

Operational Immunisation Group Action Plan 2020/2021

All Service Area Action Plans Collated

**Prepared by the Operational Immunisation Group
Members and approved by the Strategic Immunisation
Group in
September 2020**

Version 1.0

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Emma Williams and Alison Jones

Department / Service: Community Pharmacy



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	3 rd September 2020
-------------------------	--------------------------------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Look into commissioning Community Pharmacy's to vaccine staff – Rose requested information at OIG Feb 2020	EW/AJ	OIG /HB	AUG 2020	Discussed with Azelle – needed to go to SIG – too late for this year's specification but could be considered for future.		Complete

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Community Pharmacy						
Offer support and or facilitate improving Joint working with Practices and Community Pharmacies	Chair OIG	Community pharmacy coordinator/Cluster/C PW	Sept 2020	Support already offered to Taf Ely cluster Not requested by other clusters	GREEN	
Ascertain if Community Pharmacies will have capacity to vaccinate care home staff on site if necessary/requested	Chair OIG	Community Pharmacy coordinator	Sept 2020	Care home staff are a target group. Also looking at potential for off-site clinics? Interest from pharmacists already established	GREEN	
Develop service and commission from 1/10/20. Develop SLA and service specification	EW	Community Pharmacy Wales/Welsh Government	01.10.20	SLA sent to 93/110 pharmacies for signing mid July. Service Specification finalised and sent to all CPs.	GREEN	
Ensure SLA enables off site vaccinations to support delivery of vaccination programme in primary care	EW	Community Pharmacy Wales	01.10.20	Service specification includes provision for off-site vaccination	GREEN	
Adopt national Patient Group Direction template for CTMUHB	EW/AJ	Public Health Wales/Public Health England/Medical Director/PGD Pharmacy Lead for CTMUHB	01.10.20	complete	GREEN	
Finalise training requirements with HEIW (Health Education Improvement Wales) formally WCPPE and communicate to community pharmacists	EW/AJ	HEIW/Community Pharmacy	01.10.20	Training flowchart sent to all CPs. Face to face training available 19 th	GREEN	

		Wales/Welsh Government		Aug. Flu2 available on NESA hub (HEIW) via PHW		
Ensure Care Home Staff vaccination via community pharmacy is incorporated into service model. Work with JW to ensure Care Home Staff are aware of new process			01.10.20	RCT clinics progressing for care home and dom care staff. Venues agreed, pharmacist allocated, booking process in place, governance confirmed	GREEN	complete
SRVI 48: Maximise the use of community pharmacies to deliver vaccinations, whilst being mindful of the delicate relationship with GP practices and national guidance on this.	EW/AJ	Community Pharmacy Wales/ CTMUHB Cluster Groups	01.10.20	Email sent to all CPs June 2020. Service should be available third week of September 20	AMBER	
SRVI 47: Encourage community pharmacies to offer appropriate vaccinations e.g uptake of flu vaccination in at risk groups, to improve the accessibility of immunisation to the local population. Develop collaborative approach with those clusters/practices wishing to do so.	EW/AJ	CTMUHB Cluster Groups/Community Pharmacy Wales/Community Pharmacies		Letter sent to all pharmacies asking to engage with surgeries	GREEN	
SRVI 49: Monitor quality and performance against set standards and identify areas of improvement	EW/AJ	SIG Chair		Agreed at SIG that training would be organised on audit for all SIG and OIG staff and teams in March 2021	AMBER	
Briefing to all CTUHB community pharmacists to advise of this year's programme and at risk groups to encourage uptake. Myth busting information circulated and links to WG resources	EW /AJ	Community Pharmacy Wales/Community Pharmacies/immunisation Co-ordinator		Letter sent to all pharmacies advising of this year's service . Waiting for full list of at risk groups and when to deliver	AMBER	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Encourage pharmacies to display immunisation leaflets. Health Promotion champions will run a health promotion campaign during 2018 – focus to be agreed with OIG. All staff attending training will be given resource pack including current posters and leaflets	EW/AJ	Community Pharmacy, OIG		Focus not agreed at OIG – can still be arranged (post COVID) 11/9/2020 – no request to progress	RED	

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Amanda Liddon / Gwennan Edwards

Department / Service: District Nursing – R+T / M+C



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	Sept 2020
-------------------------	-----------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
For District Nursing staff administering the Flu vaccine to have received the required level of training/education. New community based staff who have not previously immunised are being made aware of the need to undertake the E-Learning immunisation training programme. New immunisers will be attending face to face immunisation training	AL	GE/Team Leaders	ongoing	Staff aware of need to complete all relevant training, prior to vaccination	green	
Following this, all existing immunisers to undertake the Immunisation annual updates via elearning.				Need to gain clarification around the training requirements	amber	
All Registered Nursing staff to have received immunisation, CPR and Anaphylaxis update training	AL	JW/RJ/Resus Team	ongoing	Updates continue though cpr/anaphylaxis face to	amber	

All staff to undertake the FLU 1 ELearning (annual) All immunisers to undertake the FLU 2 E Learning (3 yearly)- although this will be covered off in annual face to face updates				face sessions limited to max. 6 staff per session Awaiting dates for updates. ?whether to continue face to face or online training		
To increase Flu immunisation uptake for all community based Nursing Staff. For existing staff front line staff to have a greater understanding of the importance of receiving the vaccination.	AL	MT / GE / Team Leaders	September-	Staff aware of the importance of receiving flu vaccination, to continue to encourage vaccination	green	
During the immunisation season to ensure the staff consent checklist is completed in full and returned to the Occupational Health Department as soon as possible following administration of the vaccination. The consent checklist circulated via email to all DN staff.	AL	Flu Peer Vaccinators	September-	Awaiting immunisation season to commence		
Encourage staff who have been independently vaccinated (outside the UHB) to notify the Occupational Health Department in order to update individual personal records. This is circulated via email for all DN staff.	AL	Flu Peer Vaccinators	September-	All staff made aware of the importance of notifying occupational health if vaccinated elsewhere	green	
District Nursing teams have one nominated Flu Peer Vaccinator per team, to immunise their colleagues. Peer vaccinators to attend training, awaiting update for 2020/ 2021.	AL	MT / Peer vaccinators		Peer vaccinator list submitted to the immunisation team. Dates have gone out for CPR/Anaphylaxis training update	green	
Each team will receive the relevant documentation for the Peer Vaccinator system. A form is being used to keep a record of individual staff members' immunisation status. This document records if the staff member has been vaccinated elsewhere or if they have declined.	AL	MT / GE	September-	Awaiting for appropriate documentation prior to flu season	amber	
Email to be sent circulated to all DN staff, of the procedure to order / collect vaccines for staff.	AL		September-	Awaiting	amber	

--	--	--	--	--	--	--

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
<p>To increase Flu immunisation uptake for Residential and housebound patients. To promptly immunise all Residential Care Home patients. If this is not achievable it has been confirmed that there is a limited amount of additional funds for teams to administer flu vaccines to Res Homes.</p> <p>In the first instance, teams are to vaccinate residential patients out of existing resource.</p> <p>Report on best practice in district nursing in relation to increasing immunisation uptake for residents in residential care homes and nursing homes</p>	AL	GE/Team Leaders	September-		Amber	
<p>For an accurate patient list to be generated which clearly identifies both housebound and Residential Care Home patients requiring the Flu vaccine. Ensure clear communication between GP, Team Leader and Residential Care Home Manager colleagues.</p>	AL	GP, Team Leader and Residential Care Home Manager colleagues	September		Amber	
<p>For District Nursing staff administering the Flu vaccine to have received the required level of training/education. Newly appointed registered staff to undertake the Immunisation E-Learning package Immunisation training to be provided face to face for new peers</p>	AL	JW/RJ	ongoing	<p>Emails to Staff reminding them to ensure all relevant training prior to immunisation</p> <p>Awaiting on dates for immunisation update</p>	<p>Amber</p> <p>Amber</p>	

Annual updates for existing immunisers, to be undertaken via elearning Flu 1 (annual) for all staff, Flu 2 (3 yearly) for immunisers- available on ESR Immunisation, CPR/ Anaphylaxis training District Nurse Team Leaders to liaise with GP Practices and Residential Care Home managers in order to establish those patients who require administration of the Flu vaccine.				Staff undertaking all relevant training in preparation	Amber Amber	
To Ensure Housebound patients are vaccinated in a timely manner. District Nursing teams to be made aware of all vaccination updates/ PGDs, available on the intranet.	AL	Team Leaders Pharmacy	September-	All information re PGDs, vaccinations dates to be forwarded out to all Teams	Amber	
A service has now been generated on malinko for Influenza Vaccination, to enable statistics to be obtained.	AL	RR	ongoing		green	
Participating GP surgeries to create an electronic Flu List of patients to be vaccinated. District Nurses work from this list, and once the DN has vaccinated the patient, the patient turns green on the list, ensuring a safe vaccination process. This process reduces the risk of double vaccinating, and ensures vaccination details are safely and securely recorded on the patient's GP Records.	AL	GP Practices	September-	Electronic process continues as previous	Amber	
DN IT Champions within teams trained in the Electronic Flu List Process on Vision. These members of staff to cascade this information to their teams, to ensure all DNs aware of this process.	AL	IT Champions	September	Champions within all DN Teams to cascade all information as necessary	green	

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Bethan Fowler

Department / Service: Occupational Health



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	9 th September 2020
-------------------------	--------------------------------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
TB Status - Ensure all staff are screened and vaccinated if necessary. Vaccine now available. SV has e-mailed respiratory nurse to organise training administer, Mantoux and BCG	SV/BF	Rhian Williams (Respiratory Nurse)	January 2021	Emailed Rhian Williams (Respiratory Nurse) 6/8/2020 as to what is required in relation to current screening/training needs - awaiting reply. All employees are assessed in relation to evidence provision and managers are informed of their protection on the fit slip provided following	amber	Ongoing

				pre-employment assessment		
Hep B staff status. Hep B vaccines are being administered to all applicable staff, however hep b boosters are not being administered currently.	SV/BF		September 2020	Current CoVID restrictions within CTMUHB – non essential work on hold, face to face appointments restricted. Routine vaccination delayed for all staff other than EPP workers and blood borne virus exposure. Looking at what is required to recommence vaccine clinics to ensure work area is CoVID-secure, aiming to re-introduce before the end of August 2020.	amber	Ongoing
What about Implementation of staff immunisation leaflet for new employees? Staff Handbook no longer issued. Staff leaflet agreed by OIG to be implemented	SV/BF	OIG/Imms Team	September 2020	KV to email H&S to enquire what is given out during Corporate Orientation relating to workplace vaccine information	amber	Ongoing
All Occupational Health Staff to attend annual immunisation update. OH staff required to vaccinate to attend annual update	SV/All OH Staff involved in vaccinating	Imms Team	September 2020	Emails sent to appropriate staff reminding of the training required. Email to be sent informing vaccinators on how to access 'Flu2' available now on ESR.	amber	Ongoing
Pertussis Vaccination of staff – Priority group 1 <ul style="list-style-type: none"> Clinical staff working with women in the last month of pregnancy 	OH Screening Nurses/	Immunisation Team	September 2020	Information Leaflet and Written Instruction ratified by OHP, aiming to advertise clinics by the	amber	Ongoing

<ul style="list-style-type: none"> Neonatal and paediatric intensive care who are likely to have prolonged clinical contact with severely ill young infants 	Admin Support			end of August/beginning of September 2020 for Priority Group 1		
<p>Pertussis Vaccination of staff – Priority group 2</p> <ul style="list-style-type: none"> HCWs with regular clinical contact with young immunised infants in hospital or community settings – including general paed, paediatric cardiology/surgery and health visitors 	OH Screening Nurses/ Admin Support	Immunisation Team	January 2021	Awaiting completion of Priority Group 1	red	Ongoing
<p>Pertussis Vaccination of staff – Priority group 3</p> <ul style="list-style-type: none"> HCWs with intermittent clinical contact with young unimmunised infants in the community, including HCWs in general practice 	OH Screening Nurses/ Admin Support	Immunisation Team	January 2021	Awaiting completion of Priority Group 1 & 2	red	Ongoing
Influenza Campaign for staff	BF/OH Clinical Lead Nurse	OH screening nurses, OH admin team, Imms Team, Peer Vaccinators, Medicines Management	September 2020	Regular flu planning meetings arranged with LD (KV) in SV absence. Flu planning meetings to be arranged with JW/AG accordingly. Email resent .2020	amber	Ongoing
Look at Cohort updating ESR in relation to Imms and Vaccs	KV/BF	ESR Team	October 2020	KV has emailed asking to arrange meeting with ESR relating to this – await reply	amber	Ongoing
Potential of informing GPs individuals have had their flu vaccine in OH/CTMUHB in relation to time scale relating to COVID vaccine	OH	Imms Team	September 2020	KV asked for meeting with ESR to see if the system can be updated in timely manner	amber	Ongoing
MMR. Promoted at pre-employment, vaccine advice given to managers and recall for vaccines made, Agreement from PHW And All Wales OH forum to accept immunity for measles for those born pre 1970. All OH staff aware of this	SV/BF	PH	Completed	All PEHQs with patient contact are assessed relating to MMR, recalls added for those not able to provide documented evidence or born pre 1970	green	Completed

