

## Home Manager Checklist

### Autumn/ Winter 2023/24 Vaccine Programme

Item	Action
1.	<p><b>Please aim to have your residents vaccinated in as timely a way as possible.</b></p> <p>The regional start date is the 18 September 2023 with a target to have all homes vaccinated by 31 October 2023.</p>
2.	<p><b>Residents:</b></p> <ul style="list-style-type: none"> <li>• Name.</li> <li>• DOB.</li> <li>• Age.</li> <li>• H&amp;C number.</li> <li>• Allergy status.</li> <li>• Additional Information to be cross checked with Vaccine Checklist.</li> <li>• <b>Consent/ Best interests</b> Update from GP obtained if required.*</li> <li>• Highlight bariatric residents (different needle required for administration.)</li> </ul> <p>Please note pharmacists will be offering both Flu and Covid vaccination. It is essential that the number of residents requiring either vaccine or both is correct and given to the pharmacist in advance.</p> <p>*In the event a resident <b>does not have capacity to consent</b> a best interest decision by pharmacist will be required. The patient's GP may need to be contacted in advance of vaccination session to provide further information to support the best interest decisions by a pharmacist, particularly if:</p> <ol style="list-style-type: none"> <li>1. The resident is new to the home and has no history of vaccination available.</li> <li>2. The resident has had a significant change to their health from previous vaccination.</li> </ol>
3.	<p><b>Staff</b></p> <p>Staff should be encouraged to be vaccinated, they can receive their vaccine in three ways, at:</p> <ol style="list-style-type: none"> <li>1. The home during vaccination sessions.</li> <li>2. At their local pharmacy.</li> <li>3. If called by their GP.</li> </ol>

	<p>If staff are vaccinated outside the home, please ask them to advise the vaccinator that they work in a care home and to provide the RQIA registration number for the home to the vaccinator.</p> <p><b>Staff will need to have the following:</b></p> <ul style="list-style-type: none"> <li>• Name.</li> <li>• H&amp;C number.</li> <li>• Address. Known allergies.</li> </ul> <p><b>Managers should:</b></p> <ul style="list-style-type: none"> <li>• Ensure all staff know the RQIA number for your home.</li> <li>• Encourage all staff to attend for vaccination at the time the pharmacist is due to visit the home.</li> <li>• Provide the estimated number of staff who will attend for vaccination to the pharmacy in advance.</li> </ul>
4.	<p>Provide the name and contact number of the manager or senior who will be on duty to the pharmacist in advance of planned dates.</p>
5.	<p><b>Day of Vaccination</b></p> <p>Pharmacists are not trained in moving and handling so <b>please ensure a member of staff accompanies the vaccinator at all times</b> they are with residents during the vaccination session.</p> <p><b>Person in Charge</b></p> <ul style="list-style-type: none"> <li>• Allocate a member of staff who is familiar with residents to accompany vaccinator at all times.</li> <li>• Ensure this staff member has a confirmed list of residents to be vaccinated. on the day</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Confirm the name of each resident you attend with a vaccinator is on the vaccination list.</li> <li>• Confirm identity of each resident for the vaccinator.</li> <li>• Provide reassurance to the resident if required.</li> <li>• Help residents with removing layers of clothes/changing them to a suitable position for injection if required.</li> </ul> <p><b>In preparation care home staff will be required to:</b></p> <ul style="list-style-type: none"> <li>• Ensure residents are wearing a short sleeved or loose-fitting shirt/blouse or top to provide ease of access to both upper arms for vaccination.</li> </ul>

	<p><b>For bedfast residents, Care home staff are asked to ensure that:</b></p> <ul style="list-style-type: none"> <li>• They are dressed in short sleeved pyjamas/night dress on the day of vaccination.</li> </ul>
6.	<p><b>Equipment</b></p> <p>Trolley to transport vaccination equipment e.g. sharps box.</p>
7.	<p><b>Day room set-up to accommodate vaccination</b></p> <p>NB: Vaccinators will be able to administer the vaccine/s to residents who are unable to attend day room.</p>
8.	<p><b>Room or quiet area for vaccines to be stored and Team Lead/Admin to use as base</b></p>
9.	<p><b>On the day</b></p> <p>On day of vaccination programme, if a respiratory type outbreak is apparent – The Care Home Manager <b>MUST</b> inform the contact Community Pharmacist by 7am  <b>It is possible to vaccinate a home that is in outbreak.</b> Please refer to the vaccinating in a home during outbreak guidance on PHA website: <a href="https://www.hscni.net/guidance-for-vaccination-in-care-homes-during-respiratory-type-outbreaks.pdf">Guidance for vaccination in care homes during respiratory type outbreaks .pdf (hscni.net)</a></p>