

**Standard Operating Procedures**

**Staff Influenza Immunisation Programme**

Date Approved

January 2025

**Document Profile**

|  |  |
| --- | --- |
| **Type** | Standard Operating Procedures |
| **Title** | Staff Influenza Immunisation Programme |
| **Author(s)** | Head of Quality and Safety in consultation with the Quality and Performance Development Nurse |
| **Category** | clinical |
| **Version** | 2 |
| **Approval Route** | Organisational Governance Approval Group (OGAG) |
| **Date approved** | 15/01/2025 |
| **Review date** | 1 year (changes to process possible in 2025) |
| **Document Status** | This is a controlled document. Whilst it may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, it should not be saved onto local or network drives but should always be accessed from the intranet. |

**Version Control**

|  |  |  |
| --- | --- | --- |
| **Date** | **Version** | **Summary of changes made** |
| Sept 2021 | 1 | New Standard Operating Procedures |
| Jan 2025 | 2 | Moved to new template  General updating to improve clarity and reflect the current requirements of Public Health Jersey and Health and Community Services.  Removal of hyperlinks to Family Nursing & Home Care policies.  Updated process for the handling of the consent forms  Spreadsheet for recording staff signed up to use PGDs and Written Instructions no longer in use. |

**Contents**

[Introduction 1](#_Toc187922904)

[SOP 1 Planning the Annual ‘Flu Clinics 1](#_Toc187922905)

[SOP 2 Preparing for Staff ‘Flu Clinic Sessions 1](#_Toc187922906)

[SOP 3 Ordering/Receiving Vaccines 1](#_Toc187922907)

[SOP 4 Undertaking an Immunisation Session 1](#_Toc187922908)

[SOP 5 Handling of Consent Forms and GP Letters 1](#_Toc187922909)

[Appendices 1](#_Toc187922910)

[Appendix 1 GP Letter – Staff ‘Flu Immunisation 1](#_Toc187922911)

[Appendix 2 ‘Flu Vaccine Order Form 1](#_Toc187922912)

[Appendix 3 Vaccine Tracking Log 1](#_Toc187922913)

# Introduction

Influenza is an infectious illness that for some people can be serious.

Family Nursing & Home Care offer eligible staff, including volunteers, a free influenza vaccine annually in line with the ‘Jersey Community Flu Vaccination Programme’

A high ‘flu vaccine uptake will help improve the general respiratory health of the workforce and help to protect staff, their colleagues and patients.

# SOP 1 Planning the Annual ‘Flu Clinics

|  |
| --- |
| ***Purpose*** |

Family Nursing & Home Care offer eligible staff, including volunteers, annual influenza immunisation in line with Jersey Community Flu Vaccination Programme. The purpose of this SOP is to enable staff to access annual immunisation through the provision of clinic sessions.

|  |
| --- |
| ***Scope*** |

This SOP is only relevant to those involved in planning annual influenza clinics for staff immunisation.

|  |
| --- |
| ***Core Requirements/Procedure*** |

**‘Written Instruction’ Document**

In late July, begin work on the ‘Written Instruction…’ document which, when authorised, enables the administration of staff ‘flu immunisations. The template from Public Health England should be customised and used <https://www.sps.nhs.uk/articles/written-instruction-for-the-administration-of-seasonal-flu-vaccination/> (N.B. this template is updated annually)

Following in-house consultation and finalising of the document, send to the Consultant Microbiologist/Consultant for Communicable Diseases at Jersey General Hospital (JGH) who will sign to authorise its use.

Arrange for the signed document to be uploaded to the Procedural Document Library. The previous version should be archived and retained for the appropriate period of time.

**Immunisers**

In August, identify suitable immunisers (ideally at least 2) and check that they meet the training requirements specified in the ‘Written Instruction…’. Identifying staff early will enable them to complete any outstanding training requirements.

Check availability of the immunisers from late September through to the end of October.

**Room Booking**

Before booking rooms, liaise with the Pharmacy Department at JGH to enquire when the vaccine supply will be available.