Chicken Pox. Green book advice followed	SV/BF		Completed	All patient contact roles assessed for chicken pox history – managers informed of protection on fit slips	green	Completed
OH All Wales vaccination's for new starters. Vaccinations to be offered where required once an employee is in post, managers are advised if vaccines are required.	SV/BF		Completed	New starters assessed for relevant infectious disease protection and managers informed of this on the fit slip	green	Completed
Cold Chain	SV/BF	All OH clinical Staff	Completed	Standard Operating Procedure in place and being used	green	Completed
Clinical OH lead nurse to meet with OH, OIG representative regularly	OH Clinical Lead Nurse/ OH Adviser – Representing OIG	Immunisation team/OIG	Completed	Meetings arranged the next working day after each OIG meeting and allocated time to complete required actions	green	Completed

Action	Lead	Partners	Timeframe	Progress	RAG	Complete
Identify funding for flu vaccinators during the day	SV	Imms Team/Finance/OIG	September 2020	No budget in OH to provide funding for additional OH vaccinators	Red	
Timetable to be devised re OH vaccination programme. To be added to SharePoint in advance.	BF/LD	Imms Team/Peer Vaccinators	October 2020	To look at clinics for November/December 2020 – to be put on Share Point and OH webpage	Amber	
A ‘vaccinated elsewhere’ form to be used on coloured paper to help identifying for counting purposes.	BF	Admin Team	September 2020	Currently being distributed on pink paper – paper stock to be ordered. Stock ordered. Consents being finalised	Amber	
OH to collate stats on a weekly basis of vaccines administered and disseminate to key individuals.	BF/LD/KV	Admin Team	September 2020/weekly thereafter	Flu process for collation/sending stats to be written for 2020-2021	Amber	
All OH staff to have immunisations/ CPR/Anaphylaxis training before flu campaign	BF	All OH Vaccinators	September 2020	Email sent to all appropriate relating to what training is required and now need updates in relation to who is up to date.	Amber	
A meeting to be held with admin team to discuss collecting flu data for stats	BF/KV	Admin Team	September 2020	Not yet arranged – process to be updated from 2019-20 then meeting arranged	Amber	
Consent form to be amended to capture work areas and other relevant information as required by WG	BF	Imms Team	August 2020	Revised form emailed to KV and Imms Team for comments – ideas sought from other HBs and will be	Amber	

				agreed by the end of this week (11 th)		
Envelopes to be sent to Peer Leads to disseminate to Peer Vaccinators to return completed forms to OH	BF	Peer Leads	September 2020	Labels to be printed in bulk from OH and envelopes to be ordered in bulk, then sent out	Amber	
Written instructions to be received in OH re flu vaccination for this year	Imms Team/BF / Pharmacy		September 2020	Awaiting from Pharmacy to be signed by OHP	Amber	
Flu clinics to be CoVID secure	BF/OH Team		October 2020	CoVID secure information being worked on currently – due to relocate to RGH 15 th Sept, looking to implement measures immediately, signage and training being arranged	Amber	
Decision RE incentives.	PH/Imms Team/OIG			Agreed pens only for 2020-2021	Green	Complete

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Claire Powell/Rita Phillips

Department / Service: YCC (wards 1,2,3,4)



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	4/9/2020
-------------------------	----------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
12 registered nurses to undertake Flu vaccination training	C Powell	Rita Phillips	1 st September 2020	10 Registered nurses trained	Green	Complete

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Deanne Rebane

Department / Service: 3rd Sector Community Coordinators



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed
A (Amber) = some milestones problematic - update in exception report
R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	Sept 2020
-------------------------	-----------

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Deliver myth busting session for staff at Interlink and VAMT covering Merthyr Tydfil and RCT to raise awareness of importance of flu vaccination	DR	N/A	1 st session by 11.9.20 with further sessions ongoing as required		Amber	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Deliver session for staff at Interlink and VAMT covering Merthyr Tydfil and RCT to raise awareness of importance of shingles and pneumonia vaccination	DR	N/A	1 st session by 11.9.20 with further sessions ongoing as required		Amber	

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Debbie Milton

Department / Service: Primary Care Practice Manager



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Objective	Description	Lead	Timescale	RAG	Complete?
Inclusion of Bridgend representative	To achieve equal terms in CT -> CTM and combinations of data	DM/PT	January 2020	Amber	
Distribute OIG update in form of newsletter	To reach wider audience – not all pm attend meeting Unscheduled immunisations Updates on changes in school programme	DM/PT	Within 48hrs following meeting	Green	Complete
Communication	Information from VDVP, new resources, waiting room screen slides, poster etc. Sharing good practice	DM/PT	Within 48hrs of receipt	Green	Complete
Liaising with Child Health	To reinforce interface between Primary Care and Child Health to avoid risk of over vaccinating To improve the interface between PC & CH in general terms To provide a catch up programme for patients absent during school programme	DM/PT/Chair SIG	Child health meetings data have been established to try to improve the quality of the data	Amber	
Liaise with Comms & PHW	1. In promoting initiatives e.g. Mingle for Shingles 2. Develop comms, social media etc. For example, In the provision of stories to promote and encourage vaccination uptake and respond to families fears and concerns	DM/PT		Red	
Reporting in PM meeting	All updates	DM/PT		Amber	
Task & Finish Group representation	Aim to tackle epidemics i.e. Influenza, COVID, MMR	DM/PT			
Best practice	Guideline to develop continuity and support for new practice managers	DM/PT		Red	
South representative	Championing	DM/PT		Red	
Influenza Vaccination					

Encourage practice staff to receive vaccination		DM/PT		Amber	
Season 2020/21 Fluenz	Smaller practices to order when maximum level set and share with other practices	DM/PT		Red	

Communications action plan 2020/21

Debbie Owen



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

Plan last updated: **September 4, 2020**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Develop the internal communication plan to include staff immunisation programme. (113 and 119)	DO	Members of the CTT_immunisation service	August 2020	Approach staff for inclusion in video	Green	
				First phase completed July 2020 – 14 participants	Green	Complete
				Second phase planned for August 2020	Green	Complete
			September/October 2020	SharePoint promotion of campaign launch, which will include:	Amber	
			Between Sept/Oct 2020 - January 2021	<ul style="list-style-type: none"> Promotion of overarching key messages and fortnightly themes (to be 	Amber	

			<p>Between Sept/Oct 2020 – January 2021</p> <p>Between Sept/Oct 2020 – January 2021</p> <p>Between Sept/Oct 2020 – January 2021</p> <p>Between Sept/Oct 2020 – January 2021</p> <p>Between October 2020 – January 2021</p>	<p>confirmed by PWH)</p> <ul style="list-style-type: none"> - Pregnancy - Children - Long-term health - Older people - General messages <ul style="list-style-type: none"> • Promotion of flu clinic dates – awaiting details • Promotion of peer vaccinator clinics – awaiting details • Promotion of current season staff target and percentage reached for 2018/19 season • Promotion of Infection, prevention and control hand washing campaign – awaiting date 	<p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p>	
--	--	--	--	--	---	--

			<p>Between Sept/O2020 – January 2021</p> <p>Between October 2020 – January 2021</p> <p>Between October 2020 – January 2021</p> <p>Between October 2020 – January 2021</p> <p>Between October 2020 – January 2021</p> <p>Between October 2020 – January 2021</p> <p>October/November 2020</p>	<ul style="list-style-type: none"> • Promotion of staff experience stories (in targeted groups) • Continuous update of SharePoint page • Promotion of myth busting facts • Promotion of peer vaccinator stories • Let’s Talk, CEO News’ • CTM Comms bulletin • Social media for staff messages • Greg Dix, Director of Nursing, Midwifery and Patient Care to vaccinate Board members. Date to be agreed 	<p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p>	
--	--	--	--	--	--	--

			Dec 2020 - March 2021	<ul style="list-style-type: none"> The Courier – articles to be produced. 	Green	Complete
			September 2020 November 2020 January 2021	<ul style="list-style-type: none"> Payslips to include key health messages: 	Amber	
			October 2020 – January 2021	<ul style="list-style-type: none"> Promotion of weekly immunisation figures 	Amber	
Nominations for Beat Flu Awards 2021	DO	Members of the CTT_immunisation service	January 2021	<ul style="list-style-type: none"> Nominations to be sent to PHW 	Amber	
Flu Peer Vaccinator 2021 Event	DO	JW	Date to be confirmed	<ul style="list-style-type: none"> Article for The Courier SharePoint 	Amber	
Promotion videos	DO	Claire Beynon Hawys Youlden Greg Dix ILG Leads Dr Anthony Gibson POWH Dr Stuart Hackwell RGH Dr Sarah Spencer PCH	October 2020 – January 2021	Staff have been approached. Awaiting confirmation of dates.	Green Green Green	Complete Complete Complete

Training of Peer Vaccinators	DO	Members of the CTT_immunisation service	September 2020	JW approached regarding possible use of Field Hospital to train staff. Awaiting response regarding whether this is a feasible suggestion.	Amber	
Promotion for more peer vaccinators	DO		July 2020	A call to staff sent out on July 29 via CEO message, SharePoint and staff Facebook group.	Green	Complete
GTFM radio sessions	DO	Hawys Youlden	Sept 21	Requests sent to members of CTT_immunisation group asking for availability to participate in these Friday morning broadcasts. Awaiting responses.	Green	Complete
Promotion of training for new peer vaccinators	DO		August 6	Information put on <ul style="list-style-type: none"> • SharePoint • Staff group FB • CEO message 	Green	Complete
Participation in a Flu Peer planning meeting	DO/AG			Date to be confirmed	Amber	

General – Debbie Owen

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
To provide key messages and information regarding general immunisation	DO	Members of the CTT_immunisation service	Ongoing	Awaiting details from members to promote	Amber	

Promotion of MMR vaccination – ‘Back to School or Off to University’	DO		September 2020	Social media posts scheduled Sept 1-14	Green	Complete
Possible Mingle for Shingles event 2021	DO	Debbie Milton (DM) Practice 3, Keir Hardie University Health Park	TBC	Discussion required whether this event will take place in 2021.	Amber	
Promotion of the importance of childhood immunisations during Covid-19	DO	Members of the CTT_immunisation service	May/June 2020	Completed	Green	Complete

Community – Debbie Owen

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Develop the external communication plan to include the main immunisation programme. (114 and 124)	DO	PHW	September 21	Launch of Campaign (date to be confirmed by PHW)	Green	Complete
			September 2020	Promotion of campaign on: CTM TV Screens, Website, Social media, (to include targeted posts via (postcodes), Local media, Your Healthcare	Amber	
			Dates to be confirmed by PHW	<ul style="list-style-type: none"> Promotion of overarching key messages and 	Green	Complete

				fortnightly themes:		
			October 2020 / January 2021	Pregnancy Children Long-term health Older people General messages	Amber	
			October 2020	<ul style="list-style-type: none"> Promotion of extended campaign to over 50s 	Amber	
		Members of CTT_immunisation service	October 2020	<ul style="list-style-type: none"> Promotion of myth busting facts via TV screens, media, social media, website 	Amber	
			September/ October 2020	<ul style="list-style-type: none"> Develop slides with key messages for Cwm Taf Morgannwg TV screens 	Green	
			August 2020	<ul style="list-style-type: none"> Promotion of campaign via local radio station GTFM 	Amber	

			Between September 2020 and January 2021	<ul style="list-style-type: none"> • Confirm funding for social media and for targeted social media posts 	Amber	
			Between October 2020 to January 2021	<ul style="list-style-type: none"> • Media articles to be produced timely to correspond with fortnightly themes for Merthyr Express Rhondda Leader Cynon Valley Leader Pontypridd Observer Glamorgan Gazette Western Mail 	Amber	
			October 2020	<ul style="list-style-type: none"> • Promotion of human interest stories, i.e personal experiences 	Amber	
			Between October 2020 and January 2021	<ul style="list-style-type: none"> • Promotion of hand washing campaign 	Amber	
			From October 2020	<ul style="list-style-type: none"> • Hospital radio to promote key health messages 	Amber	

			September 2020	<ul style="list-style-type: none"> • Increase awareness of school clinics 	Amber	
			Sept/Oct 2020	<ul style="list-style-type: none"> • Promotion of withdrawal of flu vaccine to children from selected schools • Design of roll-up and vinyl banners 	Amber	
Use should be made of any behavioural insights work conducted in this field, as part of the research and innovation work, from other health boards, or national or UK initiatives.	DO	PHW				
Monitoring and evaluation of the internal and external campaigns over three years will be undertaken, at which point the effectiveness and budget should be reviewed by the health board (e.g. use of the Chartered Institute of Public Relations framework of measurement and evaluation).	DO	PHW				

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Gemma Davies

Department / Service: Community Child Health



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	11 th September 2020
-------------------------	---------------------------------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Encourage all staff working in child health department to have flu vaccination. Discussion with staff highlighting the importance of having the flu vaccine	GD	Child Health Staff	On-going	Being discussed at PDR's and Return to Work Meetings.	Green	Yes
Encourage all staff to complete flu 1 e-learning. Email sent to staff highlighting the importance of completing the training	GD	Child Health Staff	On-going	All staff will be asked to complete.	Green	Yes

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Ensure CH are kept up to date with all Flu correspondence	MR	AG/MR/GD	On-going throughout flu season 2020/21	All information shared to date	Green	Complete
Ensure enough flu leaflets ordered for children's programme	GD	MR/AG	Ordered July 2020	Ordered – still to be received – not expected to review until after 1 st October.	Green	
Support CH lead throughout flu programme	MR	AG/GD	On-going throughout flu season 2020/21	All information shared to date	Green	
Issues with delivery of flu packs for school programme through the internal mail system in CTM from Heol Draw. MR to speak to/meet with facilities to try and rectify issues.	MR	GD	On-going	Transport from CH offices to schools has now been arranged.	Green	Complete

