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Novel coronavirus (COVID-19) standard operating procedure

COVID-19 vaccine deployment programme: Frontline social care workers (JCVI Priority Cohort 2)

Version 1, 14 January 2021

This guidance is correct at the time of publishing. However, as it is subject to updates, please use the hyperlinks to confirm the information you are disseminating to the public is accurate.

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Glossary

CCG	Clinical Commissioning Group
CQC	Care Quality Commission
HH	Hospital Hub
ICS	Integrated Care System
JCVI	Joint Committee for Vaccination and Immunisation
LVS	Local Vaccination Service
LA	Local Authority
NHS	National Health Service
NIMS	National Immunisation Management System
NIVS	National Immunisation Vaccination System
PHE	Public Health England
PCN	Primary Care Network
SOP	Standard Operating Procedure
SRO	Senior Responsible Officer
S4C	Skills for Care
STP	Strategic Transformation Partnership
VC	Vaccination Centre

1 Purpose

This standard operating procedure (SOP) supports deployment of vaccinations to frontline health and social care workers in priority cohort 2, as identified by the [Joint Committee for Vaccination and Immunisation](#) (JCVI).

Operational guidance to commence immediate vaccination of this cohort, ensuring maximum uptake of vaccination and timely, equitable access across staff groups, was issued on 7 December 2020 and can be found [here](#).

This standard operating procedure (SOP) provides additional guidance on the how this will be achieved for the frontline social care workforce. It describes the process to support the identification and vaccination of frontline social care workers as part of the COVID-19 Vaccination Programme.

This SOP does not apply to frontline social care workers within the JCVI priority cohort 1 (that is those who work within CQC registered residential settings for older adults) for which a separate SOP exists [here \(Hospital Hubs\)](#) and [here \(community settings - appendix D\)](#).

This SOP is intended to support Local Authorities, the NHS Vaccination Programme, employers¹ of frontline social care workers and care workers to develop an integrated approach, ensuring equitable access to and uptake of vaccination.

It recognises that strong local leadership and partnerships between Local Authorities, the NHS, social care providers and their representative bodies working with social care staff, will be essential to define the optimal local arrangements to maximise the take up of this national offer for vaccination. The SOP therefore sets out the framework for local delivery focusing on the definition, identification and necessary actions and data capture needed to enable eligible individuals in this priority cohort to receive the vaccine and to monitor uptake. It is a guide to the process, designed to clarify roles and responsibilities, recognising the rapid scale of deployment of vaccination arrangements across Hospital Hubs, local vaccination services and vaccination centres over the coming weeks. It is not intended to disrupt any existing local arrangements that are in place where these are working effectively

¹ The term employer includes Local Authorities in their capacity as the employer of social care workers across adult and children's services. Within local authorities the DASS and ADCS provide the executive lead for these respective services and therefore it is likely that they will discharge the roles responsibilities and actions assigned to employers for their respective staff in adult and children services.

and is complimentary to the clinical guidance to support the safe and effective delivery of the vaccination.

It will be updated as we learn of potential improvements from operational delivery.

2 Scope

This SOP outlines the process for facilitating COVID-19 vaccination for frontline social care workers (excluding those working in care homes for older adults) as defined by the JCVI. This includes the identification of eligible care workers and the roles and responsibilities within local systems for enabling and supporting care workers to be vaccinated.

The SOP also outlines how Hospital Hubs, Vaccination Centres and Local Vaccination Services should work to deliver COVID-19 vaccination to frontline social care workers at pace. It covers how they should work in partnership to match vaccination capacity to meet demand, support booking, on the day arrangements and data capture to monitor uptake. It does not cover the clinical delivery of the vaccine, which is covered in separate guidance.

2.1 Frontline social care workers within the scope of this SOP

The government "*Green Book*", for immunisation against infectious disease² provides further detail in support of the JCVI priority groups to support vaccination programmes and defines frontline social workers to include:

- Those working in long-stay residential and nursing care homes or other long-stay facilities where rapid spread is likely to following introduction of infection and cause high morbidity and mortality
- Social care staff directly involved in the care of their patients or clients
- Others involved directly in delivering social care such that they and vulnerable patients are at increased risk of exposure

The Green Book goes on to stipulate that young people aged 16-18, who are employed in, studying or in training for health and social care work should be offered the vaccination alongside their colleagues if a suitable vaccination is available.