Book out suitable rooms to accommodate five or six sessions over a two to three week period (N.B. all immunisation sessions take place at Le Bas Centre).

Liaise with the immunisers to arrange cover for all the sessions.

**Communication/Advertising**

Once the dates of the staff ‘flu immunisation sessions are confirmed, rooms booked and immunisers confirmed, create a flyer and disseminate this to all staff and display at strategic positions across all bases.

Staff can also be alerted to the immunisation sessions via Teams.

# SOP 2 Preparing for Staff ‘Flu Clinic Sessions

|  |
| --- |
| ***Purpose*** |

To ensure that all equipment and resources are available for running staff ‘flu immunisation sessions.

|  |
| --- |
| ***Scope*** |

This SOP is for staff involved in the running of staff ‘flu immunisation sessions. It covers accessing equipment and relevant paperwork. See [SOP 3](#_SOP_3_Ordering/Receiving) for sourcing supplies of Influenza Vaccine

|  |
| --- |
| ***Core Requirements/Procedure*** |

**Written Instruction**

See SOP 1 for the development of the ‘Written Instruction…’

Immunisers must sign the Practitioner Authorisation Sheet that accompanies the ‘Written Instruction…’ document. To do this, immunisers should first complete all necessary training as stipulated on the ‘Written Instruction…’ document.

**Equipment/Sundries**

Order the following equipment from stores ahead of the first planned influenza immunisation clinic.

|  |  |  |
| --- | --- | --- |
| **Item Number** | **Description** | **Quantity** |
| FWCO121 | 1ml syringes | 3 |
| FTRO253 | Blue needles | 3 |
| FTR0254 | Green needles | 3 |
|  | Filter Needles | 3 |
| MED1504 | Cotton wool balls (Not Stock - Box of 40 pks)\* | 1 box |
| EIAO211 | Spot plasters (Box of 100) | 1 box |
| MED1526 | Large sharps bins | 1 |
| CLE1414 | Black bags | 6 |
| MRB1142 | Alcohol hand gel 500ml | 1 |
| No Code | Clinell Universal Wipes (or equivalent) | 1 |

*\*N.B. Please give Stores at least a week’s warning for the cotton wool balls as they are not a stock item.*

Clean and re-stock the plastic ‘flu clinic box which is in the cupboard/tamba unit in room 23.

**Documentation**

Update the information in the folder e.g. relevant chapter from the ‘Green Book’.

Print off sufficient consent forms (not included as an appendix as the form is subject to change annually) and GP letters (appendix 1). A master copy of each form is included in the folder in the plastic box.

**Adrenaline/Anaphylaxis Kit**

A supply of adrenaline can be obtained from the Hub. This should be put in the Anaphylaxis Kit along with the needles and syringes.

# SOP 3 Ordering/Receiving Vaccines

|  |
| --- |
| ***Purpose*** |

Family Nursing & Home Care obtain vaccines for the staff ‘flu immunisation programme from the Hospital Pharmacy.

|  |
| --- |
| ***Scope*** |

The SOP details the process to follow when ordering vaccines from the Hospital Pharmacy. This is usually undertaken by a member of the Quality and Safety team.

|  |
| --- |
| ***Core Requirements/Procedure*** |

**Ordering Vaccines**

Complete the Pharmacy Department’s order form ([appendix 2](#_Appendix_2_Letter)). Send order to the Hospital Pharmacy.

Check with the Pharmacy to see if the vaccines can be delivered. If they can’t, then they will need to be collected from the advised location.

**Vaccine Delivery**

If the vaccines are being delivered, arrange to be there to check them in. The ‘cold chain’ must be maintained at all times (see Maintaining Cold Chain of Medicines Policy and Procedures)

advised location using a ‘cold box’ and ‘cold packs’.

Complete a ‘Vaccine Log’ sheet ([appendix 3](#_Appendix_3_Vaccine)) for the ‘flu vaccines received and put in the approved medication fridge. The log should be put into the folder in the ‘flu box’.

Record the delivery of further stock if this is required.

