

STANDARD OPERATING PROCEDURE PEER VACCINATORS TO DELIVER ADULT INFLUENZA IMMUNISATIONS TO STAFF

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VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.0	Sep 20	New SOP
1.1	Jan 23	Reviewed – No changes (Approved by director sign-off (Steve McGowan - 13 January 2023)).

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1. INTRODUCTION

Influenza (often referred to as flu), is an acute viral infection of the respiratory tract (nose, mouth, throat, bronchial tubes and lungs). There are three main types of influenza virus A, B and C and two of these, influenza A and influenza B are responsible for most clinical cases. It is a highly contagious respiratory infection, which occurs mainly in the winter months and can affect all age groups and in some can prove to be fatal.

This document is intended to provide guidance for all employees within the Humber Teaching NHS Foundation Trust regarding prevention of influenza by vaccine administration to staff.

Healthcare workers have a duty of care to protect those individuals who are deemed to be vulnerable, and one of the methods to achieve this and reduce the risk of onward transmission of the influenza virus, is to offer an effective staff vaccination programme which is easily available for all. Previous flu campaigns have shown one reason staff may not take up the offer of an Influenza vaccine at work is due to difficulty in obtaining it.

To facilitate in the increase in staff uptake of influenza vaccination healthcare workers and peer vaccinators have been recruited to ensure a good vaccine uptake is achieved to reduce the cases of circulating flu virus this season. It is therefore imperative that they are suitably and sufficiently trained to support vaccination to their own colleagues who work for the Trust in their specific work areas.

2. SCOPE

This SOP is applicable to staff who have been identified as peer vaccinators working on behalf of Humber Teaching NHS Foundation Trust.

Peer vaccinators who are suitably trained, competent and confident to administer the influenza vaccine under a Written Instruction can deliver the seasonal influenza vaccination to staff, students on placement and volunteers employed by Humber Teaching NHS Foundation Trust. They should not offer this to contractors working on Trust premises.

It has been developed predominantly for the influenza season which occurs usually from October until end of February annually but can be extended if we have an early or late flu season.

Peer training for influenza does not allow other vaccines to be given as more specialised training would be required for this.

3. DUTIES AND RESPONSIBILITIES

Medical Director

- Oversees and sign off the Written Instruction as a framework for administering the influenza vaccine for Occupational Health staff and peer vaccinators.

Operations Lead

- Recruit suitable staff across the Trust to undertake the role of peer vaccinator.
- Instruct leaders to allow eligible staff protected time to undertake the training and any necessary supervision session required to meet the PHE standards and time to safely provide the vaccine, including suitable hand washing or hygiene facilities, PPE and an area where social distancing can be maintained for the clinics.

- Ensure resource is available to provide equipment required such as refrigerators and equipment needed to log temperatures of the refrigerators, emergency equipment to treat anaphylaxis and give basic life support if required in an emergency

Occupational Health Lead

- Prepare online training that meets the PHE standards for the administration of Influenza vaccine in peer-to-peer adult clinics and is accessible across the wide geographical operating area.
- Provide further opportunities for increased learning and supervision by an online platform and face-to-face training, when required to ensure staff that identify a need for further training and supervision can reach a competent level and deliver the vaccine safely.
- Work with the procurement team to ensure supplies are ordered ready for the start of the influenza campaign and are appropriate for that season's campaign.
- Work with the Pharmacy Team to ensure a Written Instruction is in place as a framework for administration.
- Work with Pharmacy Team to ensure delivery of vaccines to units.
- Ensure clinics are available for staff to get the influenza vaccine, and oversee recording of consent and vaccine in the Occupational Health record and data reporting for Immform.
- Order staff promotional materials and liaise with the Communications Team to ensure we have a high-profile campaign.

Pharmacy Team

- Liaise with the Occupational Health Team to ensure the Written Instruction is prepared annually for the flu campaign.
- Liaise with the Occupational Health Team to ensure the vaccine is available in the units for peer vaccinators to use.
- To provide advice for any out of range temperatures with vaccines.

Communication Team

- Prepare and submit communications to support the flu campaign and inform staff in the Trust of progress.

Human Resource Deputy Director

- Ensure the Occupational Health Team is resourced to achieve the maximum potential uptake of staff influenza vaccinations.

Learning and Development Lead

- Provide resource for development of training needs to ensure peer vaccinators are sufficiently and suitably trained.

4. PROCEDURES

A framework is required for staff to administer a Prescription Only Medicine (POM), in this case the influenza vaccine. Occupational Health uses a Written Instruction for this rather than a Patient Group Directive (PGD) but they are very similar. For staff to work under a PGD framework they must be a registered professional and this can include nurses, paramedics, pharmacists, occupational therapists and physiotherapists for example. Legally only those registered as a nurse with the NMC can legally work under a Written Instruction. In addition to this the person administering a POM under such a framework must be suitably trained with knowledge and competency in using the framework and administering the POM. Immunisers require extra minimum standards of training in accordance with the Public Health England document National Minimum Standards and Core Curriculum for Immunisation Training for Registered Healthcare Practitioners (2018).

4.1. Standards required for Peer Vaccinators

Their professional registration must be current with the NMC to administer a POM under a Written Instruction.

They must undertake the Trust and Public Health England online training module on influenza on an annual basis.

They must attend a further remote meeting for further training.

They must be competent to work under a Written Instruction (PGD training/competency).

They should assess themselves against the competency standards provided by Occupational Health and arrange further opportunities for supervision if required to become competent.

They must be trained in basic life support and anaphylaxis.

They must read, sign and follow the Influenza Vaccine Written Instruction when supplied prior to commencing vaccination sessions.

They should work to Infection Prevention and Control standards and use suitable personal protective equipment (PPE)

They must adhere to social distancing whenever reasonably practicable, maintain strict hand hygiene, wear correct PPE and clean the area used between staff, i.e. clean chair or areas touched.

4.2. Responsibilities of Peer Vaccinators

Ensure competency prior to administering influenza vaccines.

Take responsibility for cold chain storage of influenza vaccines in the area they will vaccinate, either vaccine porter or refrigerator.

Ensure dignity and privacy is maintained during administration of vaccine.

Ensure IPC measures and PPE are adhered to.

Ensure informed verbal consent is gained prior to vaccination.

Manage an emergency situation that may present due to vaccination of an adult including fainting and anaphylaxis.

Answer concerns or questions that may arise and refer to Occupational Health as required.

Report using the MHRA Yellow Card Scheme and Datix any reported problems arising from the vaccine use.

Promote the flu campaign.

Ensure consent is obtained and that data showing who has had the vaccine is returned promptly to Occupational Health securely and confidentially for reporting on the agreed format.

Ensure they are familiar with local policy, guidance, SOPs and protocol to ensure safe handling, storage and administration of the Influenza vaccine, particularly ensure the temperature of the vaccine is maintained between 2-8 degrees until just prior to administration. Any temperature excursions and the vaccine must not be used. The vaccine must be destroyed as pharmacy waste.

5. REFERENCES

Department of Health (2006) Immunisation against infectious disease (Green Book). London: Department of Health

Public Health England (2018) National Minimum Standards and Core Curriculum for Immunisation Training for Registered Healthcare Practitioners. London: PHE

Local guidance

Cold Chain of Immunisations

Adrenaline for Anaphylaxis Guideline

Local Infection Prevention and Control Procedures

Current guidance on wearing of Personal Protection Equipment and social distancing as recommended by Public Health England available online