

Version V02



# **Frontline Health and Social Care Worker 2018/19 seasonal influenza vaccine campaign: Trust guidance on data collection of vaccine uptake**

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**2018/19 Version 5<sup>th</sup> June 2018**

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### Change history

<b>Version Number</b>	<b>Change Details</b>	<b>Date</b>
<b>V02</b>	Definitions of frontline Health Care Workers (HCWs) and Social Care Workers (SCWs) have been separated	23 <sup>rd</sup> May 2018
	The tables detailing frontline HCWs and SCWs have been simplified and include staff groupings as per HRPTS	
	Explanation on how to obtain the denominator at the start of the season has been simplified	
	Students, bank/agency staff and other staff not on HRPTS have been removed from denominator collection and are included as 'others' for numerator collection	
	Data collection template that Trusts must submit to PHA has been changed	
	A separate data collection template has been developed for Northern Ireland Ambulance Service (NIAS)	
	Reporting dates of data collection to the PHA have been reduced to monthly to coincide with PHA reporting requirements to Department of Health (DOH)	
	Data reported to DOH will also be reported to Flu Fighters® and an identified person in each Trust	
	FAQs updated	

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### Introduction

Frontline health and social care workers (HSCWs) are eligible for the flu vaccine as part of the seasonal influenza vaccination programme and should be offered the vaccine by their employer. The programme officially begins on 2 October 2018 until 30 March 2019, although Trusts can start their programme when they receive their first delivery of vaccine. Further details can be found in the Chief Medical Officer (CMO) policy letter, '*Seasonal influenza vaccination programme 2018/19*' – found on the Department of Health (NI) website.

The Public Health Agency (PHA) is responsible for monitoring influenza vaccine uptake of frontline HSCWs on behalf of Department of Health (DOH). Whilst Trusts offer the flu vaccine to all of their staff, the PHA only collates and publishes vaccine uptake for HSCWs that are involved with direct patient care (i.e. frontline) from the five Health and Social Care (HSC) Trusts and the Northern Ireland Ambulance Service (NIAS).

The PHA is interested in knowing the percentage of all frontline HSCWs vaccinated that are working/worked in the Trust at any point during the 2018/19 influenza season (vaccine uptake- see box).

This year DOH has again set a minimum uptake target for frontline HSCWs of 40% across all Trusts.

$$\text{Vaccine Uptake of frontline HSCWs (\%)} = \frac{\text{No. working in Trust that received vaccine at any time in 2018 – 19 (numerator)}}{\text{No. working in the Trust at any time during 2018 – 19 (denominator)}}$$

In accordance with the CMO policy letter, all HSC Trusts are responsible for submitting their data on vaccination of frontline HSCWs to the PHA for regional monitoring purposes.

Trusts and NIAS must submit this information using the standard data collection template (appendix 1 and 2) by agreed deadlines so that PHA can accurately monitor regional uptake, report to the DOH and direct public health action.

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The purpose of this guidance is to provide clear instruction to Trusts on data collection requirements for the 2018/19 seasonal influenza vaccine programme of frontline HSCWs, and thus ensure standardised data collection across Trusts.

This year's guidance has been updated from last year to reflect feedback received from flu leads in HSC Trusts. The feedback received from Trusts in the main related to inclusion of some staff groupings in the definitions of frontline HSCWs, in particular social workers / social care workers, administrative and clerical staff and support services staff groups such as porters, catering and domestic staff. Difficulty was also raised about the ability for Trusts to include frontline staff groupings not on HRPTS within the denominator.

It should be noted that this guidance relates to PHA data collection requirements for Trusts with the purpose of standardising collection across all Trusts. In Northern Ireland, unlike the rest of the United Kingdom, Health and Social Care are integrated so social care workers are part of the frontline Trust-employed workforce. It is important that both HCWs and SCWs are vaccinated and monitored, however this updated version has separated the definition of frontline HCWs and SCWs to enable uptake to be calculated for each group.