# SOP 4 Undertaking an Immunisation Session

|  |
| --- |
| ***Purpose*** |

Every year (September/October time), Family Nursing & Home Care run several ‘flu immunisation sessions over a 2-3 week period.

|  |
| --- |
| ***Scope*** |

Setting up/clearing down immunisation sessions – information for immunisers

|  |
| --- |
| ***Core Requirements/Procedure*** |

*Before undertaking an immunisation session, the immuniser should have fulfilled the requirements set out in the ‘Written Instruction…’ and signed the relevant documentation that accompanies this document. Immuniser name to be added to the organisational log of immunisers signed up to the written instruction.*

Collect the ‘flu immunisation box from room 23.

The room being used for the immunisation session will be on the flyer advertising the immunisation sessions.

Wipe down work surface/s with Clinell Universal wipes (or equivalent)

Set out necessary equipment checking everything is available. Check adrenaline/anaphylaxis kit is available and in date.

If Meeting Room 1 (Le Bas) is being used, source privacy screen/s.

Place notice on room door to indicate to staff that the ‘flu immunisation session is taking place.

Set up an area where staff can sign the consent form and complete their details on the GP letter. Depending upon the room being used, this may need to be located outside of the room.

Consent forms, GP letters and instruction documents will be in the folder that is in the ‘flu session box. Master copies are available in the folder if more need to be photocopied.

Collect vaccines from the vaccine fridge. Vaccine storage boxes of various sizes are available along with the cold packs. Always maintain the cold chain.

There are no appointment times, it is a first come/first served basis.

Adhere to infection prevention and control ‘standard precautions’ at all times.

Check consent form is fully completed, including the reverse side. Also check that relevant details have been added to the GP Letter.

Administer immunisation as per the Written Instruction, offer patient information leaflet and complete the relevant sections of the consent form to document administration. Also complete the GP Letter by adding the necessary immunisation administration details and signing.

At the end of the session, vaccines should be returned immediately to the vaccine fridge in accordance with the requirements of the Maintaining Cold Chain of Medicines Policy and Procedures. Complete the Vaccine Tracking Log ([appendix 3](#_Appendix_3_Vaccine))

Wipe down relevant equipment using Clinell Universal Wipes (or equivalent) and return all equipment to the plastic box. Clean work surfaces. Re-stock as necessary. Return box to the cupboard/tamba unit in room 23; ensuring it is locked up.

Place consent forms and GP letters in an enveloped marked ‘Private and Confidential’ and leave in the ‘flu clinic box.

# SOP 5 Handling of Consent Forms and GP Letters

|  |
| --- |
| ***Purpose*** |

The consent form is multi-functional. As well as acting as a consent form, it is also used to record the administration of the ‘flu vaccine and provide information used for statistical purposes. The GP letter advises the staff member’s GP that they have received seasonal influenza immunisation.

|  |
| --- |
| ***Scope*** |

Process for managing documentation relating the staff ‘flu immunisation including the consent form and GP Letter. This process is normally undertaken by the Governance Team

|  |
| --- |
| ***Core Requirements/Procedure*** |

Quality and Performance Development Nurse collates data relating to staff immunisation figures and adds it to the relevant spreadsheet. It needs to be noted that these figures only pertain to the number of staff immunised ‘in-house’ (unless staff volunteer this information)

Photocopy all the consent forms and GP letters.

The consent form and copy of the GP letter gets sent to the Family Nursing & Home Care Human Resources (HR) Department for filing.

Send the original GP letter to the relevant GP Surgery – they are usually sent together to the relevant GP surgeries when all the clinic sessions have been completed.

# Appendices

# Appendix 1 GP Letter – Staff ‘Flu Immunisation



# Appendix 2 ‘Flu Vaccine Order Form



# Appendix 3 Vaccine Tracking Log

**Vaccine Tracking Log:** Influenza Vaccine (staff ‘flu immunisations)

***Please enter number of vaccines in and out of fridge, date and sign with intended destination. Thank you***

| **Date** | **Time** | **Number Out** | **Number Returned** | **Destination** | **Name (print)** | **RUNNING TOTAL** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |