

## **Covid Vaccination Programme for Health and Care Staff.**

### **Information for Organisations whose staff and volunteers will be using the CHFT service.**

1. Vaccinations will be delivered at both Calderdale Royal Hospital and Huddersfield Royal Infirmary and staff can select their most convenient one when they book
2. The booking will be done via an electronic booking system, and we will share the information with organisations once we have slots available
3. Vaccination will be with the Pfizer vaccine only.
4. The process will be overseen by the CCG, linking with a named lead in your organisation
5. We ask, that, the lead for your organisation, support the vaccine programme and your staff in the following ways:
  - a) Commit to ensuring your staff book an appointment as soon as they are invited - ideally staff would book into an appointment within 24-48 hours after they have been invited to do so.
  - b) Encourage staff to attend as soon as possible and take the earliest available appointment
  - c) Confirm to staff that they will be able to book their second dose when they attend for their first vaccination, rather than at the booking phase.
  - d) Support your workforce to book if they are not digitally enabled. Remind staff that they need to enter a valid email address to receive their booking confirmation.
  - e) That you consider phasing your staff into appointment availability (in the light of reported minor side effects) to maintain your service resilience
  - f) Ensure staff attending for vaccination abide by current social distance and use of PPE (masks)
  - g) Ensure staff attend with their work ID badge (or alternative photo ID, either driving license or passport), or letter from your organisation confirming their eligibility for the vaccine
  - h) Support staff in finding their NHS number which is a mandatory field for online booking. The NHS number can be found on
    - a. Prescriptions
    - b. Hospital/GP or other NHS letters

- c. Antibody test results and Lateral Flow Test results
  - d. GP online booking system
  - e. or as a last resort you can phone your GP
- i) Be responsible for maximising uptake of vaccine, being as flexible as possible re work commitments
  - j) Support staff who, in exceptional circumstances, need to cancel their appointment, ensuring that the appointment is cancelled quickly so that it can be reused, and supporting staff to re-book as quickly as possible
  - k) Confirm to staff the importance of attending for the second dose, which will be booked when they attend for their first vaccine.
  - l) Manage queries from your staff about the process, linking with the single points of contact in each organisation as needed, rather than sending queries directly to the LA or CCG.
6. Upon booking, staff will receive a booking confirmation email message, plus an automated follow up reminder on the day prior to their appointment.
  7. Organisations are asked to ensure that the Booking Link is not shared with others outside your organisation – this is a critical ask, in that it ensures that vaccine is only available to those who really need it.
  8. Information will be shared with Calderdale & Huddersfield NHS Trust but only for the purposes of making the booking and recording that the person has received a Covid-19 vaccination and any follow-up.