Staff groups working in support services and administrative and clerical roles caused confusion around whether they should be defined as frontline staff or not because these staff have different roles in Trusts, with some having direct patient contact and others not. All Trusts should offer and vaccinate any of their staff that are defined as frontline and may need to use a degree of judgement for some staff. However, **for PHA monitoring purposes only**, it has been agreed with Trust flu leads at the Flu fighter's® evaluation workshop on 21<sup>st</sup> May 2018 that only staff groupings that have the same frontline HCW role across Trusts will be included.

This guidance includes information on:

1. definitions of both frontline Health Care Workers and Social Care Workers
2. setting the baseline denominator at the start of the season
3. updating the denominator throughout the season
4. standard data collection templates
5. data submission dates

At the end there are general questions and answers on common problems with recording the data.

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### Data definitions

**Frontline Health Care Workers (HCWs):** provide health-related services in acute HSC hospitals, mental health hospitals, community-based services, ambulance care that are in direct contact with patients.

**Frontline Social Care Workers (SCWs):** provide social care to patients or clients through the Trust, community-based services to individuals in their own home, in care homes or other long-term care facilities that is in direct contact with patients.

**Non-frontline:** any member of staff directly involved in the day-to-day running of the organisation and its infrastructure but not involved in direct patient care.

The National Health Service (NHS) national workforce census provides definitions of staff groupings. Public Health England (PHE) has developed guidance for use in England on data collection of frontline HCWs based on these staff definitions.<sup>1</sup>

Devolved administrations use different human resource monitoring systems and consequently may have different definitions of staff groups and different methods of extracting the data.

Northern Ireland Health and Social Care organisations use the Human Resource, Pay and Travel System (HRPTS). Workforce staff groupings from HRPTS have been broadly classified into the equivalent definitions from the NHS national workforce census.

The following tables outline the definitions that should be included in the data returns for monitoring purposes to the PHA for (along with the equivalent HRPTS grouping):

1. Frontline Health Care Workers (table 1)
2. Frontline Social Care Workers (table 2)
3. Non-frontline Trust-employed staff (table 3)

Trusts may need to use a degree of judgement for some staff grouping on whether or not to include (see FAQs for further information).

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<sup>1</sup> <http://content.digital.nhs.uk/article/2267/National-Workforce-Data-Set-NWD-guidance-documents>

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Table 1: Definitions of staff groups that are **FRONTLINE** HCWs

Staff Grouping	Definition	HRPTS staff grouping
<b>All doctors</b>	<ul style="list-style-type: none"> <li>doctors working in hospital, community or GP<sup>2</sup></li> <li>all grades of hospital, community and public health doctor or dentist<sup>3</sup></li> <li>medical and dental students<sup>4</sup></li> </ul>	<b>Medical and Dental (TC8)</b>
<b>All qualified nurses</b>	<ul style="list-style-type: none"> <li>qualified nurses, midwives, health visitors working in hospital, community or GP</li> <li>at least first level registration</li> <li>includes nurse consultants, nurse managers</li> <li>bank/agency nurses<sup>4</sup></li> <li>nursing and midwifery students<sup>4</sup></li> </ul>	<b>Nursing and midwifery (TC 5)</b>
<b>All Allied Health Professionals</b>	<ul style="list-style-type: none"> <li>All qualified AHPs:</li> <li>Physiotherapists</li> <li>Occupational therapists</li> <li>Dieticians</li> <li>Radiographers</li> <li>Sonographers</li> <li>Chiropodists/podiatrists</li> <li>Orthoptists</li> <li>Speech &amp; Language therapists</li> <li>Clinical Psychologists</li> <li>Art/music/drama therapists</li> <li>All AHP students<sup>4</sup></li> </ul>	<b>Sub-group within Profession and technical (TC 7)</b>
<b>All pharmacists</b>	<ul style="list-style-type: none"> <li>Trust-employed Pharmacists<sup>5</sup></li> <li>All students<sup>4</sup></li> </ul>	<b>Sub-groups within Profession and technical (TC 7)</b>
<b>Other qualified professional staff</b>	<ul style="list-style-type: none"> <li>Other qualified staff working in direct patient contact e.g. medical technical officers, cardiographers, biomedical scientists, clinical scientists,</li> </ul>	<b>Sub-groups within Profession and technical (TC 7)</b>

