

Pharmacy owner implementation checklist: NHS Adult Flu Vaccination Advanced Service

This checklist details the actions pharmacy owners need to undertake to prepare to provide the NHS Adult Flu Vaccination Advanced Service.

Further information on the service and resources can be found at cpe.org.uk/flu.

	Activity	By whom?	By when?	Completed
Understand the requirements of the service				
1.	Read the service specification .			<input type="checkbox"/>
2.	Read the Patient Group Direction and the national protocol (if you intend to use this at your pharmacy).			<input type="checkbox"/>
3.	Read the information and FAQs on the Community Pharmacy England website (cpe.org.uk/flu).			<input type="checkbox"/>
Have the required processes and service documents in place				
4.	Develop or review and update your Standard Operating Procedure (SOP) for the service. Include the process for escalation of any clinical and non-clinical issues identified. SOPs should also provide appropriate guidance on signposting and details for updating NHS Profile Manager.			<input type="checkbox"/>
5.	Review and print your service documents, for example: <ul style="list-style-type: none"> Anaphylaxis telephone card (display near the phone); Chaperone policy; Needle stick injury procedure; UKHSA flu vaccine poster to aid selection; and Guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance. 			<input type="checkbox"/>

Have the required equipment/supplies in place			
6.	<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; ▪ 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"/>
Select a Point of Care IT system			
7.	<p>Decide which Point of Care IT system that you want to use for the service. Read more about selecting an NHS assured IT system for the service</p>		<input type="checkbox"/>
8.	<p>When you have selected a Point of Care IT system, ensure your team have log-in details and understand how to use the system before the service launches.</p>		<input type="checkbox"/>
Decide if you will offer an appointment or walk-in service or both			
9.	<p>If you are offering an appointment service, consider if you want to use the National Booking System (NBS). NBS is a free NHS England digital tool which can be used to allow patients to use the internet to book a flu vaccination at a pharmacy of their choice.</p> <p>If you decide to use NBS (and do not already have access to NBS as part of the COVID-19 Vaccination Service), complete an NBS flu form to allow you to post appointment dates for flu vaccinations for patients to book. Read more about how to register for NBS</p>		<input type="checkbox"/>
10.	<p>If you are offering an appointment service, post your appointments if you are using NBS.</p>		<input type="checkbox"/>

	If you are using another appointment tool, find out the date when you can post appointments and add these to the tool when this opens to allow this.			
Ensure your team are competent to provide the service				
11.	Make a training plan with your vaccinators who will be providing the service to ensure that when the service starts, they are competent to provide the service.			<input type="checkbox"/>
12.	Review either the completed Vaccination Declaration of Competence or the National minimum standards and core curriculum for vaccination training competency assessment tool for your vaccinators to assure yourself that their competence can be assured.			<input type="checkbox"/>
13.	Ensure all practitioners who are intending to administer flu vaccinations under the PGD have signed the PGD and that the Authorising Manager declaration has been completed.			<input type="checkbox"/>
14.	If the national protocol is being used, ensure all appropriately trained practitioners or staff have completed the Practitioner/staff declaration and that the Authorising registered healthcare professional declaration has been completed.			<input type="checkbox"/>
15.	Ensure that you have documented and can provide evidence to demonstrate, if requested, the competency of staff involved in provision of the service.			<input type="checkbox"/>
16.	Ensure all relevant staff have read, understood and signed up to the SOP for the service.			<input type="checkbox"/>
17.	Brief all staff on the service so they are aware when the pharmacy will start to provide the service, when they can book appointments from and how to do this.			<input type="checkbox"/>
Consider if you will be providing the service off the pharmacy premises				
18.	Read the additional guidance in the Provision of the service off the pharmacy premises section (under the			<input type="checkbox"/>

	<p>Before providing the service drop down section) at cpe.org.uk/flu. This will ensure any additional considerations that you may need to take into account when using these flexibilities have been actioned.</p> <p>Consent must be sought from the commissioner before providing the service offsite.</p>			
19.	If you are planning on providing the service in a patient's own home or a care home, ensure the vaccinators have valid Disclosure and Barring Service (DBS) certificates.			<input type="checkbox"/>
Consider engaging with local GP practices				
20.	Consider engaging with local GP practices and or/Primary Care Network colleagues to make them aware the pharmacy is participating in this service and discuss how you can work together to promote the service to patients.			<input type="checkbox"/>
Promote the service				
21.	Before the service starts, decide how you are promoting the availability of the service to patients. Promotional materials are available at: cpe.org.uk/flu .			<input type="checkbox"/>
22.	Make sure that NHS Profile Manager is showing that your pharmacy is a provider of the service. This will ensure that when the Find a pharmacy that offers free flu vaccination tool on the NHS website opens, this will be able to direct people to your pharmacy, as well as it showing as a service that you deliver on your pharmacy's NHS website profile.			<input type="checkbox"/>
Keep up to date on the service				
23.	If you have not already done so, sign up to your Local Pharmaceutical Committee (LPC) newsletter so you are made aware of any local training events on the service and check their website to see if they have already published details on these.			<input type="checkbox"/>

24.	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.			<input type="checkbox"/>
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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.	<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.	Check your stock of vaccine is enough for likely demand.	<input type="checkbox"/>
5.	Review appointment diary (if used)	<input type="checkbox"/>
6.	Check availability of an anaphylaxis pack	<input type="checkbox"/>
7.	Message or call patients to remind them about their appointments for the following day	<input type="checkbox"/>