



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

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## **Cardiff and Vale University Health Board 2023/24 Staff Winter Respiratory Vaccination (Seasonal Influenza (Flu) and COVID-19 Autumn Booster) Procedure**

### **Introduction and Aim**

It is the procedure of Cardiff and Vale UHB to ensure that all eligible staff are proactively offered seasonal vaccination(s) in line with Joint Committee for Vaccination and Immunisation (JCVI) and advice from Welsh Government policy for the Winter 2023/24 season.

For 2023/24, the Winter respiratory vaccination will include the active offer of the seasonal influenza (flu) and the COVID-19 Autumn booster vaccination.

Whilst Winter respiratory vaccinations are strongly recommended for all staff with patient contact, they are not mandatory. The emphasis of this procedure is to ensure all eligible staff have actively received an offer of vaccination, and support to make an informed decision.

### **Objectives**

The Objectives of the procedure are to: -

- Articulate the scope of the 2023/24 Winter respiratory programme
- Indicate the mechanisms of delivery to improve access across the workforce
- Outline individual, managerial, Clinical Board and UHB responsibilities.
- Acknowledging information governance requirements and in a transparent manner, emphasise the specific uses of any data aligned to the programme.

### **Scope**

This procedure applies to all of our staff in all locations including those with Honorary Contracts.

### **Equality Impact Assessment**

An Equality Impact Assessment (EqIA) has been completed as part of an EHIA. This found there to be a positive impact on the following groups:

- Older people
- People with a disability
- Pregnant people
- People from a Black, Asian or Other ethnic group
- People from areas of disadvantage
- People with caring responsibilities

	A Health Impact Assessment (HIA) has been completed as a part of an EHIA. This found there to be a potential negative impact on staff working bank/shift patterns in terms of loss of income from potential side effects affecting their ability to work. Key actions have been identified and these can be found in the accompanying EHIA.
<b>Documents to read alongside this Procedure</b>	Staff Winter Respiratory Vaccination (Seasonal Influenza (Flu) and COVID-19 Autumn Booster) Policy
<b>Approved by</b>	QSE
<b>Accountable Executive or Clinical Board Director</b>	Executive Director of Public Health
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<b><u>Disclaimer</u></b>	
If the review date of this document has passed please ensure that the version you are using is the most to date either by contacting the document author or the <a href="#">Governance Directorate</a> .	

Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	Date approved by Strategy and Delivery Committee 21/09/22 <a href="#">Link to agenda</a> .	27/09/2022	New Staff Winter respiratory vaccination policy including seasonal influenza vaccination and the addition of COVID-19 Booster vaccination.  Supersedes the Staff Influenza (Flu) Vaccination Policy v1.10 September 2020 (Previous reference number unknown).
2	Date approved by Strategic Leadership Board Link to Agenda  Approved by QSE on 26.09.2023	23/04/2024	Review & update of Staff Winter Respiratory Vaccination Procedure including seasonal influenza vaccination and the addition of COVID-19 Booster vaccination (Reference UHB 494).

# CONTENTS

## 1. INTRODUCTION

As an employer of healthcare staff, the Health Board has an occupational health responsibility and commitment to ensuring that all eligible staff are aware that they are eligible, are actively invited to receive the recommended Winter respiratory vaccination(s), are provided and supported with relevant accessible information to make an informed decision and are provided with accessible options to receive the vaccination(s).

## 2. PROCEDURE STATEMENT

To ensure that the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will protect the health and wellbeing of our staff and population by proactively offering seasonal vaccination(s) in line with Joint Committee for Vaccination and Immunisation (JCVI) advice and Welsh Government policy for the Winter season.

In order to protect our patients, our staff and our families from infection-related morbidity and mortality, and in so doing contribute to the resilience of our health services during Winter, the Health Board is committed to actively offering all eligible staff Winter respiratory vaccinations to include the seasonal influenza (flu) vaccination and the COVID-19 Autumn booster vaccination.