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Introduce formal reporting arrangements for all immunisation errors identified. Ensure all vaccination errors are reported and followed up. Introduce same system into Bridgend Child Health Office.	GD	Jo Pritchard/Jayne Standing	On-going	Error form and reporting protocol have been introduced in Heol Draw & Bridgend CH Offices.	Green	Complete
Return of GP Vaccination Forms to Child Health. Need to stress importance to GPs of returning vaccination forms in a timely fashion to Child Health so that the system can be as up to date as possible and children do not get re-called unnecessarily. AG to remind people at PM forum	AG	GD		Practice Managers to be reminded at all PM Forum's important or returning information in a timely fashion to Child Health.	Green	Complete
Training for Bridgend Child Health Staff. Training to be provided for Child Health Staff in Bridgend CH team with regards to School Imms Programme and making up of packs.	GD	Jo Pritchard/Jayne Standing		All training completed	Green	Complete
Issues with delivery of immunisation packs for school programme and flu through the internal mail system in CTM from Heol Draw. MR to speak to/meet with facilities to try and rectify issues. No issues with sending through internal mail in Bridgend.	MR	GD	On-going	Transport for flu packs has now been arranged. To look at delivery of rest of school programme in due course.	Green	

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Hayley Gale

Department / Service: Peer Vaccinator Lead



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Increase the uptake for staff flu vaccines across CTMUHB .Train and assess more peer vaccinators to vaccinate in their own area	HG			Spoke with senior nurse who will support a 3 month secondment to the Immunisation team for the flu season I have had 2 new peers contact me to arrange getting the competencies completed		
To ensure up to date with ILS training Anaphylaxis on line e learning Flu e learning Immunization update	HG			All training complete and in date ILS completed November 2019 – e- learning anaphylaxis and flu 1 and 2 completed august 2020 CPR attended 1 st September 2020 Still trying to get booked on ILS before Nov 2020		

<p>To ensure all flu communications are disseminated to the wider team and ask the communication team to add my name and contact to the intranet For front line staff to have a greater understanding of the importance of receiving the vaccination</p>	<p>HG</p>					
<p>Encourage those staff who have been independently vaccinated (outside the UHB) to notify the Occupational Health Department in order to update individual personal records</p>	<p>HG</p>					

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Jeannette Gibbs

Department / Service: Health Visiting Bridgend



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	9.9.20
-------------------------	--------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
<p>All peer Vaccinators updating training as required currently Anaphalaxis. Flu one . Flu 2 ESR Flu update. And CPR Classroom based.</p> <ul style="list-style-type: none"> ✓ Victoria Thornton DN West network Bridgend ✓ Jeanette Gibbs DN North Network ✓ Andrea Painter DN East Network ✓ Jeanette Oakley DN North Vaccination Clinics to be set up in each integrated hub. On a wkly to twice wkly basis. 	<p>Lisa King, Line manager</p> <p>Was Belinda Loveluck (now retired) .</p> <p>Jeanette Gibbs Jeanette Oakley</p>		4-8 wks			

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
All registered staff undertaking the appropriate learning						
Community nurses working alongside the chronic disease management nurse ensuring patients on dnurse caseload are vaccinated as GPs request in PGD			4-8 wks			

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?

Operational Immunisation Group Action Plan 2020/2021

Lead Name:

Department / Service: Primary Care (June Williams)



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	
-------------------------	--

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Provide Regular updates on Flu programme/ vaccine supply to all practices	JuW	Imms teams – practices	Aug 20 onwards	Completed as required	Green	
Ensure a primary care representative is in attendance at each OIG	JuW	Primary Care Team	Ongoing	Primary Care Team member had been recruited to OIG meeting	Green	
Advise that all clinical staff need to attend Immunisation update (flu included) via OIG representatives	JuW	Imms team – practices	Aug 20 onwards	Information on immunisation updates for all clinical staff has been circulated	Green	
Remind practices to promote Flu 1 elearning	JuW	Imms team – practices	Aug 20	Flu 1 and Flu 2 elearning circulated	Green	
Due to the this year’s increasing cohort for Flu vaccine, to make sure practices have the required information to ensure as many staff members are fully trained to provide flu vaccinations	IMMS team	JuW– practices	Aug 20	Practices have been provided with information regarding the training requirements	Green	

				and how to gain for members or staff to give flu vaccinations		
CPR and anaphylaxis training availability and requirements to be provided to practices	Imms team/ resus team	JuW – Practices	Aug 20	Practices have been provided with CPR and Anaphylaxis requirements and training availability, via elearning or face to face	Green	

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Figures regularly fed back to practices during the yearly campaign via. E-mail direct to practice via LHB	JuW	PHW – Imms team	September 20 onwards			
Ensure any updates and important messages are disseminated within 24 hours throughout the flu campaign to the practices	JuW	Imms team – Practices	Aug 20 onwards	All messages disseminated as received	Green	
Flu planning meeting being held with Practice representatives and Health Board	Primary Care	Practices	Aug 20	Meetings being held to discuss flu plans, address any issues highlighted. To be a source of guidance in the coming campaign..	Amber	
To confirm any indemnity queries raised in flu planning	JuW	GMPL	Aug 20	GMPL contacted re queries and response expected soon..	Amber	
Practice flu plans being created taking into consideration the constraints of social distancing and expected increase in numbers eligible for vaccination.	Primary Care /Practices	Primary Care Team - Practices	Aug 20	Practices have provided preliminary details of their flu planning to the Health Board highlighting any areas of concern.	Amber	
Clusters working on plans to support each other with the flu campaign	Clusters	Primary Care Team	Aug 20	Clusters working on ways they can support each other to ensure a	Amber	

				successful flu campaign in what will be a logistically difficult campaign		
Cluster to continue to promote the flu vaccination. Promoting the flu campaign via the Primary Care Community clinics for those with Chronic Disease	Primary Care			Clusters are working to promote the flu vaccine in what will be a difficult season	Amber	
To ensure practices are kept aware of any updates with the child – flu programmes including any communications that are sent to parents around the child flu programme. Information circulated within 48 hours	JuW	Imm team – practices	Aug 20	Practices being provided on any updates with the Child – Flu programme as they are received	Green	
SRV 41 To retain the expertise and engagement from primary care on both the SIG and OIG.	Primary Care Team		Ongoing	New member of the Primary Care Team included in OIG meetings to ensure continuity.	Green	
SRV 42 To regularly review the appropriateness of resources related to immunisations produced in multiple languages produced by Cardiff and the Vale University Health Board and Public Health Wales for patients. Then providing how to access these resources to practices.	Primary Care Team	Public Health Wales	Ongoing	Resources reviewed for suitability for sending out to CTMUHB practices. If found suitable items sent via email, including any links to Practice Managers and Practice Nurses	Green	
SRV 43 The primary care team to identify issues such as those raised in the interviews around language difficulties that may be affecting immunisation uptake and bring forward regular reports to the SIG on the resolution of any issues.	Primary Care Team	Imms team	Ongoing	Any issues with language difficulties, whether due to hearing or foreign language, raised to the team are dealt with on case by case basis if possible. If part of a wider issue this is flagged and escalated as a problem needing resolution.	Amber	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
To update practices of any imms changes within 48 hours. Keeping practices up to date	JuW	Imms team	Ongoing	Completed as received	Green	
To ensure any issues with Vaccines are communicated. To be E-Mailed out within 24 hours	JuW	PHW and Imms team	Ongoing	Emailed as received	Green	
To promote uptake of all immunisations via the practice development visits. The practices own uptake of immunisations to be discussed during the Annual Practice Development visits	JuW	Practices	By September 2021	Delay in practice visiting programme due to COVID pandemic	Amber	
To contribute to Implementing National Improvement programme- Improving uptake of childhood immunisation. 1.1 Childhood imms DNA's 2.1 MMR catch up Discuss Imms incidents & cold chain during PDVs	JuW	Imms Team/ Partners	Ongoing	Delay in practice visiting programme due to COVID pandemic	Amber	
To confirm that all childhood vaccinations given in practice are reported back using the correct forms to Child Health	JuW/	Practices/ child health	Ongoing	Practice managers and Practice Nurses have been reminded of the need to send back completed forms promptly to Child Health. Will work with any specific practices if and when issues arise	Amber	
SRV 53 All members of the Strategic Immunisation Group and the Operational Immunisation Group have included wording on their designated role at the group in their job description and have the time to discharge their functions on the group. This includes planning for the meetings, reading minutes, undertaking actions on behalf of the group and contributing to sub groups as required.	All SIG & OIG members to action	Managers			Amber	

SRV 54 All members of the Strategic Immunisation Group and the Operational Immunisation Group have their contribution to the successful delivery of the immunisation programme recognised in their work plan and appraised at their annual review.	All SIG & OIG members to action	Managers	Next PDP	Included in annual actions	Green	
SRV 41 To retain the expertise and engagement from primary care on both the SIG and OIG.	Primary Care Team		Ongoing	New member of the Primary Care Team included in OIG meetings to ensure continuity.	Green	
SRV 42 To regularly review the appropriateness of resources related to immunisations produced in multiple languages produced by Cardiff and the Vale University Health Board and Public Health Wales for patients. Then providing how to access these resources to practices.	Primary Care Team	Public Health Wales	Ongoing	Resources reviewed for suitability for sending out to CTMUHB practices. If found suitable items sent via email, including any links to Practice Managers and Practice Nurses	Green	
SRV 43 The primary care team to identify issues such as those raised in the interviews around language difficulties that may be affecting immunisation uptake and bring forward regular reports to the SIG on the resolution of any issues.	Primary Care Team	Imms team	Ongoing	Any issues with language difficulties, whether due to hearing or foreign language, raised to the team are dealt with on case by case basis if possible. If part of a wider issue this is flagged and escalated as a problem needing resolution.	Amber	

COVID-19 Vaccination Programme (Plan to be used when directed)

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
To provide practices with any updates on a COVID – 19 vaccination Programme as the campaign progresses	JuW	Primary Care - Imms team- PHW -				

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Lesley Matthews

Department / Service: Health Visiting



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

	4/9/2020
--	----------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Ensure Staff who have volunteered to be Peer Vaccinators have undertaken appropriate training and are prepared for role.	Sue Royal Jones	Lesley Matthews	Prior to Commencement of Flu campaign	Staff have been informed of the training requirements and have commenced training	AMBER	

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
To ensure that Health Visitors are available to undertake the Fluenz Nursery Programme and have had appropriate training /preparation. Allocate Health Visitors to School sessions.	Lesley Matthews	Health Visitors Team Leaders CNN's School Nurses Senior Nurses	Prior to Commencement of Fluenz Nursery Programme	Awaiting list of schools and dates from School Nursing service.	AMBER	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Health Visitors to re-start attending Child Health Clinics where immunisations are given where GP's agree to this.	Lesley Matthews	GP and practice staff Health Visitors	October 2020		AMBER	
Health Visitors to continue to encourage compliance with the Childhood Immunisation Programme and ensure parents have the information they need to make informed choices.	Lesley Matthews	Senior Nurses Team Leaders Health Visitors	Ongoing		AMBER	

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Mari Roberts

Department / Service: School Nursing Service



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	04-09-2020
-------------------------	------------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Working group to be developed from School Nursing teams to lead on the 2020/2021 school flu programme	MR			Due to COVID-19 Team leaders lead on the school Flu programme.	Green	Completed
To ensure School Nurses/Health Visitors receive all up to date information about the programme, in a timely manner.	MR			Bridgend- Awaiting confirmation	Amber	

Ensure all letters and documentation are up to date for school flu programme 2020	MR			Letters-Up to date and sent to Child Health for printing	Green	Completed
Continue with unpopulated 2020/21 LAIV consent form to replace populated consent form.	MR	Child Health		Unpopulated 2020/2021 sent to child health	Green	Completed
PHW template LAIV consent form amended to suit local needs.	MR	Primary Care SIG			Green	Completed
FAQ sheet for parents to be reviewed and amended 2020.	MR			Amended and sent to child health	Green	Completed
School Nursing Team to liaise with schools to negotiate date, time and venue for vaccination session and liaise with schools and immunisation coordinator regarding ongoing changes to the plan.	MR	Education			Green	Completed
Nursery letter informing parents where children are eligible to have flu vaccination	RJ/GD	Child health Primary care		Awaiting decision regarding Nursery programme in Bridgend	Amber	
Head teacher uptake and confirmation of flu date letter to be reviewed and amended	MR				Amber	
Booked whole school flu dates to be sent to Child Health	GJ/ MRR	Child Health		Few schools outstanding.	Amber	
School Nursing Teams to contact primary schools and book nursery slots for nursery flu programme and inform Child health	GJ/ MR	Education Child health		Awaiting decision regarding Nursery programme in Bridgend. Majority of schools booked for main programme.	Amber	
Transport requirements for vaccine to be clarified and agreed.	MR	Facilities Pharmacy			Amber	
Procedure for delivery of consent packs from Child Health Dept. to school to be clarified and agreed.	MR	Facilities Child Health		Bridgend- Completed Awaiting Confirmation R&C and M&C	Amber	
Meeting to discuss nursery plan with HV lead/Team Leaders	MR	Health Visiting			RED	

