

Checklist for the NHS Flu Vaccination Advanced Service

Preparing to provide the service		Completed
1.	Visit the Community Pharmacy England website and read through the Briefings and other service information / documentation and familiarise yourself with the resources available.	<input type="checkbox"/>
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 This is a periodic requirement, so it is for the pharmacy owner to determine when retraining is needed.	<input type="checkbox"/>
3.	Read the service specification .	<input type="checkbox"/>
4.	Read the national Patient Group Direction (PGD) and the national protocol (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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
7.	Ensure the competency of staff involved in the service. Pharmacists and pharmacy technicians can complete or check their Declaration of Competence (DoC) . 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 .	<input type="checkbox"/>
8.	Read and sign the standard operating procedure (SOP) for the service in each pharmacy you intend to work at. <ul style="list-style-type: none"> ▪ Ensure you know what role support staff will have in providing the service; 	<input type="checkbox"/>

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	<ul style="list-style-type: none"> Review your working practices to ensure that the Flu Vaccination Service can be built into your routine work as well as continuing to 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, understood and have signed up to the SOP. 	
9.	<p>Familiarise yourself with relevant service documents, for example:</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
10.	<p>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.</p>	<input type="checkbox"/>
11.	<p>Ensure you have any necessary equipment/supplies needed for provision of the service, for example:</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
12.	<p>Reviewed the additional guidance in the vaccinating outside the consultation room & off-site section to the Community Pharmacy England website to ensure any additional considerations that pharmacy owners may need to take into account when using these flexibilities have been actioned.</p>	<input type="checkbox"/>
13.	<p>Sign up to Community Pharmacy England's email newsletters to ensure you don't miss out on further information on the service as it becomes available.</p>	<input type="checkbox"/>



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.	<input type="checkbox"/>
2.	Check you have enough equipment/supplies needed for provision of the service.	<input type="checkbox"/>
3.	Check the fridge temperature.	<input type="checkbox"/>
4.	Ensure you have supplies of the relevant service paperwork.	<input type="checkbox"/>
5.	Check your stock of vaccine is enough for likely demand.	<input type="checkbox"/>
6.	Review appointment diary (if used)	<input type="checkbox"/>
7.	Check availability of an anaphylaxis pack	<input type="checkbox"/>