**Checklist for the NHS Flu Vaccination Advanced Service**

| **Preparing to provide the service** | | **Completed** |
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| **1.** | Visit the [**Community Pharmacy England website**](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/) and read through the Briefings and other service information / documentation and familiarise yourself with the resources available. |  |
| **2.** | * Where required, complete face-to-face training covering injection technique and basic life support (including the administration of adrenaline for anaphylaxis) – a list of training providers can be found on the flu page of the [**Community Pharmacy England website**](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/) This is a periodic requirement, so it is for the pharmacy owner to determine when retraining is needed. |  |
| **3.** | * Read the [**service specification**](https://www.england.nhs.uk/publication/community-pharmacy-seasonal-influenza-vaccine-service/). |  |
| **4.** | Read the national [**Patient Group Direction**](https://www.england.nhs.uk/publication/community-pharmacy-seasonal-influenza-vaccine-service/) (PGD) and the [**national protocol**](https://www.gov.uk/government/publications/national-protocol-for-inactivated-influenza-vaccine) (if you intend to use this) to ensure you fully understand the content including the eligible patient groups, the inclusion and exclusion criteria and the record keeping requirements. |  |
| **5.** | Complete the Practitioner declaration on the PGD and (if the national protocol is also to be used) the Practitioner/staff declaration to confirm you have read and understood the content of the PGD and/or national protocol and that you are willing and competent to work to it within your professional code of conduct. You must sign a copy of the PGD and /or national protocol in each pharmacy that you work in. |  |
| **6.** | * Request that the relevant person for the pharmacy completes the Authorising Manager section of the PGD. An Authorising Manager must sign a copy of the PGD in each pharmacy that you work in. Where the national protocol is being used, an Authorising registered healthcare professional is needed to sign a copy of the protocol. This must also occur in each pharmacy that you work in where the protocol is to be used. |  |
| **7.** | Ensure the competency of staff involved in the service. Pharmacists and pharmacy technicians can complete or check their [**Declaration of Competence (DoC)**](https://www.cppe.ac.uk/services/declaration-of-competence). Where the DoC process is used, it must be completed **every two years**. Another option for assuring staff competency is to use the [**Flu vaccinator competency assessment tool**](https://www.gov.uk/government/publications/flu-immunisation-training-recommendations). |  |
| **8.** | Read and sign the standard operating procedure (SOP) for the service in each pharmacy you intend to work at.   * Ensure you know what role support staff will have in providing the service; * Review your working practices to ensure that the Flu Vaccination Service can be built into your routine work as well as continuing be able to offer other services; * Ensure you know whether an appointment system for the service will be used or whether the pharmacy allows ‘walk ins’; and * Ensure relevant staff have read, understand and have signed up to the SOP. |  |
| **9.** | Familiarise yourself with relevant service documents, for example:   * anaphylaxis telephone card (display near the phone); * chaperone policy * needle stick injury procedure; and * guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance. |  |
| **10.** | Find out which NHS-assured IT system your regional NHS England team has made available for record keeping and notification of GP practices of vaccinations undertaken. Ensure you have the required logon credentials for the system and are familiar with how to use it. |  |
| **11.** | Ensure you have any necessary equipment/supplies needed for provision of the service, for example:   * flu vaccines and UKHSA flu vaccine poster to aid selection; * a spill kit; * an anaphylaxis pack (**check the expiry of the adrenaline ampoules, syringes and needles**); * patient information leaflets; * any recommended PPE; and * a clinical waste bin. |  |
| **12.** | Reviewed the additional guidance in the **vaccinating outside the consultation room & off-site** section to the [**Community Pharmacy England website**](https://cpe.org.uk/national-pharmacy-services/advanced-services/flu-vaccination-service/)to ensure any additional considerations that pharmacy owners may need to take into account when using these flexibilities have been actioned. |  |
| **13.** | Sign up to [**Community Pharmacy England’s email newsletters**](https://cpe.org.uk/our-work/updates-events/email-sign-up/) to ensure you don’t miss out on further information on the service as it becomes available. |  |

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| **Daily checks when providing the service** | | **Completed** |
| **1.** | Ensure your consultation room or other area being used for vaccination is clean and tidy and clear of clutter and there are no trip hazards. |  |
| **2.** | Check you have enough equipment/supplies needed for provision of the service. |  |
| **3.** | * Check the fridge temperature. |  |
| **4.** | Ensure you have supplies of the relevant service paperwork. |  |
| **5.** | Check your stock of vaccine is enough for likely demand. |  |
| **6.** | Review appointment diary (if used) |  |
| **7.** | Check availability of an anaphylaxis pack |  |