Dates of Nursery programme and nursery slots to be sent/given to Health Visitor Team Leaders/ Senior Nurses for dissemination.	MR	Health Visiting		Awaiting decision regarding Nursery programme in Bridgend. Majority of schools booked for main programme.	Amber	
Dates and approximate vaccine numbers to be sent to pharmacy	MR	Pharmacy		Meeting with Pharmacy POWH 21-09-2020	Amber	
Staffing of primary school flu sessions and nursery sessions	AG/KJ/VP/ MR	Health Visiting		SBAR completed by VP regarding staffing	Amber	
To inform GP Practices and Community Pharmacies of school flu plan so that they are aware of when in the teams are in their local schools vaccinating	MR	Primary care Community Pharmacy				
To inform CTMUHB Communications of School Flu dates for posting on social media platforms and TV screens across CTMUHB sites	GJ/ MR	Communications		Contact made- Will update when dates are confirmed with schools	Amber	
Drop-in Fluenz sessions to be arranged for September in various locations around CTM for staff new to flu programme.						
Promote use of banners, social media and other means to promote flu sessions in school	KJ/VP/AG/ MR			Comms team awaiting dates	Amber	
To ensure all school nurses are up to date with CPR and anaphylaxis training and have received an annual immunisation update which includes flu PGD update	KJ/AG/VP/ GJ			CPR training booked	Green	
To encourage School Nurses to provide statistical information about uptake to the immunisation coordinator in a timely manner following sessions	KJ/AG/VP/ GJ/ MR				RED	
To support the Nursery pilot nasal flu programme in all Primary schools. To ensure teams are clear about roles and responsibilities	KJ/AG/VP			Concerns raised by school regarding parents/guardian visiting schools during Nursery flu programme.	Amber	
Standard operating procedures should be developed and followed wherever possible for the immunisation programme to reduce errors.	MR			Additional information required due to COVID-19	Amber	

To deliver the nasal flu programme to all children aged under 18 in special schools including children outside of cohorts identified within WHC April 2020. To Liaise with Special School Nurses from Community children's team working in schools regarding planning and implementation of programme in school.	KJ/AG/VP/MR	Education Community Children's Nursing Team		Bridgend to extend provision to Year 7-Year 12.	Amber	
The nursery pilot be mainstreamed as usual practice in the Cwm Taf area, and be introduced in Bridgend in 2020/21 as a measure to improve uptake and reduce inequality.	Health Visiting/KJ/AG/VP/MR	Education		Under discussion	Amber	
To assess the feasibility of expanding the winter influenza LAIV vaccination programme to include private nurseries.	Health Visiting MR/KJ/AG/VP	Private nurseries Education Primary care			RED	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
The school nursing team will focus energy on integrating practice and ironing out logistical problems associated with the boundary change.	AG/VP/KJ/GJ/MR	Child Health			Amber	
Standard operating procedures should be developed and followed wherever possible for the immunisation programme this requires updating due to COVID-19 pandemic.	GJ/MR			SOP completed by Gareth Jones. Additional SOP required due to COVID-19 Pandemic.	Amber	
To work with the 3 LEA's within CTM to ensure timely and 'fit for purpose' sharing of information	GJ/MR	Child Health Public Health CTM Bridgend LEA RCT LEA Merthyr Tydfil LEA		25-06-2020- Meeting-Improving Data Flow Between Education & Child Health to Reduce Vaccination Errors	Amber	
Year 7 MMR Invitation letter to be revised and included in the MMR consent packs	GJ	Child health Education		Letter completed by Gareth	Green	

Numbers of Year 7 pupils to be identified by CHS as needing either 1 or 2 MMR	GJ/GD/ MR	Child Health Primary Care			Amber	
Pupils in school years 8 to 11 across CTM to have MMR immunisation status reviewed and parents informed if not up to date	GD/ GJ/MR	Child Health Education Primary care Communications		July 2020-Letters sent out to parents/guardian directly from Child Health.	Green	
Increase uptake of outstanding immunisations in young people (EOTAS). Identify ways to improve catch-up rates within the young people who are educated other than at school (EOTAS).	AG/VP/KJ/ MR	Child Health			Amber	
Assessment of children's immunisation history when handed over by HV at Reception class age. Identify any missed immunisations by age 4-5 school age	AG/VP/KJ/ MR			School Entry review guidelines from September 2020- Letters to be sent to parents/guardians for outstanding immunisations.	Green	
ACWY/Td IPV and HPV programmes for Year 8 and 9 school age. Dates to be booked with comprehensive schools for 2020-2021 programme	MR/AG/VP /KJ			Planning dates for Catch-up Programme. Year 10 (2020-2021) HPV due 2 nd dose. Some may be outstanding first dose. Year 9 (2020-2021) HPV- 1 st dose outstanding plus due 2 nd dose Year 9 (2020-2021) Due DPT& Men ACWY Year 8 (2020-2021)HPV- Due 1sr dose.-HPV	Amber	
Pupils numbers for each school to be obtained	AG/VP/KJ/ MR			Awaiting Year 8 (2020-2021) eligible numbers	Amber	
Pupil numbers to be given to pharmacy for vaccine ordering	MR	Pharmacy		Awaiting plan	Amber	
School dates to be given to facilities for vaccine transport	MR	Facilities		Awaiting plan	Amber	

Vaccination date invitation letters to be revised	MR			HPV-Completed	Amber
To co-ordinate the delivery of consent envelopes/packs to SN bases.	GD/MR	Child Health			Amber
Health promotion sessions to be arranged in school to inform Year 8 boys of their inclusion into the HPV gender neutral programme.	AG/VP/KJ	Education		Planning programme- on hold	Amber
Educational material to be made available to help facilitate immunisation health promotion sessions in school	GJ	PHW			Red
All young people issued with a vaccine passport which records all immunisations they have received before school leaving age (school Year 11)	/MRGD/RJ	PHW Primary Care Child health NWISS			Amber
Ensure all members of the School Nursing Team including new staff receive CPR and anaphylaxis training	KJ/AG/VP			CPR training booked.	Green
Ensure School nursing Team have access to all cover data, vaccine updates, general information and PGD's when available	GJ	Primary Care PHW		? Shared drive for School Nursing service.	Amber
Ensure all staff attend annual mandatory face to face immunisation updates with IC/ SNIC	KJ/AG/VP			Current guide lines due to COVID-19 New Immunisers –Virtual update via Microsoft teams Existing immunisers- access slides	Green

Operational Immunisation Group Action Plan 2020/2021

Lead Name: NICOLA RIDDIFORD

Department / Service: ACUTE/COMMUNITY PAEDIATRICS



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	08/09/2020
-------------------------	------------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Encourage all staff working on paediatric unit both PCH and RGH NNU (PCH) all CNS/CCN teams to have flu vaccination. Discussion with staff highlighting importance of having flu vaccination .	NR	PAEDIATRIC DEPT / NNU/CCN TEAMS CNS	ONGOING	DISSEMINATED INFO RE ELEARNING DISCUSSED AT PDR'S	GREEN	Complete
Encourage all staff to complete FLU 1 E-LEARNING Email sent to senior nurses to disseminate to all staff highlighting the importance of completing the training	NR	PAEDIATRIC DEPT / NNU/CCN TEAMS CNS	ONGOING	ALL STAFF WILL BE ASKED TO COMPLETE	GREEN	Complete
Encourage staff to become Peer Vaccinators within women and children train and assess competencies to vaccinate in their own areas	NR	PAEDIATRIC DEPT / NNU/CCN TEAMS CNS	ONGOING	EMAILED ALL SENIOR NURSES FOR NAMES FOR NEW PEER VACCINATORS WITHIN WOMEN AND CHILDREN. I HAVE 4 NEW PEERS BEING TRAINED AND WILL ASSESS	AMBER	

				COMPETENCIES WHEN FLU VACCINE AVAILABLE FOR STAFF		
--	--	--	--	---	--	--

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
To increase the uptake of flu vaccine to children and young people in high risk groups looked after by CNS/CCN Teams	NR	SENIOR NURSES/CNS/CCN TEAM	ONGOING	ALL INFORMATION AND LITERATURE SHARED TO DATE	GREEN	
To ensure those children and young people identified receive their immunisation timely via CNS/CCN team or GP	NR	RESP CNS/CCN TEAM	ONGOING	AWAITING START OF FLU 2020-21 LAUNCH	GREEN	
Ensure all discussions and administration of vaccine are well documented	NR	CNS/CCN TEAM	ONGOING	AWAITING START OF FLU 2020-21 LAUNCH	GREEN	
Ensure all PEER vaccinators have attended immms update training /CPR ANAPHYLAXIS/ and completed flu 1and 2 E-learning YEARLY	NR	RESP CNS/CCN TEAM	ONGOING	EMAILED TO SENIOR NURSES MANDATORY TRAINING ESR	GREEN	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
BCG CLINICS FOR ALL CHILDREN WITHIN CWMATF MUHB HELD AS NEEDED BY DIRECT REFERRALS	NR	ALL SERVICE USERS	ONGOING	CLINICS HELD 1-2 MONTHLY IN YCC AND MONTHLY IN POW		
DISSEMINATE REFERRAL FORMS TO ALL STAFF ABLE TO IDENTIFY NEED FOR VACCINE	NR	ALL SERVICE USERS	ONGOING	COMPLETED TO ALL		
IDENTIFY RESOURCES FOR ADMINISTRATION IE NEEDLES SYRINGES INFORMATION LEAFLETS	NR		ONGOING	COMPLETED ORDER VIA ESR AS NEEDED		
SYNAGIS CLINICS FOR ALL CHILDREN < 2 YEARS WITHIN CWMATF MUHB AS REFERRED AND FULFIL CRITERIA FOR VACCINE	NR	NEONATOLOGISTS PAEDIATRICIANS WITHIN TRUST AND TERTIARY REFERRALS	ONGOING	CHILDREN IDENTIFIED ACCORDING TO CRITERIA CLINICS BOOKED VACCINE ORDERED		

				INFORMATION LEAFLETS GIVEN TO PARENTS AND CONSENTED		
--	--	--	--	---	--	--

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Rosa Thomas

Department / Service: Health Visiting Bridgend



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Promote uptake across staff groups at appropriate level/grade. For existing front line staff to have a greater understanding of the importance of receiving the vaccination	Senior /deputy Nurses Health Visitors	OIG	October 2020	Waiting information for 2020 Flu campaign	Green	
Identify peer immunisers to administer Flu vaccines to staff	Deputy senior nurses			Information sent to JW for data base	Green	Complete
Increase staff awareness of how to access drop in clinics for Flu vaccine	Deputy Senior Nurses/ Health Visitors	OIG Occ health	October 2020	Awaiting information	Amber	
Encourage all staff that have been vaccinated outside of the Health Board to complete a form to notify Occupational Health Department to update records	Deputy Senior Nurse/Health Visitors	OIG Occ health	October 2020	Awaiting information	Green	

Disseminate information to raise profile of immunisation information for staff via team meetings and newsletters Circulate leaflets and Posters to team	Senior/Deputy senior Nurses		October 2020	Awaiting information	Amber	
Identify resources for administering flu vaccine. Stock eg Needles, Syringes, burn bins Ensure clear process for ordering Vaccines from Pharmacy Department	Deputy Senior Nurse/Peer support Vaccinators	Pharmacy JW	October 2020	Awaiting information	Amber	
Peer Immuniser training to undertake training of Flu 1/Flu 2 E- learning training/CPR/Anaphylaxis	Senior Nurses / Health Visitors	ESR Training Department	October 2020	In progress	Amber	

Community Action Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Ensure all members of the Health Visiting Team attend annual Immunisation updates, and CPR and anaphylaxis training	Deputy Senior Nurses/Health Visitors Health Visitors / CHO	Training Department	2020/2021	Ongoing	Amber	
Health Visitors to promote Childhood Immunisations as part of HCWP contacts and at any opportunistic visit.	Health Visitors/EYA			Ongoing	Green	

Health Visitors to identify any outstanding immunisations:- Review at each contact as per HCWP and at any opportunistic visits Ensure the prompt follow up of non-attenders by the named HV. Follow All Wales Health Visitor Good Practice Guidance on Follow Up of Pre School Children Who Are Outstanding Routine Immunisations	Deputy Senior Nurses/Health Visitors/EYA	CHO GP		Ongoing	Green	
Facilitate and promote increasing MMR uptake across organisation. Implement the National Improvement Programme Engage with HVs – Share ideas on how this can be achieved	Deputy Senior Nurses/Health Visitors	CHO GP Practices		ongoing	Amber	
HV to ensure the School Nurse handover sheet is updated	Deputy Senior nurses/Health Visitors	School Nurses		ongoing	Amber	
Send out quarterly cover data to all HVs and Encourage use of interactive data on VPDP site	Deputy Senior Nurses/Health Visitors	OIG			Green	
HVs to link with:- <ul style="list-style-type: none"> • GPs, Practice Nurses, • School Nurses, • Child Health Admin teams Ensure Health Visiting Team have access to all cover data and discuss at team meetings. Health Visitors encouraged to share any relevant immunisation data in GP practice meetings	Deputy Senior Nurses/Health Visitors	GP/Practice Manager/CHO		Ongoing	Amber	
Encourage reporting of any immunisation errors. Ensure all vaccination errors are reported and followed up	Senior Nurses/Deputy Senior	GP/Practice Manager/CHO		Ongoing	Green	