## 3. SCOPE

- 3.1. For the purpose of this procedure, Health Board 'staff' refers to all staff who deliver services on behalf of the Health Board including clinical and non-clinical roles, and those with honorary contracts, medical and dental students on placement with the Health Board and volunteers.
- 3.2. Eligibility for the Winter respiratory vaccinations is informed by United Kingdom (UK) and national guidance, including the JCVI, Welsh Government and the Vaccine Clinical Advisory Panel (VCAP).
- 3.3. *Seasonal influenza (flu) vaccination eligibility 2023/24* - For 2023/24, the seasonal influenza vaccination is recommended for specified high-risk groups including "frontline NHS/primary care services, healthcare workers with direct patient contact", which is consistent with previous years. The Health Board has, in recent years, extended the influenza vaccination offer to all staff in the Health Board where supply and capacity has allowed. Where possible, the Health Board will continue to offer influenza vaccination to all staff members, with priority to those who have face-to-face clinical or social contact with patients if there are supply constraints.
- 3.4. *Autumn COVID-19 booster vaccination eligibility 2023/24* - For 2023/24, the Autumn COVID-19 booster vaccination is recommended for specified high-risk groups including "frontline health and social care workers", which includes staff involved in direct patient care, non-clinical staff who may have social contact with

patients and hospital-based laboratory and mortuary staff who frequently handle SARS-CoV-2 or collect or handle potentially infected specimens.

- 3.5. Individuals who do not meet the eligibility criteria for vaccination as a Health Board staff member but are eligible for seasonal influenza and/or COVID-19 Autumn booster vaccination(s) due to another risk factor will be invited in line with that cohort.
- 3.6. Staff who wish to receive the vaccination(s) will be asked to provide verbal consent at the point of accessing the vaccination(s). The verbal consent will be recorded on the Welsh Immunisation System (WIS).

#### **4. TRAINING**

- 4.1. All staff delivering the vaccinations will have received appropriate training outlined in the National Minimum Standards and Core Curriculum for Immunisation Training for Registered Health Professionals. This includes knowledge on the vaccination(s) and ability to support the individuals to make an informed decision.
- 4.2. Clinical Boards will support staff working across different clinical areas to train (or maintain their training through annual updates) as a 'Vaccination Champion' and peer vaccinators, to enable them to have supportive conversations about the vaccinations, and to offer influenza vaccination in the workplace.

#### **5. IMPLEMENTATION**

- 5.1. The offer of vaccination will be cascaded to staff via several routes including line managers, Health Board communications (e.g. e-mails, staff newsletters, and social media) and/or through personal invitations. The offers should be provided in a variety of accessible formats.
- 5.2. The Mass Immunisations Team will offer a blended approach to access vaccination, inviting staff to access their winter respiratory vaccination through drop-in vaccination clinics, within their workplace via peer vaccinators (Vaccination Champions) and/or invitation to one the Health Boards Mass Vaccination Centres. Any specific requests should be directed to the Mass Immunisations & Testing team.
- 5.3. Co-administration of the influenza and COVID-19 vaccinations should be the standard delivery model where possible, for staff who are eligible.
- 5.4. New starters joining the Health Board will complete a screening form for their pre-employment occupational health checks, which includes a question on COVID-19 vaccination status. If they have received the vaccination(s), it will be recorded in the Occupational Health system. As part of induction for new starters, if they are joining during the seasonal Winter vaccination period, the new starter should be made aware of the offer of vaccination and the usual process of supporting informed decision making, consent and access to vaccination will then be followed. Supporting information such as this procedure (and accompanying policy) and the Flu for All e-module should also be available.

- 5.5. Staff who wish to receive the vaccination(s) will be asked to provide verbal consent at the point of accessing the vaccination(s). The verbal consent will be recorded on the Welsh Immunisation System (WIS).
- 5.6. Staff who consent to vaccination(s) but have/will receive the vaccination(s) elsewhere (e.g. via their GP or community pharmacy) will be encouraged to complete a self-certification process or inform the Mass Immunisations team directly once they have received the vaccination(s). Vaccinations delivered by a Health Board Vaccination Champion, a Health Board Vaccination Centre or the Health Board's Occupational Health Department will be entered directly and recorded on the WIS, thus requiring no further communication internally.
- 5.7. In the scenario where there is a limited supply of vaccines at any given time, prioritisation of vaccines will be through a risk assessment approach to identify groups of staff or departments with the greatest need.

## **6. RESPONSIBILITIES**

- 6.1. Clinical Boards and corporate departments in which eligible staff members work have overall responsibility for ensuring every eligible staff member will receive an offer for vaccination and will be able to access the vaccination(s).
- 6.2. Staff should be allowed time by their line manager during their working day/shift to receive the vaccination(s), where service delivery allows. This includes protected time to review information, consent to the vaccination(s), receiving the vaccination(s), and if required any observation period following vaccination. In cases where line managers are struggling to release staff for vaccination due to service pressures, they should contact the Clinical Board lead for further support.
- 6.3. Winter respiratory vaccination(s) are strongly recommended for eligible Health Board staff but are not mandatory. Therefore, every eligible staff member is required to make an informed decision as to whether they will receive the recommended vaccination(s). The Health Board will support staff to be able to make these informed decisions, by promoting a supportive culture at all levels in the organisation including executive, senior management, and peer support.
- 6.4. Accessible information should be provided at the point of offer to allow for time for each staff member to review and process the information, and to make their informed decision. It will be provided in a variety of formats; this includes access to a short e-module on Influenza/COVID-19.
- 6.5. The content of the information will be evidence-based and up-to-date, and developed in consideration of guidance and research on providing information to support decision making for vaccination uptake. This includes providing information on the rationale for the vaccine and addressing known concerns.

