worker Flu Vaccination Best Practice Checklist****SECTION 'A' COMMITTED LEADERSHIP**

| | | |
|----|---|-----------|
| A1 | Board record commitment to achieving ambition of vaccinating all front-line healthcare workers | Completed |
| A2 | Trust has ordered and provided a quadrivalent (QIV) flu vaccine for healthcare workers | Completed |
| A3 | Board receive an evaluation of the flu programme 2021-2021 including data, successes challenges and lessons learned | Completed |
| A4 | Agree on a board champion for flu | Completed |
| A5 | All board members receive flu vaccine and publicise this | Completed |
| A6 | Flu team formed with representatives from all directorates, staff groups and trade union representatives | Completed |
| A7 | Flu team to meet regularly from September 2021 | Completed |

SECTION 'B' COMMUNICATIONS PLAN

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| B1 | Rationale for the flu vaccination programme and facts to be published – sponsored by senior clinical leaders and trade unions | Completed |
| B2 | Drop in clinics and mobile vaccination schedule to be published electronically, on social media and on paper | Completed |
| B3 | Board and senior managers having their flu vaccinations publicised | Completed |
| B4 | Flu vaccination programme and access to vaccination on induction programmes | Completed |
| B5 | Programme to be publicised on screensavers, posters and social media | Completed |
| B6 | Weekly feedback on percentage uptake for directorates teams and professional groups. | Completed |

SECTION 'C' FLEXIBLE ACCESSABILITY

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| C1 | Peer vaccinators, ideally one in each clinical area to be identified, trained, released to vaccinate and empowered | Completed |
| C2 | Schedule for easy drop in clinics agreed | Completed |
| C3 | Schedule for mobile vaccinations to be agreed | Completed |

SECTION 'D' INCENTIVES

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| D1 | Board to agree incentives and how to publicise this | Completed |
| D2 | Success to be celebrated weekly | Completed |

Agenda Item 14.1