	Nurses/Practice managers/ Practice Nurses					
--	---	--	--	--	--	--

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Tracey Scorey

Department / Service: Secondary Care Theatres



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
To reduce preventable disease amongst staff and general population by vaccinating consenting staff members at the appropriate time; To reduce the inequality in preventable disease distribution in Cwm Taf Morgannwg by increasing uptake of vaccinations in all areas and departments.	Chair SIG	SIG/OIG	October 2020		Amber	
Regularly promote the need for influenza immunisation by means of education and knowledge. Encourage and impart the importance of staff inclusion in immunisation programme.	Immunisation team	Peer vaccinators	Start September 2020	Supply of posters and information leaflets.	Amber	Ongoing
For each directorate to nominate a 'directorate influenza lead' (Band 8 or above) to lead the directorate influenza vaccination efforts.	Head of Nursing	SIG/OIG Immunisation Team	September 2020	Head Of Nursing	Green	Complete
To establish leads for each department.	Head of departments					

To engage the infection prevention and control team in reminding all health care staff of their duty of care to patients in their care, including the need to protect patients against infection, including being immunised against flu.	Chair SIG	Infection & Prevention Control Team	September 2020	To improve communication and increase numbers of staff immunised	Green	Complete
Ascertain what incentives to be used. Pens, vouchers etc.	Chair SIG	Immunisation team	September 2020	Ensure that any incentives do not compromise any IPC guidelines relating to covid-19	Green	
Facilitate the training and education of sufficient peer vaccinators within the trust ensuring that an appropriate peer vaccinator/staff ratio is achieved	Immunisation team	Head of department	September 2020			
Immunisation team will ensure that all vaccinators have completed all appropriate training required and is appropriately documented. All competency requirements will be checked and documented.	Immunisation team	ESR	September 2020	All e-learning courses or face to face training to be in date. <ul style="list-style-type: none"> • Basic life support • Anaphylaxis training • Flutwo 	Amber	
Liaise with pharmacy to ensure adequate stocks of vaccine are available for each department.	Pharmacy	Lead immunisation nurse Peer Vaccinator	September 2020	Early ordering of stock to ensure uninterrupted supply Each peer vaccinator has pharmacy identifier to order vaccine to enable monitoring/evaluation of vaccine supplies	Amber	Ongoing
Ensure each department have secure and appropriate storage facility to maintain integrity of vaccines. Ensure that all staff are aware of storage guidelines and regular checks are maintained.	Head of department.	Lead immunisation nurse Peer vaccinator	September 2020	Ensure lockable fridge Correct temperature Products available for transport of vaccines.	Amber	Ongoing

Ensure signed and dated Patient Group Directive (PGD) is available for each department/ peer vaccinator Ensure all PGD's are signed by line managers.	Immunisation team	Peer Vaccinator	September 2020			
Department leads will ensure that peer vaccinators have suitable locations to deliver immunisations. This will include appropriate facilities for social distancing due to covid-19	Heads of depts.	Immunisation Team	October 2020	Ensure that staff are not congregating in inappropriate areas. Designated and clearly identified entrances and exits to be marked.	Amber	
Due to current covid-19 pandemic all peer vaccinators must have sufficient supply of appropriate PPE to prevent spread of infection in line with IPC guidelines.	Head of department	Peer vaccinators IPC	September 2020	Ensure type IIR masks and hand sanitiser available. Liaise with IPC	Amber	Ongoing
Lead for immunisation and peer vaccinator in each department to be identified and information to be shared on sharepoint. This information to be maintained and updated as appropriate.	Lead immunisation nurse Head of department	Peer vaccinator Immunisation team ICT	September 2020	Ensure staff consent is obtained before publishing details.	Amber	
To formalise funding arrangements for increase in stationary costs incurred for printing of posters, associated paperwork etc	Chair SIG	SIG, OIG Head of department	October 2020	Extra cost on department for allocation of extra stationary	Green	
All team leaders and head of departments are to encourage staff to participate in the vaccination programme. This will include allowing staff time to be released from duty for immunisation.	Team leaders	Head of nursing	October 2020	Team leaders to manage shift patterns/rosters to facilitate greater uptake of vaccination.	Green	
Ensure that all paperwork is maintained correctly and regularly returned to immunisation team. Care to be taken to ensure that staffs personal details are not compromised.	Peer vaccinators	Immunisation team	From October 2020			Ongoing
Increase staff awareness of the flu vaccination programme by advertising details of any drop in clinics	Immunisation team	SIG	October 2020	Ensure drop in clinics are safely managed with social distancing		

Encourage all staff that have been vaccinated outside of the Health Board to complete a form to notify Occupational Health Department to update records Use of differently coloured and identifiable forms are used to distinguish difference in forms	Peer vaccinator	Immunisation team	October 2020	To maintain up to date personal records. Reduce time wasting for immunisation team.	Green	Ongoing
Educate reluctant or unsure staff with myth-busting information & educational leaflets. Offer to follow up staff who choose not to vaccinate	Peer vaccinator	Immunisation team Occupational health	October 2020	Increase levels of vaccine uptake		
To facilitate the vaccination of those staff that work out of normal working hours.	Immunisation team	Peer vaccinators	October 2020	Ensure that sufficient peer vaccinators available for OOH staff.	Amber	Ongoing
Heads of departments to allow peer vaccinators to set up in areas of high staff flow.	Heads of departments	Immunisation team Peer vaccinators	October 2020	Care to be taken to ensure areas can facilitate socially distancing and PPE is available.		
Ensure vaccinators are provided with all emergency drugs/equipment in case of anaphylaxis or staff generally unwell. Ensure sufficient sharps bins for safe disposal of vaccine	Pharmacy Waste management	Immunisation team Department leads	October 2020	Adrenaline (ready-mixed preferably)		

Operational Immunisation Group Action Plan 2020/2021

Lead Name: Martin Davies

Department / Service: Pharmacy



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	9 th September 2020
-------------------------	--------------------------------

Staff Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Order QIVe and QIVc vaccine	MD			Complete	Green	Complete
Delivery of QIVc	MD			First delivery 30/9/2020	Amber	
Delivery of QIVe	MD			First delivery w/e 18 th 2020	Amber	
PGD available	MD		11/9/2020	PGD out for signing	Amber	
Written instruction for Occ Health available	MD		11/9/2020	Template being amended	Amber	
New fridges to be ordered	MD			Tender placed order awaiting approval	Amber	
New fridges delivered	MD			Awaiting delivery date	Amber	
New vaccine transportation boxes and cool packs ordered	MD/CW		Ongoing	Cool packs and 2 sizes of box delivered, awaiting delivery of large size	Amber	

Patient / Community Flu Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Fluenz order schedule available	MD			Complete	Green	Complete
School programme available	MD/MR	School Imms lead		Awaiting confirmation	Amber	
Fluenz ordered for first 2 weeks of campaign	MD/JH (POW)		First order to be placed on 11/9/2020	Awaiting schools programme so as to determine split of Fluenz between YCR and POW	Amber	
Fluenz PGD available	MD		11/9/2020	PGD out for signatures	Amber	
Community Pharmacy PGD available	MD/EW		11/9/2020	Complete awaiting signatures	Amber	
Community Pharmacies ordering issues identified	MD/EW	Community Pharmacies		All pharmacies contacted and gaps identified	Green	Complete
Identify supply of Flu vaccine for community pharmacies to vaccinate care homes and the extended cohort.	MD/EW	LL	Ongoing	Conversation ongoing	Amber	

General Immunisations Plan

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
HPV vaccines for schools programme ordered	MD/PT		28/8/2020	Order placed and delivered	Green	Complete
YCR staff agreed to open early for schools campaign	MD/PT		ongoing	Opening times agreed schools campaign starts 14/9/2020	Green	Complete

Operational Immunisation Group Action Plan 2020/2021

**Lead Name: Jane Williams, Azelle Gerry, Rhianydd Davey,
Hawys Youlden, Ceri Holland-Ball**

Department / Service: Immunisation Service



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Committee reporting to: **SIG**

G (Green) = Key milestones complete - no update needed

A (Amber) = some milestones problematic - update in exception report

R (Red) = Major problems - update in exception report if high risk detail needed in separate paper

Date Plan Last Updated:	9 th September 2020
-------------------------	--------------------------------

CTM Organisational Plan – overseen by Claire Beynon, SIG and the Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
SRVI 2: To adopt the following overarching aims of the programme: To reduce preventable disease in the population by vaccinating consenting individuals at the appropriate time; To reduce the inequality in preventable disease distribution in Cwm Taf Morgannwg by increasing uptake of vaccinations in areas of deprivation and vulnerable populations.	Chair SIG	SIG/OIG	October 2019	Discussed at SIG October 2019 and approved. For incorporation into ToRs. Updated OIG ToR for approved by SIG	Green	Complete
SRVI 3: A report to the SIG on the data implications is required to understand the impact of the new boundary change	Admin support Immunisation Team	LPHT data analyst	October 2019	Taken to SIG August 2019	Green	Complete
SRVI 7b: For board members to be engaged in leading change needed as indicated in the annual report in August (see SRVI 7a)	Executive Board	Chair SIG Immunisation Coordinator	August 2020 (and annually thereafter)	Directors engaged in this agenda, however no NED champion identified yet.	Amber	

SRVI 9: Secure resources for the core team to be expanding with the intention of ensuring capacity to cope with: the complexity of the programme and aspirations to achieve the Tier 1 targets; the additional workload arising from the Bridgend merger.	Chair SIG	Finance team for costings	Sept 2019	Requested at Exec Board Sept 2019 – additional admin support for peer vaccinators agreed.	Green	Completed
SRVI 11: For a direct line of accountability to be added from the core immunisation team to the Consultant in Public Health responsible for vaccinations and immunisations	Chair SIG	Immunisation Team	Sept 2019	Complete, monthly 1-2-1s established to improve communication	Green	Completed
SRVI 53: For all members of SIG and OIG to include wording on their designated role at the group in their job description and have the time to discharge their functions on the group. This includes planning for the meetings, reading minutes, undertaking actions on behalf of the group and contributing to sub groups as required.	Chair SIG	All SIG and OIG members to action supported by line managers	November 2019		Red	
SRVI 54: For all members of the SIG and OIG to have their contribution to the successful delivery of the immunisation programme recognised in their work plan and appraised at their annual review.	Chair SIG	All SIG & OIG members to action supported by line managers	As and when annual reviews take place		Red	
SRVI 64: The actions plans will be agreed annually by SIG, with each department expected to deliver continuous improvement. Each department must deliver on the actions within the timeframe set in order to make the immunisations programme a success. Where there are issues with delivery the SIG will assist. Ultimately the department will be held to account as any issues will be escalated via the Executive Board and or via the quarterly reports to a subcommittee of the board. Performance issues will also be raised via the monthly key performance indicator (KPI) reports.	Chair SIG	OIG/SIG	April 2020 and each year thereafter	To be approved at annual April SIG 2020. The SIG now has a standing item to review action plans and to collectively problem solve any RAG rated 'red' items. This has instilled a system wide team approach to resolving issues.	Green	Complete
SRVI 66: Any issues that need immediate resolution will be taken to the Director of Public	Chair SIG		As required	Issues to date include:	Green	Ongoing

<p>Health as the accountable officer for the vaccination and immunisation programme.</p>				<ul style="list-style-type: none"> • Staff influenza programme- report to Exec Board, Sept 2019 • Staff vaccination across organisational boundaries- DPH agreed to support, Sept 2019 • Performance against pertussis requirements of WHC Sept 2019 – resolution pertussis plan to be monitored by SIG 		
<p>SRVI 67b: Following the boundary change the membership of SIG should be reviewed to ensure all relevant staff are invited</p>	<p>Immunisation Coordinator</p>	<p>Chair SIG</p>	<p>July 2019</p>	<p>Several existing members representing some Bridgend services: School Nursing, Primary Care, Pharmacy, Occupational Health, District Nursing</p>	<p>Green</p>	
<p>SRVI 69b: The agenda for SIG should include an update on performance and programme delivery:</p> <p>Influenza- community (Oct-Mar) Influenza – staff (Oct-Mar) MMR 2 age 5 – quarterly basis HPV – after annual COVER (summer) Men ACWY – after annual COVER Shingles – annual basis (summer)</p>	<p>Chair SIG</p>	<p>Immunisation Team</p>	<p>July 2019</p>	<p>These items are included on the SIG agenda</p>	<p>Green</p>	<p>Ongoing and annual</p>

SRVI 74a: SIG meeting arrangements to remain consistent for another 2 years to give stability to the system	Chair SIG	Immunisation Team	September 2019-21	To date the chair of the SIG has been consistent for 12 months.		
SRVI 74c: Undertake a short review of the effectiveness of OIG and SIG to influence any decisions on future changes	Chair SIG	Immunisation Team	September 2021			
SRVI 75a: SIG terms of reference to be reviewed and approved annually by an appropriate sub-committee board	Chair SIG	Immunisation Team	October 2019	ToR reviewed in January 2020 and approved by SIG	Amber	
SRVI 80: A risk register for the vaccination and immunisation service should be developed and reviewed at each SIG meeting	Chair SIG	Immunisation Team	February 2020	The trends from the DATIX reports for imms are considered at each SIG meeting	Amber	
SRVI 81: The risk register should form part of the quarterly report to the appropriate sub-committee of the Board for consideration	Chair SIG	Immunisation Team	February 2020		Amber	
SRVI 85: For all organisations and departments receiving a budget for immunisations to identify this (staff and non-staff budget) and similarly identify expenditure, and report this to the SIG to show that money for the immunisation is being utilised in line with expectations	Chair SIG	SIG, OIG	December 2020	Each service lead will need to ascertain costs for their service that can be collated. An example of where this will be helpful is the transfer of immunisations from one service to another, e.g. primary care to nursery schools		
SRVI 86: To formalise funding arrangements for costs from multiple departments such as transport and printing	Chair SIG	SIG, OIG	December 2020			
SRVI 87: Representations to obtain standard merger uplift on recurrent budgets for the immunisation programme	Chair SIG	Immunisation team	September 2019	Presented to the board report. Additional funding agreed.	Green	Complete
SRVI 100: To identify appropriate resources (staff time and if necessary budget) in order to undertake a clinical audit of the immunisation programme	Chair SIG	Audit team CTMUHB VPDP team Immunisation team	January 2021			

