**Version V03**

# Seasonal Influenza Vaccine:

# Trust guidance on data collection and reporting of vaccine uptake for Trust-employed Frontline Health and Social Care Workers

**Written by:**

PHA Vaccine Surveillance Team

**2026/27 version** **28 September 2026**

## Version V03

## Change history

| Version Number | Change Details | Date |
|---|---|---|
| **V01** | This data collection guidance replaces the *Frontline Health and Social Worker seasonal influenza vaccine campaign: Trust guidance on data collection of vaccine uptake* guidance produced for previous influenza vaccination campaigns. | 12 September 2023 |
| **V02** | Removal of reference to COVID-19 vaccination programme. Updated with reference to 2025/26 seasonal influenza vaccination programme. | 24 July 2025 |
| **V03** | Linked to updated CMO letter. Updated dates and links throughout. | 28 September 2026 |

**Version V03**

## Monitoring of vaccine uptake

The PHA is responsible for monitoring seasonal influenza vaccine uptake of Trust-employed health and social care workers (HSCWs) on behalf of the Department of Health (DoH). A definition of frontline based on the available data has been adapted for reporting purposes only. The use of a consistent definition of frontline allows comparison with previous seasonal influenza vaccination programmes. Trusts should offer the flu vaccine to **all eligible HSCWs** in line with the guidance in the Seasonal Influenza Vaccination Programme 2026/27 letter.

In accordance with the programme letters, all HSC organisations (Trusts, GPs, community pharmacies) are responsible for entering the administration of flu vaccination of all HSCWs on to the Vaccine Management System (VMS) in line with the guidance on the VMS portal.

Data extracted from the VMS by PHA will be used to determine vaccine uptake for Trust-employed frontline HSCWs.

## Purpose of guidance

The purpose of this guidance is to provide clear instruction to Trusts and NIAS on the data collection process for the monitoring of uptake in frontline HSCWs as part of the seasonal influenza vaccination programme.

In Northern Ireland, unlike the rest of the United Kingdom, Health and Social Care are integrated so social care workers (SCWs) are part of the frontline Trust-employed workforce. It is important that both health care workers (HCWs) and SCWs are vaccinated and monitored, and uptake will be reported and calculated separately for each group.

## Definitions for data collection purposes only

The staff group options available to record on VMS have been defined as frontline HCWs, frontline SCWs or non-frontline.

**The following definitions apply for surveillance data collection and reporting purposes only.** The relevant campaign/programme letter and Green Book recommendations should be followed when considering which staff to vaccinate.

**Frontline health care workers (HCWs):** Ambulance, Medical & Dental, Nursing & Midwifery and Professional & Technical. These staff groups are considered frontline HCWs as the majority of job roles within the group will have direct contact with patients.

**Frontline social care workers (SCWs):** Social Services. This staff group is considered frontline SCW as the majority of job roles within the group will have direct contact with patients.

**Non-frontline:** Admin & Clerical, Estates, Support Service & User Experience. These staff groups are considered to have less job roles involving direct patient contact.

The following table details example job roles (this is not exhaustive) which should be recorded under each VMS staff group and whether this group will be reported as frontline for **surveillance purposes**. The corresponding denominator for each group is also listed. **Of note, nurse support staff should be recorded within the staff group Nursing and Midwifery when recording a vaccination on VMS for a person with this job role.**

Table 1. Staff groups collected on VMS with example job roles, denominator and indication of whether frontline or not **for reporting purposes only**

| **VMS recorded staff group (numerator)** | **HSC Workforce census occupational family (denominator)** | **Frontline? (surveillance definition for reporting)** | **Example job roles** |
|---|---|---|---|
| Ambulance | Ambulance | **Yes** | Paramedics, emergency medical technician |
| Medical & Dental | Medical & Dental (including NIMDTA trainees) | **Yes** | Doctors (including junior doctors in training) and dentists |
| Nursing & Midwifery | Registered Nursing & Midwifery<br>**And**<br>**Nurse Support Staff** | **Yes** | Registered nurses and midwives, **nurse support staff roles** |
| Professional & Technical | Professional & Technical | **Yes** | Allied health professionals (e.g. physiotherapists, occupational therapists), other health professionals (e.g. psychologists), and technical or scientific staff (e.g. biomedical scientists and pharmacists) |
| Social Services | Social Services (excluding domiciliary care) | **Yes** | Social workers, social care staff |
| Admin & Clerical | Administration & Clerical | No | Medical/personal secretaries, solicitors, chief executives, directors, senior managers |
| Estates | Estates Services | No | Estates officer, groundsman, joiner, electrician |
| Support Service & User Experience | Support Services | No | Domestic services, catering, porter, driver and security |

## Calculating vaccine uptake of frontline HSCWs

**Numerator:** the number of Trust-employed frontline HSCWs working in the Trust at any time during the programme who received the vaccine* during this time. Vaccinations must be recorded on VMS and identifiable as a Trust-employed frontline HSCW to be included in numerator.

**Denominator:** the number of frontline HSCWs on 31st March 2026 as per the Northern Ireland Health and Social Care (HSC) Workforce Census March 2026. Further information and the results of the workforce census are available online: Northern Ireland health and social care (HSC) workforce census March 2026 | Department of Health.

Vaccine uptake of frontline HSCWs is the number of Trust-employed frontline HSCWs receiving a vaccination during the programme/campaign as a proportion of the number employed at the date of the latest HSC Workforce census on 31st March 2026.

$$\text{Vaccine Uptake of frontline HSCWs } (\%) = \frac{\text{Number employed in Trust that received vaccine at any time in } 2026/27 (numerator)}{\text{Number employed in the Trust on HSC Workforce census date} (denominator)}$$

## Reporting of vaccine uptake

Vaccine uptake of influenza vaccine will be reported on a weekly basis, with reports emailed and circulated to relevant colleagues once the programme commences. A seasonal influenza vaccination surveillance report will be published on the Seasonal Vaccination of the PHA website during the programme and will be updated following the end of the programme: Vaccination coverage | HSC Public Health Agency.

**Version V03**

## Contacts

If you have any queries regarding the seasonal influenza vaccine uptake data collection process that are not addressed in this guidance or the programme letters, please email: Vaccines.Surveillance@hscni.net

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