² <https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book#the-green-book>

The priority 2 cohort therefore includes:

All frontline social care workers directly working with people clinically vulnerable to COVID-19 who need care and support irrespective of where they work (for example in people’s own homes, day centres, care homes for working age adults or supported housing); whether they care for clinically vulnerable adults or children³; or who they are employed by (for example local government, NHS private sector or third sector employees)

The table below sets out the occupational groups and example roles for social care workers developed by Skills for Care⁴. It is, however recognised that local employers may further define job roles and titles with which the social care workforce will more readily identify, and therefore local processes to identify the frontline social care workforce should take this into account.

The Local Authority Director of Adult Social Services should have ultimate responsibility for identifying eligible SCW, underlined by the principle aim of achieving high rates of vaccination amongst frontline social care workers who provide care closely and regularly with those who are clinically vulnerable to COVID. This will require a consistent interpretation of which social care workers provide care closely and regularly to those who are clinically vulnerable to COVID. Those clinical vulnerable to COVID are defined by the JCVI priority groups: a) the Clinically extremely vulnerable (CEV), b) those who have underlying health conditions leading to greater risk of disease or mortality as defined in the Green book, c) those of advanced age. They should ensure that identification of eligibility is consistently applied across the system.

Occupational Group	Example of Roles in Scope
<p>Direct care - These roles involve directly working with people who need care and support.</p>	<ul style="list-style-type: none"> • Activities worker • Care worker • Personal Assistant • Rehabilitation, reablement, enablement worker • Shared lives Carer • Advocacy worker

³ The JCVI has identified children most at risk of COVID as those of any age who are clinically extremely vulnerable or who are aged 16 and over who are at greater risk of disease or mortality because of underlying health conditions. The committee also advised that only those children at very high risk of exposure and serious outcomes, such as older children with severe neuro-disabilities that require residential care, should be offered vaccination with either the Pfizer-BioNTech or the AstraZeneca vaccine

⁴ Skills for Care is part of the Skills for Care and Development (SfC&D). This is the sector skills council for people working in social work and social care for adults in the UK.

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<p>Management - These roles involve managerial responsibility for a small team, or a whole service.</p>	<ul style="list-style-type: none"> • Team leader or supervisor • Manager • Deputy Manager or team leader • Specialist coordinator, such as Dementia or end of life care coordinator
<p>Social care support – These roles provide direct support and administrative functions</p>	<ul style="list-style-type: none"> • Housing support Officer • Volunteer coordinator • Social care prescriber/Care Navigator • Welfare rights • Employment advisor • Administration roles including finance, HR marketing • Trainer or assessor
<p>Ancillary - These roles do not involve direct care but are vital to the running of social care services.</p>	<ul style="list-style-type: none"> • Cook or Kitchen assistant • Housekeeping or domestic worker • Driver or transport manager • Maintenance
<p>Regulated professionals – these roles require the worker to hold relevant qualifications and to be registered with a regulated body to practice.</p>	<ul style="list-style-type: none"> • Social worker • Approved Mental Health Professionals (AMHP) • Occupational Therapist • Nurse including nursing associate • Complimentary therapist • Counsellor

The Local Authority and NHS vaccination services will work in partnership to reach all eligible frontline social care workers irrespective of the sector in which they work. For example, the approach should, include **directly employed Personal Assistants**, who support people within any of the JCVI priority groups (the clinically vulnerable to COVID children and adults) as they are considered to be eligible within the priority 2 cohort, as are those **supporting people in receipt of continuing health care in their own homes**.

Other roles and services where individuals are providing frontline social care support may be considered eligible within this cohort. These roles may include services provided by organisations commissioned by local government and/or the NHS, for example, **Homeless services and support; Response services to Technology Enabled Care (Telecare); and Housing with support**.

The following are, however, not eligible within this priority group as defined by the JCVI:

- Administrative staff who do not have any direct contact with clients.

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- Social care workers working with children who are not considered priority within the context of the JCVI priority cohorts 1-9 (children under 16 who do not have underlying health conditions leading to greater risk of disease or mortality and children who have no underlying health conditions).
- Unpaid carers

Separate work is ongoing to identify all unpaid carers so that they can be vaccinated at the appropriate time according to JCVI priorities. We recognise however that a high proportion of unpaid carers are aged 50+ and already fall within one of the nine JCVI cohort groups. Those aged below 50 and caring for vulnerable people fall into cohort 6. Further guidance will be published on this cohort in due course.