SRVI 101: To develop a useable audit tool to assess performance against the NICE guidelines (or other guidelines)	Chair SIG	Audit team CTMUHB VPDP team Immunisation team	March 2021			
SRVI 102: Agree a small task and finish group to undertake an annual audit and use the tool to measure performance and highlight areas for improvement.	Chair SIG	Audit team CTMUHB VPDP team Immunisation team	December 2020			
SRVI 103: To report back to the appropriate groups (SIG and/or OIG) on the audit with a plan for improvement.	Chair SIG	SIG or OIG	April 2021			
SRVI 104: From 2020/21 to undertake an annual audit, using appropriate methodology, prior to the development of the annual action plans for vaccinations and immunisations	Chair SIG	Audit team CTMUHB	April 2021			
SRVI 125: That innovation and research become a strong element of the immunisation programme	Chair SIG	Local public health team, SIG, OIG, Innovation Team CTMUHB, Immunisation team, medicines management team	September 2019 onwards	Initial meeting held with innovation team to discuss options. Initial meeting held with research team to discuss options.	Green	Ongoing
SRVI 126: Existing evidence to be used to full advantage in developing evidence based interventions for Cwm Taf Morgannwg and that research proposals be brought forward for the immunisation programme using the standard research and development process	Chair SIG	Local public health team, SIG, OIG, Research team CTMUHB, Immunisation Team, Medicines management team	September 2019	Research bid submitted to PHW Partnership Fund Sept 2019. This was successful and work has commenced on vaccine hesitancy in staff with Sheffield Hallam University	Green	Ongoing
SRVI 127: Where possible academic partners be involved, and external funding be sought, to engage in research and innovation	Chair SIG	Local public health team, SIG, OIG, Research team CTMUHB, Immunisation	September 2019 onwards	Research bid submitted to PHW Partnership Fund Sept 2019. This was successful and £40,000 has been awarded to	Green	Ongoing

		Team, Medicines management team		work with a new academic partner		
SRVI 128: Innovation project(s) be developed to test novel methodologies in Cwm Taf Morgannwg	Chair SIG	Local public health team, SIG, OIG, Innovation Team CTMUHB, Medicines management team	September 2020 onwards	As part of the research project novel methodologies will be tested in 2021/22 that have been generated from the ground up		
SRVI 129: The WHO TIP tool be explored and if appropriate utilised to initiate conversations about the changes needed to meet the needs of the local population	Chair SIG	Local public health team, SIG, OIG, Innovation Team CTMUHB, Research team CTMUHB, Medicines management team	September 2020 onwards			
SRVI 92a: Summaries of the harm incidents (with patient, practitioner and practice identifiable information removed) for CTM area should be reviewed by SIG quarterly and annually in order to identify patterns and to develop actions for the annual plans that will reduce avoidable harm	Immunisation Team	OIG & SIG	July each year from 2020 onwards	DATIX trends considered by SIG at each meeting	Green	Complete

Staff Flu Plan

CTM Organisational Plan – overseen by Claire Beynon, SIG and the Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
SRVI 57 a: For CTM to change the culture of influenza vaccination, raising it on the agenda with staff and managers	Exec Board	Chair SIG, Immunisation team	January 2021	Executive Director of Public Health is lead for this agenda and fully engaged. Executive Director of Nursing engaged as the CTM Champion. He has raised	Green	

				influenza vaccination as a priority and requirement of all senior nurses.		
SRVI 57b: For each directorate to nominate a 'directorate influenza lead' (Band 8 or above) to lead the directorate influenza vaccination efforts	Directorates	Immunisation Team	October 2020	Matron lead for POW. To progress for 2020/21 season to have leads for each directorate	Amber	
SRVI 57c: For each directorate lead to report weekly staff influenza uptake to the core team between 1 October and 30 March each year.	Directorate Influenza leads	Monitored by the Executive team, Chair SIG	October – March 2020/21		Red	
SRVI 58: For Directorate influenza leads to attend monthly divisional staff influenza meeting (July-March) to receive information advice and support from the core team.	Directorate Influenza leads	Chair SIG, Immunisation Team	November 2020-March 2021 then annually July to March	Meeting established with POW lead Need to engage with leads from RGH and PCH	Amber	
SRVI 59: Each directorate influenza lead must write a divisional plan with actions sufficient to reach 75% uptake and be responsible for the implementation of this plan.	Directorate Influenza leads	Immunisation Team	November 2020-March 2021 then annually July to March		Red	
SRVI 61: Each directorate should nominate one peer vaccinator per 200 staff members (assuming 75% uptake in staff, this equates to 152 vaccines each for 60 peer vaccinators (total CTM staff 12,000)	Directorate Influenza leads	Immunisation Team	October 2020 then annually		Amber	
SRVI 84: For the SIG to clarify which financial decisions come to the SIG and which decisions should be made by the department	Chair SIG	SIG	December 2020	Minor operational decisions do not come to the SIG only major strategic decisions are considered.	Green	Complete
SRVI 85: For all organisations and departments receiving a budget for immunisations to identify this (staff and non-staff budget) and similarly identify expenditure, and report this to the SIG to show that money for the immunisation is being utilised in line with expectations	Directorate Influenza Leads	SIG, OIG	December 2020		Amber	

SRVI 86: To formalise funding arrangements for costs from multiple departments such as transport and printing	Chair SIG	SIG, OIG	December 2020		Amber
SRVI 87: Representations to obtain standard merger uplift on the recurrent staff influenza budget for the immunisation programme.	Chair SIG	Immunisation team	October 2020	Presented to the board report, some additional funding received to support the peer vaccination programme	Amber
SRVI 108: An investment to be made in the effective collection of staff influenza vaccination data using electronic systems to improve data quality at the data collection stage, eliminate the need for data entry and improve to allow real time monitoring by directorate, division, and staff group	Exec Board	Chair SIG, Immunisation Team, Occupational Health team	October 2020	Requested via Executive Board report in September 2019 rejected due to cost pressures	Red
SRVI 27: To fully engage the infection control team in the promotion and delivery of the staff influenza vaccination programme.	Chair SIG	Infection & Prevention Control Team	October 2020	Representatives on both OIG and SIG. Receiving daily updates through flu season as to confirmed cases of flu on DGHs. This information is being shared with peers to focus where they offer staff vaccination.	Amber
SRVI 30: To engage the infection prevention and control team in reminding all health care staff of their duty of care to patients in their care, including the need to protect patients against infection, including being immunised against flu.	Chair SIG	Infection & Prevention Control Team	October 2020	Tier 1 targets for immunisation and their relationship to IPC discussed in detail, IPC team to engaged in this agenda	Amber
SRVI 31: To remind all doctors of the General Medical Council Guidance on Good Medical Practice (2013) which advises immunisation ‘against common serious communicable diseases in order to protect both patients and colleagues’.	Medical Director	Communications Team, Occupational Health, Royal Colleges.	November 2020		Amber

SRVI 32: To remind all nurses of the Royal College of Nursing statement, ‘vaccination of health and social care workers with direct patient/client contact is essential to help protect patients and is an important way to reduce the risk of patient infections.’	Head of Nursing	Communications Team, Occupational Health, Royal Colleges.	November 2020		Amber
SRVI 50: That the engagement of the occupational health and well-being team be considered as essential to the successful delivery of the staff influenza vaccinations programme.	Chair SIG	Occupational Health & Wellbeing Team	September 2020	Meetings held regularly in 2019/20 season achieved good outcomes	
SRVI 8: Request CTM directorates to nominate senior leader (band 8 or above) to drive staff improvements in uptake and monitor uptake for respective directorate.	JW	CB/SIG	October 2020	Lead for POW Need leads for PCH and RGH	Amber
SRVI 58: Directorate influenza lead (as above) to attend monthly staff influenza meeting (July-March) to receive information, advice, and support from the core team	Directorate Leads	JW / AG	November 2020-March 2021	Meetings started with lead for POW	Amber

Staff Flu Plan Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Remind OIG members: to update their action plans monthly and of their accountability to corresponding SIG member	Chair OIG	Immunisation Team/OIG members	All year	Ongoing. Reminder sent monthly by Ceri	Green	Complete
Report Flu action plans to Strategic Imms Group (SIG)	Immunisation Nurse Facilitators	Jane Williams and Azelle Gerry (IC's)	All year	Ongoing	Green	Complete
Look at options for improving accuracy of staff flu uptake data	Immunisation Nurse Facilitators	Staff flu task and finish group, OIG, SIG, Occ Health	Pre-Flu Season	Without the technological solution that gives real time data this is the same as last year i.e. paper forms	Green	Complete

Circulate Flu WHC to all group members 2020/21	Chair OIG	Immunisation Team	June Onwards	June and Aug sent out. A/W another in Sept (Ongoing)	Green	Complete
Encourage all immunising staff groups to promote Flu 1 Health and Social with colleagues. Flu 2 for champions and immunisers	Immunisation Team	OIG Members	July onwards	All in OIG aware, Peers aware	Green	Complete
Liaise with training to look at feasibility of flu one e learning module to be made mandatory for all staff	AG	Imms Team	Sept 2020	ESR have been approached	Amber	
Flu training to be included in all Immunisation updates	Immunisation team		Aug and Sept	All dates booked. Slides on SharePoint.	Green	Complete
Explore a staff attitudinal survey related to Flu vaccination	CB	DC/OIG	October	Flu/COVID survey undertaken by Sheffield University In recruitment stage	Amber	
Link with POW Flu planning group	AG/RD/HY	INF/IC's	July-Nov?	2 weekly meetings via Teams.	Amber	
Make contact with Practice Development Team to have input on Graduate Programme	HY		Aug/Sept	Email sent to Theresa Thorngate for contacts 31/07/2020 – Nil Reply	Amber	
Deliver Flu update/training to F1 doctors	HY/RD	Sarah Moreton	Sept	Sarah Moreton has requested training and date set – 29 th Sept.	Green	Complete
Plan 'Flu Friday' vaccination clinic days in 3 DGHS	Imms Team	HY/RD/AG	TBA		Amber	
To consider way to notify GPs when staff member at risk is vaccinated at work	Imms Team		Sept 2020	Staff members to notify their GP, verbal, email etc. Change this for 2021	Green	Complete
To link with Christopher Coslett (director manager CAMHS) to identify Peer vaccinators in hard to reach areas e.g. Neath Port Talbot & Cefn Coed (Swansea)	RD/HY	RD/HY	Sept 2020	Peer Vaccinator in place and happy with cover	Green	Complete
Provide Regular updates on Flu programme/ vaccine supply to all practices	Admin AG/RD/HY	PHW	Sept – Onwards2020		Amber	
Liaise with pharmacy around Flu vaccine order	Imms Team	Martin Davies	June 2020	Staff Vaccine ordered with a 10% top-up order	Green	Complete

Consider developing a vaccine passport for all staff	AG/RD/HY	JW	Sept 2020	Draft in place	Amber	
--	----------	----	-----------	----------------	-------	--

Peer Flu Training

Encourage all immunisers to consider nominating themselves as Peer Vaccinators	AG/HY/RD	OIG members	June –Sept2020	Request for more vaccinators sent on Daily Staff Briefing 29/7/2020 and Email sent to Director leads/Heads of Nursing for dissemination. Mapping out of Peers currently underway to see if more are needed	Amber	
Mapping of Peers/Site	Admin HY/RD	Peer Leads	September2020	Spreadsheet updated ready for mapping	Amber	
Provide Peer vaccinator training across sites in CTM including mop up sessions as needed	Imms Team	Heads of Nursing Peer Leads	September2020	Most dates now completed. Additional 3 have been booked, ? Mop-Up later if more Peers come forward/recruited after mapping exercise.	Amber	
Circulate Peer Vaccinator training dates to Greg Dix – Executive Director of Nursing and Midwifery and Heads of Nursing to encourage nominations in the HB via Senior Nurses/Midwives for frontline staff	Admin Paul Crank Kelly Downs Sian Lewis Lucie Williams	Jane Williams	July2020	Email sent to directorate leads for dissemination 03/08/2020 Email sent to all nominated peers with training dates. Post Mapping another email may need to be sent.	Amber	

