



To: SHA Immunisation Leads
PCT Flu Coordinators
PCT Immunisation Coordinators
Secondary Care Immunisation Data Providers

Gateway Reference Number: 16721

30 September 2011

Influenza Vaccine Uptake among Healthcare Workers Data Collection 2011/12

Dear Colleague,

Firstly, we would like to thank you for supporting the healthcare workers (HCWs) influenza vaccine uptake data collection programme. In 2010/11 almost all Trusts and SHAs achieved a 100% response rate for the final survey. We hope that Trusts and SHAs continue to achieve high response rates for the 2011/12 survey.

Further to the CMO letter¹ that provided information on the influenza programme for 2011/12, please see below for specific details on the HCWs influenza vaccine uptake survey for 2011/12. Formal ROCR approval is confirmed for this **mandatory** collection (ref: ROCR/OR/0270/000MAND), therefore all Trusts are required to submit data (submission is voluntary for Foundation Trusts). Please could SHAs and Trusts ensure that contacts are up-to-date on ImmForm and that all Trust data providers receive this information.

In 2011/12, we will continue to collect influenza vaccine uptake data on frontline HCWs with direct patient care from all NHS Trusts in England. This includes Acute, Mental Health, Ambulance, Primary Care, Care, and Foundation Trusts. Data will continue to be collected by occupational staff grouping. Staff definitions can be found in the ImmForm user guide, and will remain the same as last season and are consistent with NHS national workforce census definitions. Cumulative data will be collected on influenza vaccinations administered between 1 September 2011 and 31 January 2012 (inclusive) to frontline HCWs via the ImmForm website. ImmForm can be accessed at www.immform.dh.gov.uk.

Reporting of primary care data

PCT commissioners should have planned and accounted for all frontline staff in their local flu plans. However, given the ongoing reorganisation of primary care it is important that PCTs:

- provide data on the vaccination of frontline healthcare staff working in primary care on behalf of the PCT, i.e. in organisations commissioned by the PCT, but not on staff working in acute trusts/foundation trusts, as these staff should be reported by the trust they are employed by.

¹ The CMO letter dated 25 May 2011 can be accessed via the following link:
http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_128175.pdf

- provide data on the uptake of influenza vaccine in the same frontline primary care staff groups as they provided in previous years, excepting where these staff are now employed by acute/foundation trusts.

With the role of commissioning separating from the provision of services within PCTs, some of the organisations providing primary care may be providing that care on behalf of more than one PCT. This poses a real risk of the double counting of these staff in the survey. Every effort should be made at PCT and SHA level to avoid this double counting. We ask PCTs to enter into the ImmForm survey comments box, details on which staff they are reporting on and which organisations these staff are employed by.

Data collection dates

The survey will comprise four monthly collections of influenza vaccine uptake data with the first collection for the October survey (data up to 31 October 2011 inclusive) commencing on 1 November 2011. The survey is cumulative, thus data submitted should be on vaccinations given from 1 September 2010 until the relevant month end, and not just on vaccinations given since the previous month's survey. Please see below (and attached) for the HCWs data collection schedule 2011/12.

Survey month	OCTOBER 2011	NOVEMBER 2011	DECEMBER 2011	JANUARY 2012
<i>Data should be provided on vaccinations given between the following dates (inclusive)</i>	1 September to 31 October 2011	1 September to 30 November 2011	1 September to 31 December 2011	1 September to 31 January 2012
Trusts	1 November to 9 November 2011 (7 working days)	1 December to 9 December (7 working days)	3 January to 13 January (9 working days)	1 February to 9 February (7 working days)
SHAs	1 November to 11 November 2011 (9 working days)	1 December to 13 December (9 working days)	3 January to 17 January (11 working days)	1 February to 11 February (9 working days)

As some Trusts may finish their vaccination programme before the final collection, there will be an option on the survey form that allows Trusts to indicate that their programme has been completed. If the 'We have finished our flu vaccination campaign so these data can be regarded as final' box is selected, Trusts will not have to submit data for remaining months, as their last submitted data will be carried forward as their final data. If Trusts have finished their campaign, but do not select the box to indicate their programme has been completed, they will appear as a 'non-responder' for the following month's survey, data will not be carried forward, and they will be required to submit data for that month.

If a Trust has marked their campaign as 'completed', but then undertakes further staff vaccinations (e.g. if new staff join), data providers will still be able to amend figures for the subsequent month(s).

User guide

A user guide for this seasons collection has been prepared and is available on the Department of Health website at:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_130396

GP data entry tool for PCTs

The GP data entry tool was developed to assist PCTs in collecting flu vaccine uptake data from GPs and other frontline staff at GP practices. This follows a request from a PCT to provide such a tool. This is an **optional** tool for those who wish to collate this data. The tool is a copy of the 'standard' monthly survey form, but will allow GP practices to submit data for just their practice staff. PCTs will be able to see which practices have or have not provided data and can view the data submitted, either by individual practice, or aggregated up to PCT level. This is designed to help PCTs collect data from GP practices in an efficient and timely manner. Some PCTs will be familiar with a similar tool provided for the HPV vaccine uptake survey. Please note that, as last year, we will not be taking any data from the GP tool.

If PCTs wish to use this tool, it is important that they ensure their GP practices have access to the ImmForm website (see 'further information' below on how to obtain an ImmForm login), although most will already have access as they provide uptake data for their patients. A user guide has been developed and is available at http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_123783.pdf

Further information

- If you require a login for ImmForm, please contact immform@dh.gsi.gov.uk. If you have previously registered, your login will still be valid – if you have forgotten your password please request it directly from the ImmForm site by following the easy-to-follow password reminder guidance
- For HCWs influenza vaccine uptake data collection queries contact HCWvac@hpa.org.uk
- If PCTs have any queries on the GP data entry tool they should contact HCWvac@hpa.org.uk. If GP practices have queries, they should contact their PCT Flu Coordinator, if their PCT decides to use this tool (not HCWvac@hpa.org.uk)
- For GP patient influenza vaccine uptake data collection queries contact influenza@hpa.org.uk
- If you have any policy queries about the influenza programme that are not addressed in the CMO letter please visit: <http://www.info.doh.gov.uk/contactus.nsf/memo?openform>

Thank you again for your support and collaboration on this programme.

Yours faithfully,
Influenza Vaccine Uptake Monitoring Team