

STAFF FLU VACCINATION PLAN 2019-20

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1.0 INTRODUCTION

1.1 The following document describes the approach Tees, Esk and Wear Valleys NHS Foundation Trust will adopt to vaccinate staff against seasonal influenza.

1.2 Information received from the Department of Health highlights vaccination as an essential component of the NHS response to seasonal influenza. A successful vaccination campaign with high uptake in identified priority groups will reduce the risk to individual patients, front line staff and their families of contracting the infection. Of equal importance is the reduction in risk to patients by vaccination of NHS staff, both to reduce staff to patient transmission and to protect essential services from preventable staff absence.

2.0 VACCINE AND VACCINATION DISTRIBUTION

As in 2018-19 NHS England have proposed that NHS Trusts provide a Quadrivalent vaccine to the majority of staff. The vaccine will be administered via a single injection to protect against seasonal influenza. The vaccine is pre-prepared ready for administration and this year's stock of vaccines has already been ordered by North Tees and Hartlepool Occupational Health service on behalf of TEWV. Discussions are taking place with our Occupational Health service provider as to whether an egg-free vaccine can be sourced and purchased for the 2019-20 campaign.

As in recent campaigns, the Trust's current Pharmacy provider organisation, Lloyds Pharmacy, have assisted with the distribution of Flu vaccines to different sites across the Trust. However, the Trust's contract with Lloyds ends on 31st October 2019. Therefore, from 1st November 2019 the Trust's Pharmacy service will be responsible for distributing vaccines to Chief Flu Fighters across the Trust using established pharmacy regular medicine runs to inpatient wards and community bases. The Trust's Flu CQUIN Project Manager is meeting regularly with the Pharmacy service's Flu group representative to ensure a seamless transfer of Flu support services in Autumn 2019.

Due to a potential different provider of Occupational Health Services being in place from 1st December 2019 (and therefore mid-way through the 2019-20 Flu campaign) it has been agreed with the current provider, University Hospital of North Tees and the Trust's Pharmacy services that all Flu vaccines needed for the 2019-20 campaign will be stored within the Pharmacy service based at Roseberry Park Hospital (from late September/early October 2019). As this is a new arrangement it will be necessary to purchase two large clinical fridges to store the vaccines. It is requested therefore that £4,000 is provided to allow this equipment to be stored. It is anticipated this arrangement will benefit the administration of the Flu campaign by allowing more efficient and speedier access to the vaccines prior to their onward distribution to all parts of the

3.0 VACCINATION PROGRAMME

3.1 Implementation of the flu vaccination programme is to take place during the period late September 2019 to February 2020. Flu vaccinations will be offered throughout the Trust and there will be a further focus upon providing community based staff with improved access to vaccinations

as they account for a significant proportion of clinical staff. Last year's charge for the Flu vaccine from the Trust's Occupational Health service was £11.50 for each vaccine delivered. This cost included overhead costs for the Flu campaign overall. Discussions are currently taking place with the Trust's Occupational Health service provider about what the cost of the vaccine would be without overhead costs added (based on a plan that the Trust is directly providing Flu training to Chief Flu Fighters, is looking at processes to produce Flu data and Information reports going forward and there not being a Flu vaccinator role provided by the Occupational Health service provider due to a larger cohort of Trust Chief Flu Fighters being in place).

3.2 Bank workers in the Trust will be eligible to be vaccinated, however their vaccinations will not be included in the calculation of the Trust's regional/national reporting submission unless they are actually vaccinated. Student nurses on placement with the Trust and those local authority employees who work with Trust colleagues as members of integrated teams and agency workers will be offered the vaccination, subject to the agreement of their HEI/employer/agency respectively. Volunteers and Governors will also be offered the vaccination.

3.3 The flu vaccination programme for patients will be co-ordinated by the Trust's Medicines Management team with vaccinations being administered by Physical Health Practitioners..

3.4 It is intended that at least 200 Chief Flu Fighters will be assigned to cover Trust inpatient service areas and community team bases. The Heads of Nursing will also vaccinate staff where possible. In order to support Chief Flu Fighters in their vaccinator role £7,000 is requested to purchase necessary equipment, such as portable clinical fridges, cool bags, thermometers, sharps bins, gauze, hand gels, clinical wipes, gloves, clinical waste bags etc..

Where appropriate staff working in adapted roles or light duties and staff in the redeployment pool may be asked to deliver vaccinations to complement the activities of Chief Flu Fighters. These arrangements will be subject to the provision of training and the decision about whether or not to participate will be made voluntarily.

It is also a potential option to utilise retired senior nursing staff in the role of Chief Flu Fighter who have returned to the Trust as part of the Bank nursing scheme. This option could be useful in covering areas of high demand for vaccinations in the Trust or to target low uptake areas. Utilising such staff's time would have financial implications and the band/potential hours to be worked of the staff in question would need to be considered if such an arrangement proceeded.

3.5 It is fully recognised and appreciated that Chief Flu Fighters undertake the role of vaccinating colleagues in addition to their substantive roles across the Trust. At the time of writing 109 numbers of staff had been confirmed in the role across the Trust. The cooperation of Operational Services in enabling this to happen is acknowledged. It is also acknowledged, based on feedback from previous Flu campaigns, that some staff work additional hours to provide both roles.

Due to the anticipated increased support workload that the additional numbers will bring, it is proposed that Operational Directors nominate a site coordinator for each Hospital and main Community sites within their Locality (such as a Matron or other clinical manager). The nominated staff member would report to the Locality Head of Nursing to ensure that day to day support is offered to Chief Flu Fighters within their Locality with the aim of an efficient and successful

campaign within each Locality. This model within each Locality would subsequently help support the Trust's CQUIN Flu Project Manager in the successful delivery of the overall campaign.

4.0 VACCINATION CLINICS

4.1 To ensure that all staff wishing to receive the flu vaccination are able to access vaccination clinics as easily as possible a wide range of vaccination clinics will be planned and publicised. This will mean careful and effective planning between Chief Flu Fighters within their Localities and the Flu campaign team. By recruiting at least 200 Chief Flu Fighters across the Trust it is intended to have more flexibility for both inpatient and community services to offer Flu vaccinations for staff. The venues for the vaccination clinics will need to have access to hand washing facilities, a fridge, adrenaline injections and resuscitation equipment.

5.0 DATA COLLECTION

5.1 A sliding scale of payments for specific vaccination rates has been set by NHS England, which is being followed by local Commissioners. Achieving 80% frontline health care worker vaccination rates would mean receiving full financial payment, whilst the Trust would need to achieve a minimum of 60% uptake to achieve at least some financial payment.

Due to the Occupational Health Service contract with the Trust's current provider, University Hospital of North Tees and Hartlepool, ending on 30th November 2019 (and therefore mid-way through the 2019-20 Flu campaign) some tasks, for example Flu data inputting and regular information reporting are being considered to be undertaken by Trust staff during the 2019-20 Flu campaign. Due to anticipated workload issues this may mean current resources being re-directed from existing arrangements within the Occupational Health Service contract to enable existing information reporting and inputting process to be replicated inside the Trust and there may be some additional resource implications therefore relating to a new support/administration post should this plan be taken forward. Possible costs for a part-time (band three, three days per week) administrative post to help support the potential new information needs of the campaign could be around £14,000. Confirmed details of this/resource request will be provided to EMT in due course.

An event took place on May 22nd 2019 which brought together key Trust services, like IT/Information Governance, Performance & Planning, Flu group members and the current Occupational Health Service provider to review the work that would be necessary to allow for TEWV to over responsibility for this very important aspect of this part of the Flu campaign. Training for newly recruited Chief Flu Fighters is already being directly provided by the Trust's Flu Project Manager with additional clinical support from our Infection, Prevention Control service. It is not proposed to replace the full time seasonal Flu vaccinator role previously resourced by the Trust's Occupational Health Service provider due to the large scale recruitment plans for the Chief Flu Fighter role across the Trust.