Ascertain what incentives will be used this year	JW	SIG/OIG	June 2020	Pens have been ordered	Green	Complete
Supply Peer Vaccinators with promotional materials made available by PHW and resources needed to peer vaccinate in CTM	HY/RD	PHW	Aug-Sept 2020	Packs issued to all Peers attending training	Green	Complete
Disseminate PGD to Peers/Leads/Heads of Dept	Admin/HY/RD	IC's/MD	Sept 2020	Meeting with MD pharmacy 10/9/2020	Amber	
Share PHW Flu data communications during campaign	Admin		Oct-Onwards 2020		Amber	
Support Peers with regular updates/information via email. Including info on any Flu cases coming into the HB during the winter.	Admin	IPCTeam	Aug-Onwards 2020	Information sharing ongoing	Amber	
Central Fridge x5 Ordered. Plan Rooms for these and process of how to access the fridge/Stock	AG	Peer Leads/ Site Managers	Sept 2020		Amber	
Confirm ordering of vaccine process for peers. Pharmacy +/- Central fridge Supply	Imms Team	Pharmacy/all		Pharmacy ordering sheets have been updated, but the process needs to be confirmed for non-community staff.	Amber	
Ensure all Peers have unique Flu ordering Number	Admin	INF's HY/RD	Sept/Oct once competencies done		Amber	
Primary Care						
Provide Regular updates on Flu programme/ vaccine supply to all practices	JW/ AG		January 2021	Reminders sent out to place timely orders to reduce impact on supply for 21/22	Amber	
Circulate Written Instruction template to Primary care for peer vaccination	HY/RD	CP	October 2020	A/W MD meeting re PGD/Written Instruction	Amber	
School Nursing/Health Visiting						
Pharmacy						
Liaise with pharmacy around Flu vaccine order for staff	AG / RD/ HY		September 2020	Complete	Amber	

Liaise with pharmacy before and during campaign around Flu vaccine stock in CTMUHB	JW/AG	Pharmacy techs at POW, PCH, RGH and YCR		Staggered deliveries expected	Amber	Ongoing
Plan for staggered delivery of vaccine.	SIG	Flu working group	Sept-Oct 2020	Plan for peer vaccinators to vaccinate in October as working in clinical areas. OHWB programme to start in full November	Green	Complete
Support Martin with CTM adaptation of Written Instruction template from PHW when available on PHW site	JW	MD	Sept 2020	AG and JW meeting with MD on 10/9/2020	Green	Complete
Arrange ordering process for peer vaccinators across the sites	HY/ RD	JW/MD Pharmacy techs at POW, PCH, RGH and YCR	Sept 2020	Order forms produced for each site. Each peer vaccinator has identifier to order vaccine to enable monitoring/evaluation of vaccine supplies	Amber	Ongoing
Provide Pharmacy with a list of Peer Vaccinators accessing Flu vaccine from POW, RGH, PCH and YCR	HY/RD		Oct 2020	A/W Peers to get back to us when competencies signed off.	Amber	Yes
Communications						
Liaise with communications member around their action plan	AG				Green	Complete
Launch Date	AG	DO	October 5th 2020	5 th Oct with staff vaccinated from 21 st Sept if vaccine supply sufficient	Green	Complete
Send Staff Flu Timetables to Debbie Owen for SharePoint and ESR	BF, peer leads				Amber	No
Discuss developing a Peer Vaccinator section to the Flu page on the intranet	AG, HY, RD, CHB, AC		October 2020		Amber	
Secure ESR pop up message slots during Flu season	AG		October 2020	Email sent, awaiting response	Amber	No

Share peer vaccinator details for advertising on SharePoint	AG / DO	DO	Sept 2020	Need peers to be assessed before names advertised and also require their consent. List ready.	Amber	No
Share peer vaccinator stories.	Admin	DO	Sept 2020	Email has been sent to all peers to get in touch with Debbie to share their stories	Green	Yes
District Nursing						
Community Coordinator						
Facilitate access for social care staff to have access to Flu 1 Social E-learning	HY/RD		Sept 2020	Chat with DR re this, very motivated to promote	Green	Yes
Midwifery						
Liaise with OIG member re Action plans and attendance at OIG	AG/RD/HY	SJ	Sept 2020	Apologies sent re not attending OIG, have not been for a long time. Unable to attend 9 th Sept. Update sent via email, but no formal action plan	Amber	No
Facilitate with OIG member nominating Flu peer vaccinators to vaccinate staff	RD/HY/CH-B	SJ	Sept 2020	Peers nominated	Green	Yes
Deliver flu peer vaccinator training to midwives			Sept 2020	9 Midwives trained across main sites: POW, PCH, RGH discussion about delivering another session in PCH for midwives there	Green	Ongoing

Occupational Health						
Attend regular 'Flu working group' meetings	AG/RD/HY			Fortnightly meetings Aug-Nov	Amber	Ongoing
Liaise with OH re all staff consent forms to be added to cohort in a timely manner.	JW/AG/HY		Aug 2020	Forms to be sent off for clearance this week	Amber	Ongoing
Support OH with the development of the consent form for 2020/21	AG/HY		Sept 2020	Forms updated	Green	Complete
Liaise with OH throughout campaign regarding staff uptake by groups and areas.	AG/RD/HY		Sept-On			
Link with POW Flu planning group	AG/HY/RD	BW	July - onwards	Attended meeting. Links developed with matron who leads on flu – Catherine Theron	Green	Complete
Support staff campaign by funding Lead Peer vaccinators for 3 DGH and community hospitals	JW/AG		Sept 2020	X1 secured Cwm Taff area	Amber	
Supply promotional materials to OH - pens	Admin	OH	Sept 2020	A/w delivery of pens 14th ? Sept	Amber	
Facilitate Flu pop up banners for 3 DGH sites from November	AG/HY/RD			Discussion in last Flu working group meeting	Amber	
Provide an update in NIAG meetings on behalf of OHWB in CTM	AG		September – March 2020	Feedback given in OIG meetings	Amber	

Patient / Community Flu Plan

CTM Organisational Plan – overseen by Claire Beynon, SIG and the Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
SRVI 26: That maternity services show commitment to the delivery of the immunisation programme for CTM through attendance at SIG	DG	Immunisation Coordinator	January 2020	DG attending SIG from January 2020. Date for next one received.	Green	Ongoing
SRVI 23: For maternity to review data collection methodology for the Point of Delivery audit to	DG	Immunisation Team	January 2020	DG met with Immunisation team and	Green	Complete

ensure that the results are not a result of data error, and if so rectify this methodological issue				coordinated the PoD for 2020		
SRVI 24: To bring forward plans for quality improvement in the routine immunisation of women in pregnancy to the SIG, and consider adoption of learning from Powys	DG	Chair SIG, Immunisation Team	February 2021	DG to start exploring options to identify new ways of working to improve the access of routine immunisation for women		
SRVI 25: The SIG will review these quality improvement plans (SRVI 24) and if necessary offer additional advice and guidance for improvement to the maternity services	Chair SIG	Immunisation Coordinator	April 2021			
SRVI 22: The Board and management to provide leadership to support the district nursing team to contribute effectively to the immunisation programme as part of the overall goals of the organisation to prevent ill health and meet the needs of the local population	Exec Board	Chair SIG, Managers in DN Team	September 2019			
SRVI 18: The Board and management to provide support and leadership to improve delivery of catch up and opportunistic vaccinations from the health visiting team as part of the overall goals of the organisation to prevent ill health and meet the needs of the local population	Exec Board	Managers in HV team	Ongoing			
SRVI 85: For all organisations and departments receiving a budget for immunisations to identify this (staff and non-staff budget) and similarly identify expenditure, and report this to the SIG to show that money for the immunisation is being utilised in line with expectations	Chair SIG	SIG, OIG	December 2020			
SRVI 86: To formalise funding arrangements for costs from multiple departments such as transport and printing	Chair SIG	SIG, OIG	December 2020			
SRVI 87: Representations to obtain standard merger uplift on the recurrent influenza budget for the immunisation programme.	Chair SIG	Immunisation team	September 2019	Additional funding received	Green	

Patient / Community Flu Plan

Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Primary Care						
Ascertain what practices have ordered and assess this against the WHC recommendations and individual denominators. Feedback to practices and support as necessary.	AG	CHB,AC		Jan 2021	Amber	
Provide Regular updates on Flu programme/ vaccine supply to all practices	Admin	JW/AG	Sept –onwards		Amber	
Relay concerns and pressures experienced by Primary Care to NIAG via fortnightly meetings	AG/JW		Fortnightly	AG/JW to feedback	Amber	
Encourage practices to use IVOR data/ Admin to send extracted data throughout campaign	CHB/AC			Send out email	Amber	
Clarify if District Nursing Service will continue to Vaccinate in Residential Home setting (proposed new model)	JW/AG				Green	Complete
Make sure practices are aware of Enhanced Service re free flu vaccination for Nursing/Residential Home staff	Admin	AG/HY/RD		As last year. Covered in PGD and WHC	Green	Complete
Raise awareness that Community Pharmacists delivering flu can go to care homes to vaccinate staff	JW/AG			Happening in some areas, confirmation needed for this years flu programme and which pharmacies this includes	Amber	
Offer support and or facilitate improving Joint working with Practices and Community Pharmacies	JW/RJ			Support offered via OIG. No requests at present		
Work with our 2 managed practices to increase uptake	HY,RD	Primary Care		No capacity at present to do this, however primary care have undertaken this action	Green	Complete
Encourage ordering of PHW promotional resources	Admin			Email sent	Green	Yes

Develop letters for parents of 2 & 3 Year olds eligible for Fluenz in CTM	AG	GD		Letters done A/w to go out	Green	
Engage and recruit care home qualified nurses and support them to become trained immunisers for their residents	AG			AG leading this work, limited response to date	Amber	
Health Visiting						
Consider alternative days/times for update training 2020	Immunisation Team	Health Visitor Leads	August	Presentation via slides on Share Point. Invite to attend Teams update (x3 sessions in Sept) Concern re some HV not having access to Teams – Imms Team to support the handful that still want face to face training.	Green	Complete
Confirm if Nursery Fluenz Programme is to be undertaken in Bridgend schools for 2020/21	Imms Team			The service felt they could not undertake this in 2020/21 as planned and as expected. Discussed at SIG and this will be included in 2021/2022.	RED	
Child Health						
Ensure CH are kept up to date with all Flu correspondence	Imms Team	GD	Ongoing	All information shared to date	Green	Complete
Ensure enough flu leaflets ordered for children's programme	GD			Ordered July 20, delay in them coming in, therefore may not be able to go out with the Flu letter, and may need to be given out by schools.	Amber	

Support CH lead throughout flu programme	Imms Team	GD	June-Onwards	Ongoing meetings	Green	
School Nursing						
Confirm if 3 year olds are to be continued to be vaccinated in LA Nurseries for 2020/21	SIG			Confirmed SIG Concern raised in OIG Sept 2020 that schools won't allow parents to attend due to COVID/Social Distancing – Escalated to SIG, subgroup established to problem solve this	Red	
Ascertain whether nursery programme will be undertaken in Bridgend for 2020/21	SIG			Discussed at SIG and make part of action plans for Flu Season 2021/2022	Red	
Support immunisation coordinator school nursing during school programme	JW/AG				Amber	
Circulate Flu and Fluenz PGD's	Imms Team	MD	W/C 14 th Sept	MD stated in Sept OIG, PGD's should be complete by next week	Amber	
Delegate School Nurse training to Schools Immunisation Coordinator	HY/RD		Sept 2020	Slide set shared on Share Point. Welcome to attend x3 Teams training sessions in Sept	Green	Complete
Pharmacy						
Liaise with pharmacy and WG around Fluenz stock and deliveries	AG/JW	MD		Stock available to order for primary Care from 28 th Aug. September for School nurses	Green	Complete

Send Flu and Fluenz PGD template to Martin when available on PHW site	AG/JW	MD		Currently underway A/W meeting with MD on 10/09/2020	Green	Complete
Community Pharmacy						
Ascertain if Community Pharmacies will have capacity to vaccinate care home staff on site if necessary/requested	JW/AG		October 2020	Confirmed by Alison. Lists of pharmacies vaccinating sent to Matrons for dissemination to care homes.	Amber	
Communications						
Liaise with comms member around their action plan	HY/Chair OIG	DO	Monthly	Plan up to date	Green	Complete
Fund local Twitter and Facebook advertising	Chair OIG	DO		Budget allocated	Amber	
Provide wording for Around Town Magazine (RCT, Bridgend)						
Promote Flu vaccination via GTFM radio slot	HY	DO	Sept 2020	Date booked for HY to attend	Green	Complete
District Nursing						
Imms Team to liaise with DN Teams re training approach this year due to COVID	JW/AG/HY/RD	Admin/ DN Leads	Aug 2020	Peer Training dates sent out. Immunisation Update slides shared on Share point. DN's also welcome to attend Teams update sessions (x3 dates in Sept)	Green	Complete
Confirm if residential home Flu vaccination programme will continue in 2019/20	JW/AG		Aug 2020	Confirmed	Green	Complete

