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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Reference Number: UHB 271
Version Number: 1.10
Date of Next Review: July 2021
Previous Trust/LHB
Reference Number: N/A

Staff influenza (flu) vaccination policy

Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will ensure all staff with patient contact are proactively offered seasonal influenza (flu) vaccination each year to protect at-risk patients, other staff and themselves from influenza-related morbidity and mortality.

Policy Commitment

- All staff (clinical and non-clinical) with patient contact will be offered seasonal influenza vaccine free of charge during the period September to March each year. This applies to all staff with patient contact working on UHB premises, including those with honorary contracts and volunteers.
- In exceptional circumstances (for example, where vaccine supply is limited or phased) it may be necessary to prioritise vaccination for high-risk clinical areas and/or frontline workers only.
- Clinical Boards and corporate departments in which eligible staff members work, are responsible for ensuring staff have been offered and are able to access vaccination
- Occupational Health will provide daily (Mon-Fri) drop-in vaccination sessions throughout the season, and sessions in high footfall areas, and on request at staff team meetings. Vaccination sessions will be offered at all main UHB sites.
- Clinical Boards will support staff working across different clinical areas to train and (or maintain their training through annual updates,) as 'Flu Champion' peer vaccinators, and Flu Supporters and to enable them to offer vaccination during the season to their eligible colleagues in the workplace
- Staff will be allowed time by their line manager during their working day / shift to receive the vaccination. Where managers find it difficult to release staff from their workplace for vaccination, managers should ensure arrangements are in place for Flu Champions to offer vaccination in the workplace.
- Line managers are responsible for ensuring all their eligible staff have confirmed they have received information on the evidence and rationale for the vaccination and an offer of vaccination. This should be evidenced by staff confirming they have returned to Occupational Health (on paper or electronically) the vaccination consent form, indicating that they have received this information and (a) give consent to receive vaccination; or (b) do not wish to receive the vaccination; or (c) have received a vaccination elsewhere (e.g. from their GP).
- The decision to be vaccinated or not is confidential to the member of staff and Occupational Health. Staff are therefore not required to share their consent form or its contents with their manager. Managers may request to know whether the form has yet been completed and returned by a member of staff.
- When undertaking a Return to Work Interview as part of the NHS Wales Managing

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Attendance at Work Policy, staff can/will be asked if they have received their Flu Vaccination.

- The consent form will be available in paper and electronic forms and should be submitted to Occupational Health via the intranet, email or internal post when complete.
- Annual seasonal flu vaccination is strongly recommended for all staff with patient contact. All staff should have a recorded offer of vaccination.

Other supporting documents are:

Current Welsh Health Circular:

[Welsh Health Circular \(2019\) 015 The National Influenza Immunisation programme 2019-2020](#) (16 April 2019)

Influenza Policy letters for current and previous seasons:

<http://nww.immunisation.wales.nhs.uk/policy-letters-a-to-i>

Department of Health Green Book (2019). Influenza. Latest version:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/796886/GreenBook_Chapter_19_Influenza_April_2019.pdf

Public Health England. Healthcare worker vaccination: clinical evidence (updated August 2014):

http://www.nhsemployers.org/~media/Employers/Documents/Campaigns/Flu%20fighter/Digital%20resources/Clinical%20evidence%2021%20August_1.pdf

General Medical Council. (2018) Guidance on supporting information for appraisal and revalidation:

https://www.gmc-uk.org/-/media/documents/rt---supporting-information-for-appraisal-and-revalidation---dc5485_pdf-55024594.pdf

http://www.gmc-uk.org/doctors/revalidation/revalidation_information.asp

(includes advice to include evidence of immunisation in supporting information as part of general information)

Royal College of Nursing 'Beat the Flu' webpages:

<https://www.rcn.org.uk/beat-the-flu>

Scope

This policy applies to all staff (clinical and non-clinical) with regular patient contact, including those with honorary contracts and volunteers, in all University Health Board locations

Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed for this policy and found:

- Negative impacts
 - None
- Positive impacts

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	<ul style="list-style-type: none"> ○ All eligible staff (reduced incidence of influenza) ○ Patients / individuals coming into contact with vaccinated UHB staff, especially those patients in at-risk groups for influenza ○ Older people (staff and patients) ○ Children ○ Individuals with caring responsibilities ○ Individuals with a disability in contact with vaccinated health professionals ○ Individuals who are pregnant
Policy Approved by	People, Planning and Performance Committee on 15 September 2015
Group with authority to approve procedures written to explain how this policy will be implemented	N/A
Accountable Executive or Clinical Board Director	Executive Director of Public Health
<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.</p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
Draft v1		19 May 15	First draft
Draft v1.1		19 Jun 15	Second draft after feedback from Unison and initial feedback from Occ Health
Draft v1.2		6 Jul 15	Additional feedback from CBs – manager responsibility to ensure staff fill in documentation
Draft v1.3		9 Jul 15	Additional feedback from CBs – clarification that those with hon contracts and volunteers are included, updated with findings of EqlA and HIA
Draft v1.4		9 Jul 15	Confirmed will be submitted to PPP committee for approval
Draft v1.5		17 Aug 15	Suggested changes to wording after LPF discussion 11.8.15, highlighted in yellow on

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Final draft v1.6	Submitted for approval by PPP committee	1 Sep 2015	Finalised for submission to PPP
1.7	Approved by PPP committee	18 Sep 2015	Removed 'draft' watermark, added review date of July 2016
1.8	Policy reviewed and updated	11 Sept 2019	<p>Policy reviewed and updated as follows:</p> <ul style="list-style-type: none"> • Updated vaccination period to Sept to Mar (previously Oct-Feb) • Addition of reference to Clinical Board Peer Supporter role • Change to Occupational Health role i.e. they do not visit workplaces to vaccinate (this is now undertaken by Clinical Board Flu Champions) • Addition of reference to Return to Work Interview as part of the NHS Wales Managing Attendance at Work Policy, when staff can/ will be asked if they have received their Flu Vaccination. • Updated supporting references • Merger of Equality Impact Assessment and Health Impact Assessment into Equality and Health Impact Assessment (as per revised policy template)
1.9		3 Oct 2019	<p>Changes following Employment Policy Sub-group discussion on 25.9.19;</p> <ul style="list-style-type: none"> • Addition of need to target high-risk clinical areas / frontline workers, where deemed necessary according to vaccine supply/phased delivery
1.10	14 January 2020	31 Dec 2019	<p>Changes following Management Executive meeting on 23 Dec 2019:</p> <ul style="list-style-type: none"> • Change of wording to third bullet point on page 2