5.2 Based on the above plan the Trust will submit external Immform returns to Public Health England detailing the uptake of flu vaccinations as required. The data is based on a weekly collection period ending on each Sunday, with the data being submitted by midnight the following Tuesday.

5.3 Reports will be produced for EMT performance meetings and distribution within services on a weekly/regular basis identifying percentage take up rates by ward, team and locality from mid-October 2019 until February 2020.

5.4 The Trust's Flu Group will take the lead on implementing any opt-out scheme that NHS England implement in relation to staff who chose not to take up the Trust's offer of a flu vaccination. This may involve data collection relating to the reasons why staff do not wish to have a vaccination. Data will be supplied to NHS England as requested. The specific details of any 'opt-out' scheme has not yet been released by NHS England for 2019-20 to date.

During the period October 2019 to February 2020 all return to work interviews concerning absence due to flu should include a question about whether the member of staff returning from sick leave has had a flu vaccination and, if not why not.

6.0 COMMUNICATION PLAN

6.1 The uptake of influenza vaccination by frontline healthcare staff is seen as both important and a priority by NHS England, to ensure that staff protect themselves, their patients, colleagues and families. A joint letter from the Medical Director, Director of Nursing and Governance, Chief Pharmacist and the Director of Therapies describing the importance of staff being vaccinated and their expectation that staff will take up the flu vaccination offer, will be emailed. In addition information will be made available on In Touch and on Trust notice boards via local managers, the Core Brief and via the e-bulletin. Site banners and posters will also be used during the flu vaccination programme to help raise and maintain awareness amongst staff.

6.2 In order for flu vaccination clinics to take place at convenient venues and times to facilitate the best possible take up rates Heads of Nursing, locality managers and modern matrons should advise the Flu campaign team where and when clinics will take place in their areas. This is to try and maximise attendance at clinics with minimum disruption of the services. Details of vaccination clinic dates will be promoted through the weekly e-bulletin, on the staff intranet, via direct contact with key contacts (modern matrons, heads of service etc.) and through posters and leaflets in targeted locations. It is anticipated that communication regarding the October 2019 vaccination programme will commence from Summer/September 2019 onwards with details of the November 2019 programme communicated during October 2019 etc... and then during each month of the campaign. details of the November 2018 programme communicated during October 2018 etc...and then during each month of the campaign.

6.3 For the vaccination programme to be successful communications need to be supported by coordinated, accessible and highly visible local programmes, with full support being demonstrated by senior managers and leaders within the organisation. The engagement of clinical service representatives such as heads of nursing, modern matrons and medical staffing representatives are seen as key to ensuring the success of the vaccination programme. Local staff representatives have agreed to support the Trust vaccination programme and participate in activities designed to raise awareness and promote participation on the part of staff. There will also be an expectation that senior clinicians and senior managers will demonstrate their support by participation in activities intended to promote the uptake of the vaccination amongst staff, through team meetings and through 'championing' the vaccination in internal communications.

6.4 A communications plan for the 2019-20 Flu campaign is attached as an appendix to this report (attached as Appendix 5).

7.0 STAFF INCENTIVES & ADDITIONAL EXPENDITURE

7.1 The Trust's flu vaccination rates for frontline clinical staff in 2018-19 (at 66.60%) were the highest rates ever achieved and it is suggested that one factor for the continued improved rates may have been the provision of a wide range of incentives offered to staff.

7.2 The following options as incentives for the 2019-20 campaign are proposed: Firstly the provision that all members of staff who have a flu vaccination will each be offered a Flu Fighter sticker as an outward sign within the Trust that they have had their vaccination and also receive a choice of one of the following items:

- Flu Fighter lanyard (2,500 - costing around a total of £2,250)
- Flu Fighter pen (2,500 - costing around a total of £1,250)
- Flu Fighter car air freshener (1,000 - costing approximately £600)
- Flu Fighter sticker (6,000 – approximate costs £250)

7.3 The second type of incentive identified by the Staff Flu Vaccination Group was the entering of those staff who have received the flu vaccination into a series of prize draws during the month of October 2019.

