

# Vaccinator implementation checklist: NHS Adult Flu Vaccination Advanced Service

This checklist provides suggested actions that pharmacists and vaccinators 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](https://cpe.org.uk/flu).

	Activity	By when?	Completed
<b>Ensure you are competent and understand the service requirements</b>			
1.	Read the <a href="#">service specification</a> .		<input type="checkbox"/>
2.	Read the <a href="#">Patient Group Direction (PGD)</a> and the <a href="#">national protocol</a> (if you work at a pharmacy that intends to use this).		<input type="checkbox"/>
3.	Read the information and FAQs on the Community Pharmacy England website ( <a href="https://cpe.org.uk/flu">cpe.org.uk/flu</a> ).		<input type="checkbox"/>
4.	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 at: <a href="https://cpe.org.uk/flu">cpe.org.uk/flu</a> . This is a periodic requirement, so it is for the pharmacy owner and vaccinator to determine when retraining is needed.		<input type="checkbox"/>
5.	Undertake annual update training to ensure knowledge stays up to date with changes in practice and guidance. This may involve self-directed learning, using relevant references sources, such as the <a href="#">Green Book</a> and the <a href="#">annual flu letter</a> . It may also include online training which is available from a range of providers.		<input type="checkbox"/>
6.	Complete the Practitioner declaration on the PGD (and if the national protocol is also being 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 where you will be providing the service.		<input type="checkbox"/>

7.	Request that the relevant person for the pharmacy completes the Authorising manager section of the PGD (or if the national protocol is also being used the Authorising registered healthcare professional declaration). 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"/>
8.	Demonstrate your competency to provide the service. Pharmacists and pharmacy technicians can do this by completing or updating their <a href="#">Declaration of Competence (DoC)</a> . Where the DoC process is used, it must be completed <b>every two years</b> . Alternatively, the competence of any vaccinators can be assured using the <a href="#">National minimum standards and core curriculum for vaccination training competency assessment tool</a> in <b>appendix A</b> of the guidance.		<input type="checkbox"/>
<b>Ensure you understand any local processes and have read any additional relevant service documents</b>			
9.	Read the standard operating procedure (SOP) for the service at the pharmacies you work at. <ul style="list-style-type: none"> <li>▪ Ensure you know what role support staff will have in providing the service;</li> <li>▪ 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;</li> <li>▪ Ensure you know whether an appointment system for the service will be used or whether the pharmacy allows 'walk ins'; and</li> <li>▪ Ensure other relevant staff have read, understand and have signed up to the SOP.</li> </ul>		<input type="checkbox"/>
10.	Familiarise yourself with relevant additional service documents, for example: <ul style="list-style-type: none"> <li>▪ Anaphylaxis telephone card (display near the phone);</li> <li>▪ Chaperone policy</li> <li>▪ Needle stick injury procedure;</li> <li>▪ UKHSA flu vaccine poster to aid selection; and</li> </ul>		<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>Guidance on infection control procedures, including use of appropriate personal protective equipment (PPE) and hand hygiene guidance.</li> </ul>		
<b>Check you have the required equipment/supplies at the pharmacy where you work</b>			
11.	<p>Check you have any necessary equipment/supplies needed for provision of the service, for example:</p> <ul style="list-style-type: none"> <li>Flu vaccines;</li> <li>A spill kit;</li> <li>An anaphylaxis pack (check the expiry of the adrenaline ampoules, syringes and needles);</li> <li>Patient information leaflets;</li> <li>Any recommended PPE; and</li> <li>A clinical waste bin.</li> </ul>		<input type="checkbox"/>
<b>Make sure you can access the Point of Care IT system</b>			
12.	Ensure you have log-in details for the Point of Care IT System that will be used in the pharmacy that you work in and understand how to use the system before the service launches.		<input type="checkbox"/>
<b>Ensure your team are competent to provide the service</b>			
13.	Work with the pharmacy owner to ensure all staff 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"/>
<b>Discuss where the service will be provided with the pharmacy owner</b>			
14.	<p>If the intention is that some vaccinations will be carried out off the pharmacy premises, read the additional guidance in the <b>Provision of the service off the pharmacy premises</b> section (under the <b>Before providing the service</b> drop down section) ) at: <a href="https://cpe.org.uk/flu">cpe.org.uk/flu</a>. This will ensure any additional actions that you may need to take when providing the service have been considered.</p> <p><b>Consent must be sought from the commissioner before providing the service offsite.</b></p>		<input type="checkbox"/>
15.	If you are going to be provided flu vaccinations in patients' homes or a care home, ensure you have a valid Disclosure and Barring Service (DBS) certificate.		<input type="checkbox"/>
<b>Consider engaging with local GP practices</b>			
16.	Speak with the pharmacy owner about engaging with local GP practices and or/Primary Care Network colleagues to make them		<input type="checkbox"/>

	aware the pharmacy is participating in this service and to discuss how you can work together to promote the service to patients.		
<b>Promote the service</b>			
17.	Before the service starts, speak with the pharmacy owner about whether they want to highlight the delayed start date of the service to patients to manage their expectations on when they can get a flu vaccination; posters are available at <a href="https://cpe.org.uk/flu">cpe.org.uk/flu</a> .		<input type="checkbox"/>
18.	Before the service starts, check that NHS Profile Manager is showing that your pharmacy is a provider of the service. This will ensure that when the <a href="#">Find a pharmacy that offers free flu vaccination tool</a> 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"/>
19.	Talk to your pharmacy manager about how they want to promote the availability of the service; a range of promotional materials are available at <a href="https://cpe.org.uk/flu">cpe.org.uk/flu</a> .		<input type="checkbox"/>
<b>Keep up to date on the service</b>			
20.	If you have not already done so, sign up to <b>your Local Pharmaceutical Committee (LPC)</b> 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"/>
21.	Sign up to <a href="#">Community Pharmacy England's email newsletters</a> to ensure you don't miss out on further information on the service as it becomes available.		<input type="checkbox"/>

<b>Daily checks when providing the service</b>		<b>Completed</b>
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 sufficient equipment/supplies to provide 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"/>