<sup>2</sup> GPs that are Trust employed only i.e. those that work in a Trust managed out of hours service

<sup>3</sup> consultant, registrar, senior house officer, foundation 1&2, staff grade, associate specialist, clinical assistants, and hospital practitioners

<sup>4</sup> Not on HRPTS so not included in denominator data

<sup>5</sup> community /federation pharmacists are not Trust-employed staff should be included separately

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	healthcare scientists, optometrists	
<b>Qualified ambulance staff</b>	<ul style="list-style-type: none"> <li>• Ambulance paramedics</li> <li>• Technicians</li> <li>• Emergency care practitioners</li> </ul>	<b>NIAS (TC9)</b>
<b>Support to qualified staff groupings</b>	<ul style="list-style-type: none"> <li>• Staff with direct patient care working in direct support of clinical staff:</li> <li>• nursing assistants, auxiliaries, nursery nurses</li> <li>• care assistants</li> <li>• phlebotomists</li> <li>• health care assistants</li> <li>• technology assistants</li> <li>• physiotherapy assistants</li> <li>• ambulance personnel</li> <li>• porters involved in moving patients around the hospital</li> <li>• maintenance &amp; works staff in open clinical areas</li> </ul>	<b>Subgroups within: Nursing &amp; Midwifery (TC5) Profession and technical (TC7) NIAS (TC9) Support Services (TC4)</b>

**Table 2: Definitions of staff groups that are FRONTLINE SCWs**

<b>Staff Grouping</b>	<b>Definition</b>	<b>HRPTS staff grouping</b>
<b>Social Workers</b>	<ul style="list-style-type: none"> <li>• Assesses and manages care, support and intervention needs for individuals and families: social workers</li> </ul>	<b>Social Services (TC6)</b>
<b>Social Care Workers</b>	<ul style="list-style-type: none"> <li>• Provides service users with direct personal community-based care and practical support to people in their own home<sup>6</sup>: home help / domiciliary care worker / community care worker</li> <li>• Provides care for people in care homes or other long-stay care facilities: Trust employed</li> </ul>	<b>Social Services (TC6)</b>

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Table 3: Definitions of staff groups that are NON-FRONTLINE HCWs

Staff Group	Definition	HRPTS staff grouping
<b>Staff working in central functions</b>	Central functions include personnel, finance, IT, legal services, library services, health education and general management support services. Examples include: <ul style="list-style-type: none"> <li>• Secretary outside clinical areas (including ward clerks)</li> <li>• Clerical Officers and Managers</li> <li>• Records Manager</li> <li>• Patient Experience Staff</li> <li>• Help desk operator</li> <li>• Domiciliary Area Manager</li> </ul>	<b>Subgroups within:</b>  <b>Admin &amp; Clerical (TC2)</b> <b>Support Services (TC4)</b>
<b>Staff working in Estates</b>	Estates include areas such as laundry, catering, domestic services and gardens. Examples include: <ul style="list-style-type: none"> <li>• Maintenance Officers</li> <li>• Estates Officers</li> <li>• Surveyors</li> <li>• Domestic / laundry</li> <li>• Catering – Cooks</li> <li>• Security Officers</li> <li>• Chaplin</li> <li>• Drivers</li> <li>• Caretakers</li> <li>• Labourers</li> </ul>	<b>Estates (TC3)</b> <b>Support Services (TC4)</b>

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### Setting the denominator baseline in September 2018

In September, before the influenza season begins, Trust occupational health and Human Resource (HR) departments should identify the number of frontline staff in their organisation that are eligible for the flu vaccine. As Trusts only send data to the PHA on frontline HSCWs, occupational health and HR need to be able to establish the number of frontline HSCWs using the same definitions above. This sets the baseline denominator.