- 6.6. Line managers are responsible for ensuring that all their eligible staff have received accessible information about the vaccination(s) and can escalate to Vaccination Champions or the Clinical Board lead if there are staff members who are unable to access the information in its provided format.
- 6.7. Where a staff member is returning to work in the Health Board following a period of leave, a Return-to-Work Interview with the line manager will include the staff member being informed of the offer of Winter vaccinations if during the seasonal vaccination period. The usual process of supporting informed decision-making vaccination will be followed.
- 6.8. Staff who wish to decline the offer of vaccination(s) will be encouraged to complete an optional anonymous online form to help Public Health/Immunisation teams understand the reasons for declining a vaccination. This **optional** form **only** collects data on Clinical Board and staff group and the reasons why the vaccination(s) has/have been declined. This information can support relevant teams with general campaigns to improve take-up of vaccinations for flu and COVID-19.
- 6.9. All individual level data on vaccination status will be stored securely according to NHS Wales and the Health Board's information governance policies and procedures, in line with current Data Protection legislation, and will be treated as confidential.
- 6.10. Information on how an individual staff member's data will be recorded, shared, and stored should be communicated to the staff member prior to consent for the vaccination.
- 6.11. Individual level data on vaccination status for those who choose to receive the vaccination(s) from the Health Board will only be available to: the practitioner who completes the data entry into the Welsh Immunisation System (WIS) and the Health Board's Data Warehouse.
- 6.12. Individual level data on those who have declined the vaccination(s) will not be collected.
- 6.13. To ensure the use of this information will not result in any unfair treatment of employees, whilst data will be collected at an individual level, this will only be used at an anonymised group/cohort level. Status of individual vaccination will not be made available to managers or Clinical Boards.
- 6.14. The purpose for the data to be transferred from systems, such as, the WIS to the Health Board's Data Warehouse, is to provide reports on Health Board staff vaccination uptake by department, clinical board or staff group (which is not currently possible using the WIS, for COVID-19).

6.15. Uptake reports could help identify areas or staff groups (not individuals) where uptake is lower than expected, and where additional support from the Immunisation Team/Occupational Health could be offered. The reports may also demonstrate trends over previous years, comparisons with different health boards in Wales, and achievement against national and local targets for vaccination uptake.

## 7.0. REVIEW

This procedure will be reviewed to reflect any changes in guidance. As a minimum it will be reviewed annually after the date of approval.

## 8.0. REFERENCES/OTHER SUPPORTING DOCUMENTS:

- [Employee Health And Wellbeing Policy](#)
- Cardiff and Vale University Health Board Winter Respiratory Vaccination Plan
- CIPD 2023. COVID-19 vaccination: guide for employers. 7 March 2022. Available online at: <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/health-safety/preparing-for-covid-19-vaccination> [Accessed 19.05.23]
- [NICE Guideline \[NG103\]](#) – Flu vaccination: increasing uptake. 1.7 – Employers of health and social care staff.
- Thorneloe R, Lamb M, Jordan C *et al.* 2021. [Understanding and addressing the barriers and facilitators for influenza and COVID-19 vaccine uptake among NHS employees in Wales: Qualitative insights and co-produced interventions](#). Public Health Wales and Cwm Taf Morgannwg University Health Board.
- UKHSA. 2013 (Updated September 2022). Influenza: the green book, chapter 19: Available online [here](#)
- UKHSA 2020 (Updated April 2023). COVID-19: the green book, chapter 14a: Available online [here](#)
- Joint Committee on Vaccination and Immunisation Advice & Guidance. Available online [here](#)
- Joint Committee on Vaccination and Immunisation Advice on Eligible Groups for 2023 Autumn Booster: Available online [here](#)
- WHO (2023) 029 Winter Respiratory Vaccination Programme: Autumn and Winter 2023. Available online: [here](#)
- Welsh Government. 2023. Welsh Health Circular: The National Influenza Immunisation Programme: Available online [here](#)
- Welsh Government. Winter respiratory vaccination strategy: Available online [here](#)