

# Roles and responsibility in COVID Vaccine programme

Key area	School	School Age Immunisation Provider (CLCH/Vaccination UK/CLCH/CNWL/BEH)	Vaccine team (UCLH/Whittington/BEH)
<b>Clinical governance</b>			<ul style="list-style-type: none"> <li>✓ Ensuring appropriate CQC registration of services</li> <li>✓ Providing clinical leadership and clinical governance of the delivery of the vaccine service in accordance with the provider's organisational policies.</li> <li>✓ Ensuring the site/ service is set up to run clinically safely and the appropriate policies &amp; procedures are in place to support this</li> <li>✓ Reporting and investigation of adverse drug reactions, SIs and incidents via datix</li> <li>✓ Regular review of incidents and learning sector wide through clinical governance meetings</li> </ul>
<b>Programme delivery</b>	<ul style="list-style-type: none"> <li>✓ Supplies basic facilities to vaccination team. i.e. water and toilets</li> <li>✓ Knowledge of wifi access in advance of arrival is helpful</li> <li>✓ Meets with manager a couple of days before vaccine team arrives so set up expectations clear. ie how to layout tables and chairs in halls/implement IPC requirements.</li> <li>✓ Participate in process for identifying vaccination date</li> <li>✓ Ensure students are available to attend the vaccination session</li> <li>✓ Provides teachers who may want the vaccine to the SAIS provider 24 hours in advance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provides number of 12-15 year olds consented to the vaccine team 24 hours in advance of arrival</li> <li>✓ Liaises with schools and vaccine team to organise dates for vaccination</li> <li>✓ Supplies number of 16 &amp; 17 year olds who may want vaccinating 24 hours in advance to the vaccine team</li> <li>✓ Supplies number of teachers to vaccine team</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provides IT hardware</li> <li>✓ Records vaccination status on pinnacle</li> <li>✓ Provides paper forms in case of power outage</li> <li>✓ Inform police and London Ambulance Service of schedule for schools</li> <li>✓ Provides resuscitation equipment</li> </ul>
<b>Vaccine supply and Logistics</b>			<ul style="list-style-type: none"> <li>✓ Ensure appropriate storage and security of vaccine</li> <li>✓ Bring vaccine and consumables to school</li> <li>✓ Provision of transport for staff</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>✓ Individual on site to welcome team/show facilities/ be point of contact on the day</li> </ul>		<ul style="list-style-type: none"> <li>✓ Identification of clinical and non clinical staff for school vaccination</li> <li>✓ Enhanced DBS check for all staff</li> <li>✓ Safeguarding training (L2 or L3)</li> <li>✓ Vaccine training for staff</li> <li>✓ Paediatric resuscitation &amp; anaphylaxis training</li> <li>✓ Provision of security staff</li> </ul>

***With thanks to North Central London CCG***