

Annex 1 - Checklist for the Flu Vaccination Service

Preparing to provide the service		Completed
1.	Visit the PSNC website and read through the PSNC Briefings and other service information / documentation and familiarise yourself with the resources available.	<input type="checkbox"/>
2.	Read the service specification.	<input type="checkbox"/>
3.	Read the national Patient Group Direction. Each pharmacist who will provide the service must complete the Practitioner declaration and the Authorising Manager declaration must then be completed (see section e).	<input type="checkbox"/>
4.	Consider training requirements for pharmacists – a list of training providers can be found on the PSNC website (some LPCs are also arranging training events).	<input type="checkbox"/>
5.	Ensure each pharmacist completes the Declaration of Competence (DoC) for the service. A copy of the completed DoC statement for each pharmacist providing the service must be retained at the pharmacy (see section h).	<input type="checkbox"/>
6.	Consider training requirements for other members of the team to ensure they understand the service and who's eligible for vaccination.	<input type="checkbox"/>
7.	Check whether relevant staff (including all pharmacists who will be administering vaccines) have already had a hepatitis B vaccination. If not, relevant staff should be offered this. PHE's advice in the Green Book is that hepatitis B vaccination is recommended for healthcare workers who may have direct contact with patients' blood, blood-stained body fluids or tissues. This includes any staff who are at risk of injury from blood contaminated sharp instruments. The Health and Safety Executive guidance on blood borne viruses provides further advice on this issue.	<input type="checkbox"/>
8.	Ensure your consultation room meets the requirements for provision of the service (see section g).	<input type="checkbox"/>
9.	Ensure your fridge meets the requirements for vaccine storage .	<input type="checkbox"/>
10.	Develop a Standard Operating Procedure (SOP) for the service (see section g). <ul style="list-style-type: none"> Decide what role support staff will have in providing the service and document this in the SOP; Review your working practices to ensure that the Flu Vaccination Service can be built into routine work as well as continuing to offer Medicines Use Reviews (MURs), New Medicine Service (NMS) and any local services; and Consider whether you will use an appointment system for the service or whether you will allow 'walk ins', as that will need to be reflected in your SOP. Ensure relevant staff have read, understand and have signed up to the new SOP.	<input type="checkbox"/>
11.	Develop or complete other documentation to support the provision of the service, for example: <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 hand hygiene guidance. Templates to support development of these resources are available from a range of sources.	<input type="checkbox"/>
12.	If not already in place, arrange a clinical waste contract to ensure collection and safe disposal of clinical waste created as a result of provision of the service.	<input type="checkbox"/>

#getreadyforflu



13.	Determine whether your local NHS England team has made an IT system available to support 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.	<input type="checkbox"/>
14.	Order your vaccines (see section i for a list of vaccines).	<input type="checkbox"/>
15.	Ensure you have any necessary equipment/supplies needed for provision of the service, for example: <ul style="list-style-type: none"> • a spill kit; • an anaphylaxis pack (check the expiry of the adrenaline injection); and • clinical waste bin. 	<input type="checkbox"/>
16.	Decide how you are going to promote the service and recruit patients in your pharmacy. Options include: <ul style="list-style-type: none"> • Posters, leaflets, writing to patients, flyers – templates are all available on the PSNC website, from the NPA and possibly from your LPC; and • Using social media to advertise the service – the NPA, the Royal Pharmaceutical Society (RPS) and the GPhC have guidance on using social media. 	<input type="checkbox"/>
17.	Sign up to PSNC's email newsletters to ensure you don't miss out on further information on the service as it becomes available.	<input type="checkbox"/>
18.	Once you are ready to provide the service, inform NHS England of your intention to provide the service via the declaration on the NHS BSA website.	<input type="checkbox"/>

Daily checks when providing the service		Completed
1	Ensure your consultation room is clean and tidy and clear of clutter and there are no trip hazards.	<input type="checkbox"/>
2	Check you have sufficient 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 sufficient for likely demand.	<input type="checkbox"/>

[PSNC Briefing 046/15: Pharmacy flu vaccination process](#) provides advice on how to provide the flu vaccination service in your pharmacy.

13.	Determine whether your local NHS England team has made an IT system available to support 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.	<input type="checkbox"/>
14.	Order your vaccines (see section i for a list of vaccines).	<input type="checkbox"/>
15.	Ensure you have any necessary equipment/supplies needed for provision of the service, for example: <ul style="list-style-type: none"> • a spill kit; • an anaphylaxis pack (check the expiry of the adrenaline injection); and • clinical waste bin. 	<input type="checkbox"/>
16.	Decide how you are going to promote the service and recruit patients in your pharmacy. Options include: <ul style="list-style-type: none"> • Posters, leaflets, writing to patients, flyers – templates are all available on the PSNC website, from the NPA and possibly from your LPC; and • Using social media to advertise the service – the NPA, the Royal Pharmaceutical Society (RPS) and the GPhC have guidance on using social media. 	<input type="checkbox"/>
17.	Sign up to PSNC's email newsletters to ensure you don't miss out on further information on the service as it becomes available.	<input type="checkbox"/>
18.	Once you are ready to provide the service, inform NHS England of your intention to provide the service via the declaration on the NHS BSA website.	<input type="checkbox"/>

Daily checks when providing the service		Completed
1	Ensure your consultation room is clean and tidy and clear of clutter and there are no trip hazards.	<input type="checkbox"/>
2	Check you have sufficient 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 sufficient for likely demand.	<input type="checkbox"/>

[PSNC Briefing 046/15: Pharmacy flu vaccination process](#) provides advice on how to provide the flu vaccination service in your pharmacy.