

**MANAGEMENT PROCESS DESCRIPTION MPD809/5**

**Administration of Seasonal Flu/Hepatitis B Vaccinations in Session and Centre Environments**

*This Management Process Description replaces*  
*MPD809/4.1*

**Copy Number**

Effective **16/08/19**

**Summary of Significant Changes**  
  
Revise process of returning unused adrenaline to Health, Safety and Well being Vaccine co-ordinator after Vaccination session.  
  
Change document reference from PGD to Written Instruction for the administration of Seasonal Flu Vaccine.

**Policy**

It is the policy of NHSBT to ensure that all staff are adequately protected against Hepatitis B and to provide and promote necessary and desirable vaccinations promoting wellbeing and safety at work. This process outlines the framework for the Seasonal Flu vaccination programme and Hepatitis B vaccinations undertaken by NHSBT staff.

**Purpose**

The purpose of this document is to provide a defined framework to assist Management, Nursing and Health, Safety & Wellbeing Teams within NHSBT to plan and run Seasonal Flu vaccination clinics/sessions for NHSBT staff. To provide a service through which the Health, Safety and Wellbeing Team can ensure all staff, including staff new to the organisation are vaccinated against Hepatitis B.

**Responsibilities**

**Health, Safety and Wellbeing Department**

- overall co-ordination of the programmes
- ordering, receiving and storage of vaccines
- dispatch of Flu & Hepatitis B vaccines
- ordering, dispatch & resupply of anaphylaxis kits
- collating all forms, data and statistics.

**Nursing & Care Quality Team**

- clinical delivery aspects of the programmes
- ensuring that all relevant training is completed
- the safe administration of vaccines
- completion of all relevant documentation
- to act as a link between HS&W and Blood Donation.

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- co-ordinating the seasonal flu vaccination programme in the main centres by facilitating the production of an appointment diary for staff to book vaccination slots

#### Nominated HS&W Co-ordinators

- responsible for the organisation of seasonal flu vaccination sessions in main centres

#### Senior Sisters / Area managers

- planning area team vaccination schedules
- utilising local vaccination trained nurses to deliver vaccinations

**NHSBT nurses** who have been trained in vaccine administration

- supporting the vaccination programmes in area teams and centres as appropriate

#### Definitions

**HS&W** - Health, Safety and Wellbeing

**AMs** - Area Managers

**SS/SCN** - Senior Sisters/Senior Charge Nurse

**OHW** - Occupational Health & Wellbeing

**DCMs** – Donor Centre Managers

**NCQT** – Nursing & Care Quality Team

**PGD** - Patient Group Direction

**BLS** - Basic Life Support

**BD** - Blood Donation

**TAS** Therapeutic Apheresis Service

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#### *Applicable Documents*

<a href="#">FRM3904</a> Seasonal Inactivated Influenza Vaccine	Consent to Receive	<a href="#">SPN506</a> Patient Group Direction (PGD) for the Administration of Hepatitis B Vaccine
<a href="#">FRM3905</a>	Dispatch Schedule for Flu Vaccines	<a href="#">DAT1772</a> Consumables List for Vaccination Session
<a href="#">FRM3907</a>	Vaccine Return	<a href="#">INF504</a> H&S Support for Flu Vaccination Clinics
<a href="#">FRM4410</a>	Consent to Receive Hepatitis B Vaccination	<a href="#">MPD359</a> Immunisation Programmes – Hepatitis B and TB
<a href="#">SPN298</a>	Written instruction for registered nurses to administer inactivated seasonal influenza vaccine as part of an occupational health scheme, which may include peer to peer immunisation (2019/20).	<a href="#">POL2</a> – Confidentiality and Data Protection

### Seasonal Flu Vaccine Administration on Session and in Centres

#### Introduction

It is the aim to maintain, and increase, the uptake of Seasonal Flu vaccinations by and for staff across NHSBT. To ensure the aim is met NHSBT blood donation, organ donation, therapeutic apheresis and tissues nurses will be trained to administer the vaccine. A yearly training update will be provided to ensure the programme continues to run effectively.

Defined links between HS&W and the NCQT in Blood Donation will help ensure that the necessary resources are made available. AMs and SS/SCNs will work together to plan vaccination clinics for all consenting session staff, NHSBT trained nurse vaccinators will provide Seasonal Flu vaccination clinics at each main centre for all other consenting NHSBT staff.

