

Staff Influenza Vaccination Program Checklist

For Aged Care Facilities

This checklist has been produced for managers of aged care facilities in the ACT to assist in improving staff influenza vaccination uptake. It is based on the best available evidence for healthcare worker influenza vaccination programs.

Overall, the available evidence demonstrates that **programs with multiple components have greater uptake**. Components for consideration are outlined below. Consider how these can be addressed by your program.

Commitment and Support by Management Staff

Demonstrated by:

- A documented influenza vaccination policy for all staff
- Recommending all staff receive the vaccine
- Publically accepting the vaccination themselves
- Participating in the program in visible ways (e.g. attending program kick-off event)

Declination Form*

Benefits of a declination form include:

- Prompts staff to consider their reasons for not having the vaccine
- Helps you to understand the barriers to uptake within your facility
- Improves data collection by capturing staff who get vaccinated outside of your facility
- Requires staff to acknowledge the risks for themselves and others if not vaccinated
- May assist in the identification and management of unvaccinated staff during influenza outbreaks

Access

- Free vaccine for all staff in your facility, including all non-clinical staff and volunteers.
- On-site vaccination delivered through vaccination session(s), mobile cart and/or vaccination day.
- Schedule on-site vaccination to maximise uptake by shift workers and when staff attendance is high (e.g. mandatory staff meetings.)
- Consider also offering off-site access** for staff who are unable to attend scheduled vaccination session(s).
- Consider additional vaccination session(s) if coverage is suboptimal and/or your facility has high staff turnover.

* Refer to ACT Health Vaccination Declination Form template

** By either reimbursing the cost of the vaccine or arranging vaccination through a nearby pharmacy. Consider allowing staff time off work to access the vaccine outside of the facility.

❑ Vaccination Champions

- Recruitment of senior or other relevant staff (e.g. staff with infection control responsibilities) to actively organise and promote the program.
- Champions could run education sessions, distribute educational/promotional material to staff, provide coverage updates to staff, use word of mouth to promote the vaccine, answer questions from staff at vaccination session(s), interview/counsel staff, publicise their own vaccination.

❑ Feedback on Vaccination Target

- Set a vaccination coverage target that is promoted through your program[†].
- Provide regular updates of vaccination coverage. Updates could be disseminated by senior management, vaccination champions, and/or visually displayed in a prominent area of the facility.
- Supervisor or vaccination champion could confidentially follow-up staff who have not completed vaccination receipt/declination form.

❑ Promotion

- Posters, brochures, screensavers, newsletters, emails, reminders of how to access the vaccine (e.g. location and times of vaccination session(s) promoted in public spaces).
- Program kick-off event[‡].
- Stickers or badges worn by staff indicating they have been vaccinated.

❑ Education

- Presentation(s)[§], video(s)^{**}, written materials^{††} (e.g. fact sheets).
- Tailor messages to barriers identified within your facility.

❑ Incentives

- Personal incentive(s) following vaccination (e.g. food, coffee vouchers, movie tickets, door prizes).
- Group incentive(s) if the coverage target is met or for achieving the highest coverage within your facility (e.g. coffee machine, lunch out etc.).

❑ Data Collection

- Keep a register of the vaccination status of each staff member.
- Accurate data collection is important for:
 - Assessing the effectiveness of your program;
 - Looking at trends over time; and
 - Assisting you to plan subsequent influenza vaccination programs (e.g. to target different areas of your organisation that have historically lower coverage rates).

[†] The Communicable Disease Network of Australia (CDNA) 'Guidelines for the Prevention, Control and Public Health Management of Influenza Outbreaks in Residential Care Facilities in Australia' (March 2017) recommends that facilities aim for a vaccination coverage target of at least 95% of all staff prior to the beginning of the influenza season.

[‡] The kick-off event could include education sessions, attendance by senior management, management staff visibly receiving the vaccine, opportunities for staff vaccination and incentives.

[§] From Vaccination Champion(s) or trusted health professional with relevant expertise (e.g. GP known to facility staff)

^{**} The Influenza Specialist Group (ISG) has produced short videos about influenza vaccination for healthcare workers. Available from: <http://www.isg.org.au/index.php/education-/vaccination-of-health-care-workers/>

^{††} Refer to the ACT Health Influenza Vaccination FAQ.