The prize would be a voucher to the value of £100. Staff could be entered into successive prize draws rather than one draw only. The draws would be undertaken on a locality basis as follows:

- Teesside and Durham and Darlington localities - weekly draws held during October with three winners from each locality per week
- North Yorkshire, York and Selby and Forensic Services – weekly draws held during October with two winners from each locality per week (four in total each week for the combined North Yorkshire and York & Selby Localities).
- Estates and Facilities Management – a weekly draw held during October with two winners per week.
- Corporate Services - a weekly draw held during October with two winners per week.

7.4 There would be a total of 80 individual prizes of £100 available over 5 draws held during October 2019 in 6 localities (Corporate and EFM Directorates being separate), costing £8,000 with £150 worth of gift vouchers to offer as Locality based prize for the best performing Locality during the campaign and £150 worth of gift vouchers to use to purchase a small thank you gift for Chief Flu Fighters at the end of the campaign (in 2018-19 this was a small chocolate gift).

It is also requested that £2,400 worth of vouchers are purchased as a back-up in order to run 2-3 weeks' worth of additional prize draws later in the campaign should vaccination uptake

levels require a boost. The total value of gift vouchers proposed to be purchased for the campaign would be £10,700.

A further option is that the option of holding a weekly prize draw is withdrawn, with the emphasis being on staff choosing one of the other incentives on offer, such as a pen, lanyard or car air freshener. This would reduce the costs of the incentives for the campaign to approx. £5,000. An alternative suggestion to utilise potential savings of not having a weekly prize draw would be to finance good cause schemes as an incentive for staff having a flu vaccination. One option would be for the Trust to donate an amount per vaccination to an external charitable good cause, such as the 'vaccine for vaccination' scheme and for the funds raised to be given to a cause such as Unicef. A suggestion could be that £1 is donated for every staff member having a vaccination (in 2018-19 this would have meant a cost to the Trust of £4,456). Alternatively, as was attempted during the 2018-19 Flu campaign a good cause scheme for donations to be made to internal Trust causes could be undertaken, with schemes in Localities able to bid for £1000 should they reach the 80% frontline healthcare worker target (in 2018-19 interest in the scheme was limited and none of the Localities reached the 75% uptake target). The resource needed for such a scheme would be a maximum of £5,000. The costs of both schemes would match the potential costs of the weekly prize draw. The Trust's Flu group are seeking a view on this from EMT via this report.

7.5 Based on experience from the 2018-19 Flu campaign it is suggested that for the 2019-20 campaign a small financial resource is available for ad hoc/additional expenditure in supporting the Flu campaign developments throughout the year. For example, paying for occasional ad hoc external training events (where internal facility options have been exhausted), Flu vaccination equipment (such as vaccine transport cool bags/portable fridges, thermometers, sharps bins, gauze, hand gels, clinical wipes, gloves, clinical waste bags etc..) and other items in support of the Chief Flu Fighter role (such as Flu Fighter promotional items e.g. T-shirts for Flu Fighters to promote the role and campaign). Therefore, an allocation of £7,000 is requested for this purpose. This amount requested is more than last year due to the significantly increased number of Chief Flu Fighters being recruited for the 2019-20 Flu campaign and the additional items of equipment to help support their role in vaccinating staff.

8.0 REVIEW OF STAFF VACCINATION PLAN

8.1 The staff flu vaccination and incentives plan will be kept under regular review to monitor the effectiveness of the vaccination programme and to ensure it is fit for purpose and meeting the requirements of the organisation..

8.2 David Levy, Director of Human Resources and Organisational Development are responsible for the development, implementation and evaluation of the flu vaccination plan. Russell Smith – CQUIN Project Manager, Health & Wellbeing, HR/OD is responsible for the day to day management of the flu vaccination programme.

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