#### Key Process Stages – Area Team and Centre Seasonal Flu Vaccination Programme

1. SS/CN/DCM/TAS managers will obtain numbers of all staff wishing to be vaccinated against Seasonal Flu.

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2. SS/SCN/DCM/TAS managers will identify where vaccinations will be administered, either on session or in Donor Centres and ensure that the sessions identified are feasible and the nurse trained in vaccine administration in their area can attend.
3. Once sessions have been agreed, the SS/SCN/DCM/TAS manager will refer to the timetable supplied by HS&W for sending out the vaccines to named nurses and schedule the delivery dates required to support the planned vaccination programme. HS&W will need this information and the delivery address, a minimum of 3 working days prior to delivery.
4. A completed Dispatch Schedule for Flu Vaccines ([FRM3905](#)), containing the names and addresses will need to be provided to the nominated nurse co-ordinator(s).
5. Any gaps within the area team, where either the SS/SCN or session nurses are unable to administer all vaccinations, will be highlighted and reported to the nominated nurse co-ordinator(s) who will ensure any required support is provided.
6. HS&W are responsible for managing stock control of vaccines and maintaining the cold chain until despatch.
7. HS&W department will send out Seasonal Flu vaccines in, vaccine transportation boxes, validated to maintain temperature range 2-8°C. The temperature range will be verified by placing a temperature range indicator strip inside the transport box. The vaccines will be couriered to guarantee a timed delivery.
8. If vaccines do not arrive as expected the main HS&W co-ordinator ([via Immunisation Programme inbox](#)) will need to be contacted immediately and all relevant information supplied in order that a full investigation/follow up can be undertaken. Extra vaccines will not normally be supplied; any damaged vaccines, including those not kept within the appropriate temperature limits described above, will need to be disposed of in a sharps bin.
9. Nurses running clinics on session will need to ensure they have all the consumables required available on the day using the Consumables List for Vaccination Session ([DAT1772](#)).

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10. Nurses will need to ensure they have a copy of the Written instruction for registered nurses to administer inactivated seasonal influenza vaccine as part of an occupational health scheme, which may include peer to peer immunisation (2019/20) ([SPN298](#)), with them, and ensure that they have been signed off against the Written Instruction by their line manager. Nurses must have completed all aspects of the Vaccinator training / revalidation for the current year and signed a self-declaration of competence.
11. All staff having the Seasonal Flu vaccine will need to read the relevant patient information leaflet (provided by the manufacturer) and complete and sign the Consent to Receive Seasonal Inactivated Influenza Vaccine ([FRM3904](#)).
12. Once all vaccinations have been completed any unused vaccines will be disposed of in a sharps bin labelled as containing medicines waste. Unused Adrenaline vials will be returned to HS&WB within the vaccine transportation box.
13. A Vaccine Return ([FRM3907](#)) will be completed by the nurses running the session and this will be returned with all 'Consent to Receive Seasonal Inactivated Influenza Vaccine' forms ([FRM3904](#)) to HS&W, as instructed, along with the vaccination transport box and inserts. In addition, the nurse must email Flu Vaccination to confirm numbers vaccinated that day at the end of the session. The figures must be separated into frontline staff and non-front-line staff.
14. It will be the responsibility of Health, Safety & Wellbeing to maintain the confidentiality of all consent forms ([FRM3904](#)) received and manage in line with General Data Protection Regulation –Confidentiality and Data Protection ([POL2](#))

If a nurse requires more contents for their Anaphylaxis kit they will need to contact the nominated HS&W co-ordinator ( via Immunisation Programme inbox) who will arrange for further supplies to be sent out.

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#### Additional Steps for the Seasonal Flu Vaccination Programme in Centres

1. HS&W will set up and administer the Eventbrite booking system for each flu clinic in main centres. HS&W will collate the availability of vaccinator nurses to run vaccination clinics, considering clinic location and usual work base.
2. HS&W will confirm clinic times with the vaccinator nurse and an appointment diary sheet will be enclosed with the vaccine consignment.
3. HS&W are responsible for ensuring that there is an OH room or another suitable room available for use by nurses to run the clinics and for ensuring all the necessary consumables are provided. Nurses running the clinics will ensure all clinical waste is removed from the room after use.
4. Nurses running clinics will need to ensure they have all the consumables required on the day using Consumables List for Vaccination Session ([DAT1772](#)). HS&W will ensure there are adequate supplies in each OH room as per H & S Support for Flu Vaccination Clinics ([INF504](#)). Nurses will need to bring their designated Anaphylaxis kit to the clinic.

### Hepatitis B Vaccine Administration for Blood Collection Team Staff in the Session Environment

#### Introduction

It is the aim to maintain, and increase, the uptake of Hepatitis B vaccination in new and existing staff and to ensure NHSBT mobile collection team staff complete the full vaccination course/programme. Centre based staff will continue with existing arrangements delivered via the current NHSBT OHW Provider.