Each Trust should send their baseline denominator to the PHA in September 2018. Table 4 summarises HSCWs that should be included in the baseline.

**Table 4: Frontline Health and Social Care Workers in HSC Trusts included in denominator in September**

	<b>Include</b>	<b>Do not include</b>
All HCWs and support staff (table 1)	✓	
All SCWs (table 2)	✓	
All students working in Trust <sup>7</sup>		✓
Agency/bank staff <sup>7</sup>		✓
Staff working in non-frontline roles (table 3)		✓
Staff out of the Trust for the whole flu vaccination period (September-March) e.g. maternity leave/sick leave		✓

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<sup>7</sup> Not registered on HRPTS so do not include in denominator. However, they should still be offered and receive the vaccine and recorded in the numerator data as 'other' (see data collection template – appendix 1)

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### Updating the numerator and denominator monthly

Every month HR and occupational health should update the baseline denominator, to take into consideration frontline HSCWs who start work (starters) during the flu season. The number of frontline HSCWs who have received the flu vaccine (numerator) should also be recorded. Trusts should report the most up to date numerator and denominator to the PHA. Table 5 clarifies individuals that should and shouldn't be included in the numerator and denominator at each monthly update.

**Table 5: Frontline Health and Social Care Workers that should be included in monthly updates of numerator and denominator figures**

Staff status	Criteria	Numerator			Denominator		
		Add	Remove	do not add	add	remove	do not remove
<b>Trust - employed and working at the start of season (September 2018)</b>	All HCWs and support staff (table 1)	✓					✓
	All SCWs (table 2)	✓					✓
	All students working in Trust <sup>8</sup>	✓			Do not add		
	Agency/bank staff <sup>8</sup>	✓			Do not add		
	Staff member that declines vaccine (any reason)			✓			✓
	Staff that have received vaccine elsewhere e.g. GP	✓					✓
	Staff on maternity leave during <u>entire</u> flu vaccination period			✓	Do not add		✓
	Staff on sick leave during <u>entire</u> flu vaccination period			✓	Do not add		
<b>Starters and Leavers</b>	Staff arrive in Trust during vaccination period and receive vaccine (starters)	✓			✓		
	Staff vaccinated in Trust but leaves during vaccination period (leavers)			Do not remove			✓

<sup>8</sup> Not registered on HRPTS so do not include in denominator. However, they should still be offered and receive the vaccine and recorded in the numerator data as 'other' (see data collection template – appendix 1)

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### Data collection - template

Trusts have a responsibility to collect and send data to the PHA on the number of Trust employed frontline HSCWs vaccinated, broken down by staff grouping using the standard data collection template (appendix 1).

Trust Occupational Health Departments also vaccinate some non-Trust employed staff under service levels agreements, including:

- ambulance staff (NIAS)
- social care workers working in independent sector care homes
- community HCWs, including pharmacy, primary care and dental

Trusts should report these vaccines administered but they should not be included in Trust employed frontline HCWs numerator figures. Other staff that are not on HRPTS but frontline HSCWs working in the Trust at any point during the flu season (e.g. students, bank/ agency staff) should be included in the numerator figures as 'others' (see data collection template).

#### **NIAS data collection**

It is the responsibility of NIAS to collect and send numerator and denominator data to PHA on the number of frontline NIAS HCWs vaccinated.

NIAS should make arrangements with Trust occupational health departments to receive the number of vaccine administered to their staff on their behalf.

A separate data collection template has been developed for use by NIAS (appendix 2).

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### Data collection

All Trusts should submit the standard template within the time frames outlined in table 6, which have been agreed by the Department of Health.