Community Coordinator						
Support coordinators to deliver Flu myth busting sessions to public groups across Cwm Taf	HY/RD	DianeR	Sept 2020	Support with updating presentation Diane is very pro-active. Catch up with progress is needed in Sept 2020. Difficulties in the sector this year due to cut backs in Funding	Amber	Complete
Facilitate training for the third sector around flu	HY/RD	DianeR	Sept 2020	Liaised with Diane Rebane – links to promotional materials sent and updated 3 rd sector myth busting training.	Amber	
Facilitate access for social care staff to have access to Flu 1 Social E-learning	HY/RD	DianeR	Sept 2020		Green	Complete
Meet with Coordinator to update on practices with lowest uptake for 2019/20 season	HY/RD	DianeR	Sept 2020		Green	Complete
Midwifery						
Ensure a Midwifery representative is in the OIG	Admin HY/RD	SJ		Apologies sent re not attending OIG, have not been for a long time. Unable to attend 9th Sept 2020. Update sent via email to CH-B, but no formal action plan. Escalated to SIG, Chair to take this forward	RED	
Ensure member receives updated flu information to pass on to all midwives	Admin	SJ	May onwards	Updated information on Flu sent to all senior midwives in CTMUHB.	Amber	
Midwifery team leaders to encourage all staff to complete Flu 1 + 2	Chair OIG	SJ	July onwards	Mentioned at each OIG Nil have attended for a few months. SJ has	Amber	

				emailed all midwives to encourage the e-learning		
POD audit results for 2019 to be discussed with SIG and senior midwives for RGH and PCH	JW			POD discussed at SIG. Audit reviewed with different results. Reported back to SM's and Deputy HOM. Proactive email sent by JW re- POD and documentation	Green	Complete
Ensure POD audit for 2020 is completed as directed by PHW	JW/AG		February 2020	Supported already offered for 2020. Finalising data by updating 'not sure's. Immunisation team awaiting details from maternity to follow up.	Amber	
Deliver Flu training to Midwives	HY/RD	SJ	Sept 2020	9 have attended Peer vaccinator training	Amber	
Liaise with SIG for offering vaccination via midwifery service	JW/AG	RD/HY	2021 Flu season	JW and RJ met with HOM in RGH January 2020.		
Discuss 3.3 National Improvement Plan- Midwives should assume responsibility for the delivery of Flu vaccine not immunised at their GP practice'	AG/JW	RD/HY	2021 Flu season	Need a task and finish group to implement	RED	

General Immunisations Plan

CTM Organisational Plan – overseen by Claire Beynon, SIG and the Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
SRVI 4: Following CTM merger to assess immunisation uptake in Bridgend area and compare with that of CT to influence where work	Chair OIG	Immunisation Coordinator VPDP	Sept 2019- April 2020	Comparison of COVER data – childhood immunisation uptake in Bridgend on a par with	Green	Complete

may be needed to maintain current levels of performance				CT. Flu and Shingles uptake in primary care also similar with the exception of 3 year old uptake. Work needed on MMR, Flu 2 year olds, Fluenz in Nursery, Shingles and under 65 at risk.		
SRVI 5: To set aspirational targets incrementally increasing to reach the required thresholds for herd immunity as internal goals over the next years	Chair OIG	VPDP/Immunisation Coordinator/OIG	August 2020			
SRVI 7a: To write an annual report on the actions taken to drive up performance in immunisations	Immunisation Coordinator	Immunisation Team, Chair SIG to finalise and present	Discuss at OIG and SIG July 2020 August 2020 (and annually thereafter)			
SRVI 65: For the minutes of SIG to be sent to Primary Care, Partnerships and Population Health Committee.	Admin support Immunisation Team	Immunisation Team	After each meeting	To commence October 2019	Red	
SRVI 67a: Following the boundary change the membership of OIG should be reviewed to ensure all relevant staff are invited	Chair OIG	Immunisation Team, SIG	July 2019	School Nursing, Health Visiting, District Nursing, Occupational health, Communications and hospital and community Pharmacy represented. Outstanding: Primary care Sara Thornton and Paul Thomas invited to February meeting	Green	Complete
SRVI 69a: The agenda for OIG should include an update on performance and programme delivery: Influenza- community (Oct-Mar)	Chair OIG	Immunisation Team	July 2019	These items are discussed annually	Green	Complete

Influenza – staff (Oct-Mar) MMR 2 age 5 – quarterly basis HPV – after annual COVER (summer) Men ACWY – after annual COVER Shingles – annual basis (summer)						
SRVI 71: The minutes of the OIG should be supplied to the SIG for reference so that the SIG are aware of operational issues that might be affecting performance and assist in the resolution of these	Admin support Immunisation Team	Immunisation team	Sept 2020		Amber	
SRVI 72: The OIG should receive copies of the SIG meeting notes to ensure that they are fully informed and have the evidence and rationale for decisions made that might affect their work	Admin support Immunisation Team	Immunisation team	October 2019	Minutes of the SIG circulated to the OIG as standard	Green	Complete
SRVI 73: For complex and time bound issues: use specific task and finish subgroups to find solutions, reporting back with recommendations	Immunisation Team	OIG/SIG	October 2019	Staff Flu task and finish established to resolve issues for 2019/20 MMR task and finish initiated	Green	Complete
SRVI 74b: OIG meeting arrangements to remain consistent for another 2 years to give stability to the system	Chair OIG	OIG Immunisation Team	September 2021	OIG membership still evolving. ToR reviewed. Meeting structure consistent.	Amber	
SRVI 75b: OIG terms of reference to be reviewed and approved annually by an appropriate sub-committee board	Chair OIG	OIG Chair SIG		ToR to be reviewed in February meeting	Amber	
SRVI 78: The SIG and OIG should formalise arrangements for decision making outside of meetings	Immunisation Team	SIG & OIG membership	January 2020	Methodology tested for OIG and SIG in July 2019. This worked well and has been adopted.	Green	
SRVI 89: To use NICE guidance in reducing inequalities for under 19s in implementing evidence based interventions locally and should form part of the action plans	Immunisation Team	OIG & SIG	April 2020			

SRVI 91: Develop a task and finish group drawing from SIG and OIG to set actions for addressing inequalities in immunisation uptake	Immunisation Team	OIG & SIG	April 2020	MMR subgroup is an example.	Green	Complete
SRVI 92a: Summaries of the harm incidents (with patient, practitioner and practice identifiable information removed) for CTM area should be reviewed by OIG quarterly and annually in order to identify patterns and to develop actions for the annual plans that will reduce avoidable harm	Immunisation Team	OIG & SIG	July each year from 2020 onwards	Reviewed at SIG quarterly for trends	Green	Complete
SRVI 93: The core team should collate quarterly reports on all related harm incidents and quality breeches, identify any patterns and present these to an appropriate sub-group of the Board to ensure effective oversight for the Board.	Immunisation Team		July each year from 2020 onwards			
SRVI 96: Undertake an audit to identify what vaccinators identify their annual training needs as.	Immunisation Team	All CTMUHB employees administering vaccines	Annually in April 2020 and ongoing			
SRVI 97: For this audit (SRVI 96) to influence the annual programme of training for staff involved in the delivery of the immunisation programme	Immunisation Team		May 2020 and annually			
SRVI 106: Retain the reporting of uptake of immunisations to GP practices (and expand this to those in Bridgend)	Immunisation Team	VPDP team for data	Ongoing		Green	
SRVI 107: Work with the local public health team information analyst to look at options to automate the production of this data further to offset the increased demand and reduce the chance for errors.	Immunisation Team	Local public health team information analyst	April 2020			

General Immunisations Plan

Immunisation Service

Action	Lead	Partners	Timeframe	Progress	RAG	Complete?
Send quarterly cover data to all GP practices, Encourage use of interactive data on VPDP site.	Chair OIG	Primary Care OIG members	Quarterly	Show links in all Imms updates	Green	Complete
Encourage practices to include the data in practice/Cluster meetings	Chair OIG	Primary Care OIG members	Quarterly	Discuss with Cluster leads JW attended PM meeting 11/9/19	Green	Complete
Send COVER data to:- HV Team leaders, School Nurse Team Leaders, Practice Nurses, Occupational Health, District Nursing Development Nurses, Midwife – OIG member for distribution Community Pharmacist Lead	Admin	AG/JW/HY/RD	Quarterly	Cover updated on intranet also	Green	Complete
Send link to practices for Practice by Practice data/Cluster uptake to GP's, PM's, PN's, HV's	Admin	AG/JW/HY/RD	Quarterly		Green	Complete
Encourage use of this data in practice meetings	Chair OIG	OIG Primary care members	Quarterly	Taken to PM forum	Green	Complete
Set up a task and finish group to review immunisation paper work sent to child health from GP surgeries including unscheduled paperwork	AG/HY/RD	Primary care Child Health	Ad hoc	Chair of SIG has set up a task and finish group to achieve data quality improvement	Green	Complete
Identify individual GP practices that would benefit from additional support regarding immunisation uptake.	HY/RD	Primary Care		Led by primary care. Support offered to practices for Shingles pilot. MMR uptake data reviewed and discussed at MMR Task and finish group.	Green	Complete
Assess Practice level uptake. Arrange a meeting with individual practices significantly not achieving targets	HY/RD /AG	Primary Care		Led by primary care. Practice level data reviewed by JH and RJ. JW and MG planning to meet practices with poor	Green	Complete

				uptake (discussed in SIG Jan 2020)		
Encourage use of domiciliary immunisation policy.	JW/AG/RD/HY		Sept 2020 Imms update/ As arises	Include in all Imms Update Training. HV/ PN's. Joint home visits undertaken with health visitors for hard to reach children.	Green	
Include uptake data in all immunisation updates for all staff groups.	HY/RD		Aug 2020	Done slides updated COVER 2019-20	Green	Complete
Encourage immunisation documentation to be returned to child health in a timely manner (Include in all immunisation updates)	AG/HY/RD	Primary care OIG members	Sept 2020	Discuss the importance in all staff immunisation updates All immunisation update dates booked/ On agenda for next PM meeting. Importance emphasised to Primary care reps in OIG particularly for minimising vaccination errors in School Nursing sessions e.g. MMR catch up/Fluenz	Green	Complete
Promote MMR uptake in General population and in Staff	Admin/AG/HY/RD	OIG	2019	MMR poster sent to JuW for sharing with practices. Posters shared with FF for sharing with HV to display in practices. MMR comms on social media by DO. Posters given/emailed to OIG members for displaying across HB sites. Posters shared in PN	Green	Complete

				updates. Measles slides on Imms updates for all staff		
Attend MMR task and finish group meetings, led by Primary Care	AG/HY/RD		As arise	First meeting attended December 2019. MG plans to look at processes and develop a best practice guide. Immunisation team to look at quarterly data to send to individual practices. Work to be picked up again. Some disruption due to COVID	Amber	
To explore parental attitudes towards pre-school boosters	CB / AG		Sept 2020	Research requested by Chair of SIG to Cardiff University MPH student, but delayed due to COVID	Amber	
Initiate pilot based on findings of above, to look at improving pre-school boosters uptake	CB / AG		Sept 2020			
Deliver training to Nursery Nurses in CTMUHB boundaries about the importance of immunisation	HY/RD		Sept 2020	Have not yet been able to deliver sessions to nurseries this year due to time restraints/Social Distancing.	Amber	
Facilitate Implementation of the National Improvement Programme. 2.1 MMR vaccine to be offered to un vaccinated Children in school Year 7	AG/HY/RG		Nov 2020	MMR catch up in schools through Sept Pick up this work stream ASAP. School Nursing Team capacity issues at present (Sept 2020)	Amber	
Facilitate increasing uptake of Men ACWY across organisation. Included Men ACWY awareness in all training sessions/ Play Video	HY/RD		November 2020	Men ACWY uptake data and Meningitis Now video shared in all imms updates.	Green	Complete

Remind practices of the age group they should be calling in for Men ACWY	HY/RD		Sept 2020	Sent email to all practices, slide with dates in all training	Green	Complete
Make Link with Universities- look at processes, and immunisations	HY/RD		Dec 2019	Met with USW nurses June 19. Supplied with resources – posters leaflets, online links to videos. To attend sessions in Sept to promote Men ACWY and MMR. Shared link with Meningitis now rep. Shared links to resources in Chinese as requested. Catch up again this year	Green	Complete
Link with GP providing immunisations to USW Treforrest to look at uptake data & ways to improve uptake	AG/HY/RD		Dec 2020		Amber	
Encourage use of PHW leaflets. Circulate PH Library resources when updates are available	Admin	AG/HY/RD		Circulated link to library to all OIG members	Green	Complete
Include PH Library information in all training	HY/RD	Admin	Sept 2020	Show link in all training slides set, 2020 dates all booked	Green	Complete
Increase immunisation knowledge of all staff that immunise in the HB. Facilitate immunisation training for all staff that immunise	AG/HY/RD	OIG/Nurse Managers	June 2021	Primary Care Links established Peers Ongoing Build more links Via OIG for other areas such as A+E, Paeds etc.	Amber	
Keep an up to date Immunisation training database for all staff	HY/RD	Admin	Jan 2021	2019 - Concerns re-level of attendance to training shared with OIG representatives and Bridgend links on numerous occasions and	Green	Complete

				discussed in OIG meetings		
Evaluate Immunisation Training 2020	HY/RD	Admin	Nov 2020	Training sessions Via Teams this year – starting 10 th Sept	Amber	
Meningitis B Vaccinations PHW. Support PHW ‘Be On the Team’ Study by providing a vaccination service at sessions	AG/HY/RD	Public Health	Aug 2020	Completed for 2019	Green	Complete
Liaise with James Adamson to discuss details for 2020 sessions	AG/HY/RD	Public Health	January 2020	Completed end of Aug 2020	Green	Complete
Assess Shingles uptake across HB and offer practices support to trail ‘Mingle with Shingles’ clinic	JW	Primary Care	August 2019	Mingle with Shingles clinic held at Keir Hardie with success. WG interested in the initiative.	Green	Complete
Promote shingles vaccination with practice nurses and practice managers as CTM has lowest uptake in Wales. Mingle with Shingles clinic promoted.	JW/RJ/AG/HY/RD	Admin/Primary care	October 2019	Discussed at Practice Manager forum and included in all immunisation updates. In addition, the 2 main practice nurse imms updates included a talk on Shingles delivered by VPDP Specialist Nurse Nicola Meredith. Hard copy resources also sourced from VPDP library and shared alongside resources from MSD rep. 2020 – Regular communication sent to Practices re the extended eligibility of those that turned 80 during Lockdown.	Green	Complete

