



# **flu fighting- getting started**

## ***Your staff-facing seasonal flu vaccination campaign starts now.***

This guide sets out what you need to do now to ensure that your campaign over the autumn and winter is successful. It will allow you to hit the ground running when national campaign materials are sent to you early in September 2011.

Partnership working at all levels is important to ensure that your campaign is a success. Involving your local staff side representatives during this planning stage is vital, as well as during the delivery of the campaign itself.

We hope you find this simple checklist useful for the first couple of months of your campaign. You can keep in touch with the development of the national campaign on our website at [www.nhsemployers.org/flu](http://www.nhsemployers.org/flu)

Keep an eye out for our activities on twitter at [www.twitter.com/nhsflufighter](http://www.twitter.com/nhsflufighter), and on Linked-in and Facebook over the next few weeks.

# Preparation: Action plan

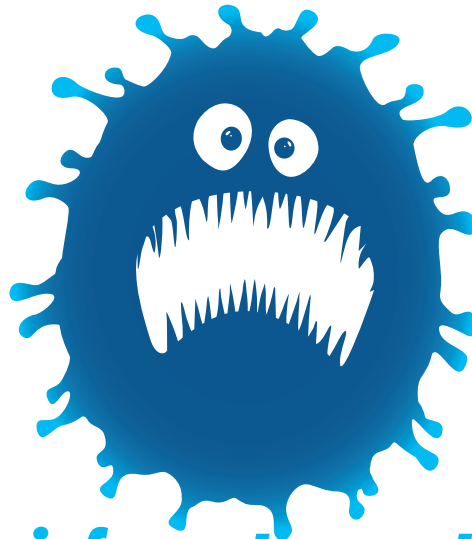
Action	Lead	Deadline
<b>To be done now</b>		
Identify your staff flu vaccination leads (likely to include occupational health, HR and communications)		
Be clear around what, if any, budget you have available for your campaign		
Begin discussions with and involve your staff side around how they can support the campaign		
Make sure that your vaccine supply is ordered and you know when and where it will be delivered		
Visit <a href="http://www.nhsemployers.org/flu">www.nhsemployers.org/flu</a> to find out what support is available to you		
Send the name(s) of your flu leads to <a href="mailto:seasonalflocampaign2011@nhsemployers.org">seasonalflocampaign2011@nhsemployers.org</a> to ensure you receive all of the available support		
Identify the staffing resources you have available, identify risks (e.g. occupational health nurse absence due to illness) and your contingency plans		
Identify which staff you currently have who are able to administer the vaccine		
Identify how much time they will have available and if this is enough		
Identify who will act as flu link nurses (clinical staff who receive training in vaccination and can give the vaccine to their colleagues), if using them		
Identify your priority groups for vaccination, then which groups you will focus on once you have reached your priority groups (you might want to think about staff who are not directly involved in patient care but where sick leave due to flu might cause significant problems, e.g. emergency call handlers)		
Decide where you will offer the vaccine (e.g. occupational health department, staff canteen, outpatient room, other sites, local venues)		

Action	Lead	Deadline
<b>To be done now</b>		
Check all areas where the vaccine will be offered are appropriate and/or that you will have appropriate resources available (e.g. privacy, hand washing facilities, storage etc)		
Decide when the vaccine will be offered, which weeks and at what times (e.g. provision for staff who work out of hours)		
Develop a method of recording uptake – identify any changes/additions required to the occupational health computer system		
Plan how uptake will be recorded for clinics/vaccines given away from the occupational health department		
Carry out full risk assessment, to include all health and safety issues and risks around delivery of the programme		
Carry out specific risk assessment of sharps injuries (particularly where vaccines are being administered away from traditional clinical areas, e.g. canteen)		
Agree how uptake will be recorded and by who – ensure there is adequate administrative time built into the programme		
Begin to run flu link nurse training sessions (or e-learning), if using them		
Agree clinic days/times		
Liaise with other departments within your organisation to arrange visits to vaccinate staff (e.g. an afternoon in/near the canteen, visiting A&E, team meetings, areas where staff are available)		
Identify and ensure you have a supply of the physical resources you require (e.g. sharps bins, plasters etc)		
Check your information and consent form is up to date and signed off (ensure you have enough copies available)		
Plan suitable supervision for staff who will be vaccinating – communicate this to the vaccinators so that they are aware		

Action	Lead	Deadline
<b>September</b>		
Receive delivery of your promotional materials from NHS Employers in the first week of September		
Put up posters and display other materials (e.g. <i>Flu fighter</i> magazine, leaflets etc) all to be delivered to you by NHS Employers		
Place a link or article on your intranet page to encourage staff to get the jab and giving them clear details about WHO can have the jab, WHEN they can get it and WHERE		
Send out information to heads of department/team leaders so that they can promote the vaccination in their team meetings		
Send regular email/paper communication to staff telling them how to get their jab		
Take photographs of senior staff having the jab for promotion on intranet pages (e.g. chief executive, medical director, nursing director, senior consultants etc)		

## What next?

Our 'How to' guide will be sent to you with your national campaign materials in September 2011. This will contain tips for running your campaign from September to December 2011 and an action plan template you can use for the rest of your campaign and beyond.



***For information on the  
national NHS staff flu vaccination campaign,  
visit [www.nhsemployers.org/flu](http://www.nhsemployers.org/flu)***

For questions on the national campaign, or to share your ideas and good practice,  
please email [seasonalflucampaign2011@nhsemployers.org](mailto:seasonalflucampaign2011@nhsemployers.org)