The template should be sent to: [FluSurveillance@hscni.net](mailto:FluSurveillance@hscni.net)

**Table 6: Data collection dates for Trusts to report to the PHA**

Reporting month/s	Number of new vaccinations in reporting period	Date Trusts should submit data to PHA by*	Date PHA should submit to DOH by
September / October	1 <sup>st</sup> September - 31 <sup>st</sup> October 2018	10 <sup>th</sup> November 2018	Wednesday 14 <sup>th</sup> November 2018
November	1 <sup>st</sup> November - 30 <sup>th</sup> November 2018	10 <sup>th</sup> December 2018	Friday 14 <sup>th</sup> December 2018
December	1 <sup>st</sup> December - 31 <sup>st</sup> December 2018	10 <sup>th</sup> January 2019	Monday 14 <sup>th</sup> January 2019
January	1 <sup>st</sup> January - 31 <sup>st</sup> January 2019	10 <sup>th</sup> February 2019	Tuesday 14 <sup>th</sup> February 2019
February	1 <sup>st</sup> February - 28 <sup>th</sup> February 2019	10 <sup>th</sup> March 2019	Thursday 14 <sup>th</sup> March 2019
March	1 <sup>st</sup> March - 31 <sup>st</sup> March 2019	11 <sup>th</sup> April 2019	Monday 15 <sup>th</sup> April 2019

\* Trusts have **ten** working days from the end of the month to submit data to the PHA

Once data is submitted by Trusts, the PHA flu surveillance team will validate the data and query any possible anomalies. Trusts can amend submitted data up until the Department of Health return dates (as outlined in column four of table 6).

Uptake figures will then be sent to the Department of Health two weeks after the end of the month. **These figures are the final figures will not be able to be adjusted by Trusts.** These figures will also be sent to NHS Employers Flu Fighters ® and an identified Trust lead.

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### General questions and answers

#### Do I have to submit?

Yes. It is a Trust responsibility from the Department of Health to report vaccine uptake in frontline HSCWs as outlined in the CMO annual flu letter.

#### Are we collecting data on Social Care Workers?

Yes - frontline social care workers only.

In Northern Ireland, unlike the rest of the United Kingdom, Health and Social Care is integrated and so many Social Care Workers are employed by Trusts. The definition of frontline social care workers is outlined in table 2.

#### Why are we collecting data on porters but not for other support services such as those working in catering and domestic services?

In all Trusts, porters are involved in moving patients around the hospital and are therefore staff that support clinical staff and have direct patient contact. Security porters/security officers should not generally be included unless the Trust feels they have direct patient care. If this is the case, they should be offered the vaccine.

The role of catering and domestic service staff across Trusts differs, with some having direct patient care and others not. It is therefore not possible to standardise data collection for these groups across Trusts and so a decision has been taken not to include these groups as frontline for PHA monitoring arrangements only. However, in Trusts where these staff are considered to have patient contact they should be offered the vaccine in the same way as other frontline staff.

#### Are we collecting data on clerical and administrative staff that work in clinical areas?

Administrative and clerical staff mostly do not work in clinical areas and so do not have direct patient contact. The only exceptions are ward clerks who may sit on the wards and therefore have some direct patient care; however, this is not universal practice across all Trusts.

A decision has therefore been taken not to include any administrative and clerical staff as frontline for PHA monitoring arrangements only. However, in Trusts where these staff do have patient contact they should be offered the vaccine in the same way as other frontline staff.

#### Should vaccines administered to HSCWs outside the Trust still be counted?

Yes.

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The PHA is interested in knowing the proportion of HSCWs in your Trust that are protected against flu with the vaccine. It does not matter where they received the vaccine e.g. at their own GP. HSCWs should report their vaccination status to their Trust (verbal report is sufficient) and this should be recorded in the numerator and denominator.