To ensure all staff are appropriately vaccinated the OHW Provider may request additional support from NHSBT nurses. These requests will be considered and assessed against the risk to the individual member of staff and the organisation, the relevant operational resource and capacity.

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To ensure the aim is met NHSBT nurses will be trained to administer the vaccine. A yearly training update will be provided to ensure the programme will continue to run effectively.

Defined links between HS&W and the NCQT in Blood Donation will help ensure that the necessary resources are made available. Area Team Management will work together to plan vaccinations for eligible and consenting session staff.

#### Key Process Stages – Blood Collection Team Staff Vaccination Programme

1. OH and Wellbeing will provide names of staff requiring Hepatitis B vaccination to HS&W Administration who will inform the appropriate SS/SCN/DCM as per [MPD359](#) Immunisation Programmes - Hepatitis B and TB.
2. SS/SCN/DCM will identify where vaccinations will be administered, either on session, or in Team Bases/Donor Centres and ensure that the sessions identified are feasible and the nurse trained in vaccine administration in their area can attend.
3. Once sessions have been agreed the SS/SCN/DCM will refer to the timetable supplied by HS&W for sending out the vaccines to named nurses and schedule the delivery dates required to support the planned vaccination programme. HS&W will need this information and a confirmed delivery address, a minimum of 3 working days prior to delivery.
4. HS&W department will send out Hepatitis B vaccines in vaccine transportation boxes, validated to maintain temperature range 2-8°C. The temperature range will be verified by placing a temperature range indicator strip inside the transport box. The vaccines will be couriered to guarantee a timed delivery. Hepatitis B vaccines can be re-refrigerated as the cold chain is maintained. Where vaccine fridges are available in Donor Centre OHW rooms they can be used to prolong the shelf life and so reduce wastage.
5. When HBIG is being distributed, they may be supplied in sturdy packaging outside of the cold chain if needed, as they are stable in ambient temperature for up to one week.

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6. If vaccines do not arrive as expected the OH and Wellbeing Support Manager will need to be contacted immediately and all relevant information supplied in order that a full investigation/follow up can be undertaken. Damaged vaccines will need to be disposed of in a sharps bin designated for medicine waste.

7. Nurses will need to ensure they have a copy of the PGD for the Administration of Hepatitis B vaccine ([SPN506](#)), with them, and ensure that they have been signed off against the PGD by their line manager. Nurses must have completed all aspects of the **Vaccinator training / revalidation for the current year and signed a self-declaration of competence.**

8. All staff receiving Hepatitis B vaccine will need to read the relevant patient information leaflet (provided by the manufacturer) and complete and sign the Consent to Receive Hepatitis B Vaccine ([FRM4410](#)).

9. Once all vaccinations have been completed any unused vaccines, including any damaged vaccines and those not kept within the appropriate time or temperature limits described above, will be disposed of in a sharps bin labelled as containing medicines waste. **Unused Adrenaline vials will be returned to HS&WB within the vaccine transportation box.**

10. A Vaccine Return [FRM3907](#) will be completed by the nurses running the session and this will be returned with all 'Consent to Receive Hepatitis B Vaccine' forms ([FRM4410](#)) to the HS&W department as instructed, along with the vaccine transportation box and inserts.

11. It will be the responsibility of Health, Safety and Wellbeing to maintain the confidentiality of all consent forms ([FRM4410](#)) received and manage in line with General Data Protection Regulation –Confidentiality and Data Protection ([POL2](#))

12. If a nurse requires more contents for their Anaphylaxis kit they will need to contact the nominated HS&W co-ordinator (**via Immunisation Programme inbox**) who will arrange for further supplies to be sent.

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13. For details of the blood sample taking process see [MPD359](#) Immunisation Programmes - Hepatitis B and TB.

#### Additional Steps Hepatitis B Vaccination Programme in Centres

1. HS&W will obtain numbers of all staff who require Hepatitis B vaccination in main centres. A co-ordinator will need to be identified in each centre who will be responsible for compiling an appointment list.
2. HS&W will liaise with the relevant managers to ascertain which nurse vaccinators are available to run vaccination clinics considering current resources and preferences for which centres they are able to work at.
3. HS&W are responsible for ensuring that there is an OH room or another suitable room available for use by nurses to run the clinics and for ensuring all the necessary consumables are provided. Nurses run the clinics will ensure all clinical waste is removed from the room after use.
4. Nurses running clinics will need to ensure they have all the consumables required on the day using Consumables List for Vaccination Session ([DAT1772](#)). HS&W should ensure there are adequate supplies in each OH room as per H & S Support for Flu Vaccination Clinics ([INF504](#)). Nurses will need to bring their designated Anaphylaxis kit to the clinic.