### **How do you record data on frontline staff if they are not on HRPTS?**

Any staff working in your Trust during the flu season that has direct patient contact should be offered the vaccine. However, there are groups of staff working in your Trust that have direct patient contact but that are not employed by the Trust and therefore not recorded on HRPTS e.g. students, bank staff, staff employed by a third party.

These staff should to be vaccinated and included separately on the data collection template under 'others' unless you are able to provide the denominator data (appendix 1).

### **How do you record data on frontline community staff that are vaccinated by Trust occupational health on behalf of community organisations?**

In Northern Ireland, non-Trust employed health and social care staff can receive the vaccine via the Occupational Health Service in their local Trust, including community pharmacists, staff involved in supplying medicines, dental staff, general practitioners, private nursing and residential care home staff.

Trusts should not include these individuals in their frontline HSCW figures. They should be recorded separately on the data collection template (appendix 1).

### **Why do you not remove leavers from the Trust?**

The information PHA is interested in is the number of frontline HSCWs that were vaccinated when they worked in the Trust at any point during the flu season, even if this is only one day or shift. Even if the person leaves during the flu period they should still be captured in both the numerator and denominator.

### **Contacts**

If you have any queries regarding the seasonal influenza vaccine uptake data collection process that are not address in this guidance or the CMO circular, please email: [FluSurveillance@hscni.net](mailto:FluSurveillance@hscni.net)

If you have any general queries regarding the seasonal influenza programme for health care workers, please email: [Pha.immunisation@hscni.net](mailto:Pha.immunisation@hscni.net)

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### Appendix 1 Trust data collection template (HSC Trusts)

Please return the Trust data collection to: [FluSurveillance@hscni.net](mailto:FluSurveillance@hscni.net) by the agreed dates outlined on page 12.

Staff Grouping	Denominator (total number of each staff group that work in the Trust)	Numerator (number of each staff group that received flu vaccine during reporting period)
<b><u>Trust employed</u> frontline health care workers (HCWs)</b>		
Doctors (TC8)		
Nurses, midwives (TC5)		
Allied Health Professionals (TC7)		
Pharmacists (TC7) - Trust employed		
Other qualified staff (TC7)		
Support to clinical staff		
<b><u>Trust employed</u> frontline social care workers (SCWs)</b>		
Social workers		
Social care workers - Trust employed community-based / care homes		
<b><u>Non-Trust</u> frontline HCWS vaccinated by Trust occupational health</b>		
Qualified ambulance staff (TC9)	Not Applicable	
Social care workers – independent sector care homes (nursing and residential)	Not Applicable	
Community Pharmacists- Not Trust employed	Not Applicable	
Primary Care e.g. GPs, practice nurses, support staff	Not Applicable	
Community Dentists	Not Applicable	
Others (e.g. students from any discipline; agency/bank staff)		

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If you have any general queries regarding the seasonal influenza programme for health care workers, please email: [Pha.immunisation@hscni.net](mailto:Pha.immunisation@hscni.net)

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### Appendix 2: NIAS data collection template

Please return the Trust data collection to: [FluSurveillance@hscni.net](mailto:FluSurveillance@hscni.net) by the agreed dates outlined on page 12.

<b>Staff Grouping</b>	<b>Denominator (total number of frontline NIAS staff) <u>PROVIDED BY NIAS</u></b>	<b>Numerator (number of frontline NIAS staff that received flu vaccine during reporting period)</b>
<b><u>NIAS employed frontline HCWs (includes qualified ambulance staff and support staff)</u></b>		
Vaccinated by NIAS		
Vaccinated by Belfast Trust	Not Applicable	
Vaccinated by South Eastern Trust	Not Applicable	
Vaccinated by Northern Trust	Not Applicable	
Vaccinated by Southern Trust	Not Applicable	
Vaccinated by Western Trust	Not Applicable	

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If you have any general queries regarding the seasonal influenza programme for health care workers, please email: [Pha.immunisation@hscni.net](mailto:Pha.immunisation@hscni.net)