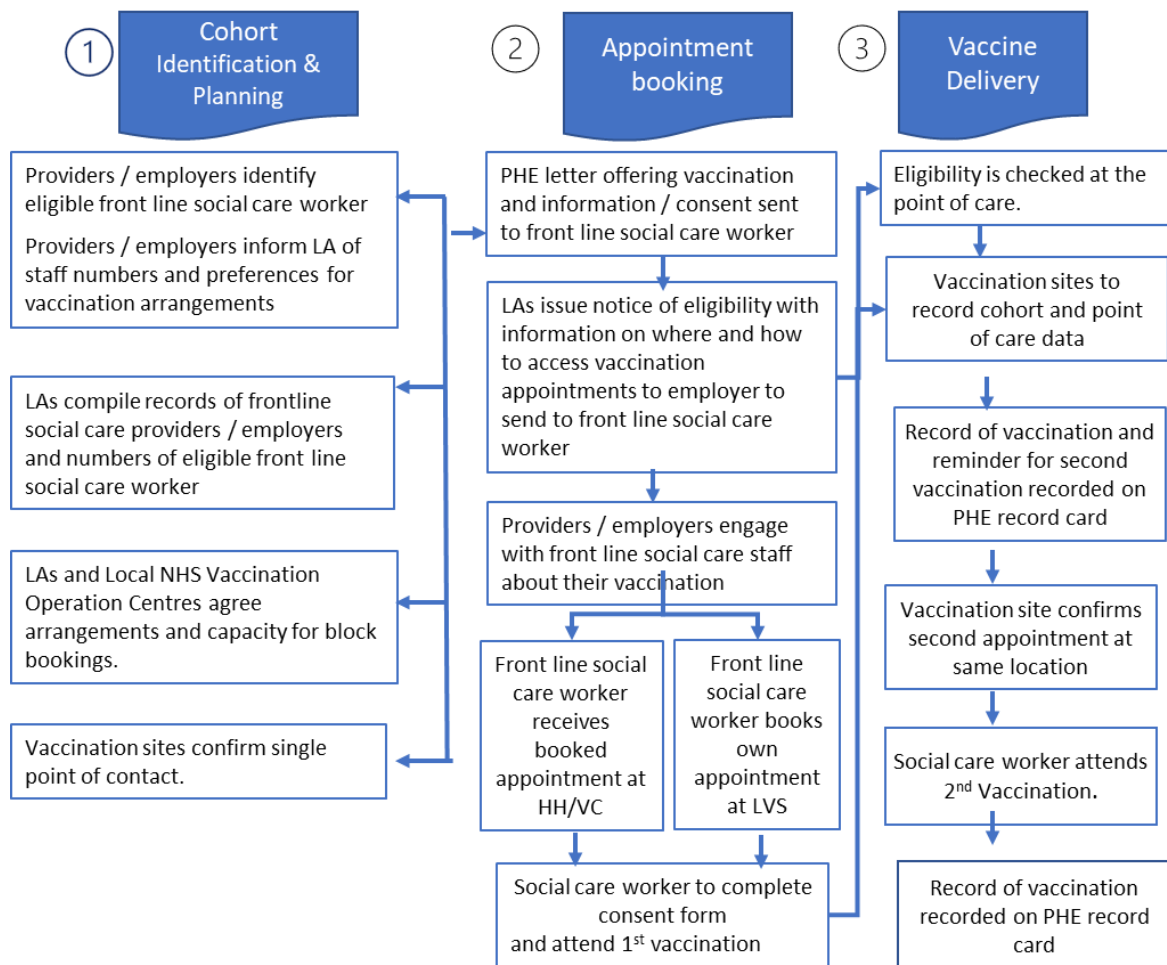
3 Roles & Responsibilities

3.1 Overview of Process

To maximise the effective delivery of the vaccination programme for frontline social care workers, strong partnership working between providers and employers, Local Authorities and the NHS will be required.

Effective engagement between social care provider organisations, not all of which will have a direct relationship with the Care Quality Commission, Local Authority, NHS or Local Resilience Forums, will also be necessary. This includes organisations which supply social care services to individuals who pay for their own care.

A high-level summary of the end-to-end process is illustrated below and specific roles, responsibilities and actions required are described in sections 3.2 and 3.4.



3.2 Roles and Responsibilities

The following table sets out the key roles and responsibilities of partners, within local systems, to maximise uptake of vaccinations for this priority group. It is supported by section 3.4 which details the actions required.

Body	Key Roles and Responsibilities
<p>Local Authorities ⁵</p>	<p>Local authorities have a key role working with the local NHS Vaccination Programme to support local planning to maximise access to and uptake of vaccination. Local Authorities should, ensure strong input from provider representatives so that processes put in place for eligible staff to be identified, invited and vaccinated use the most appropriate approach for the SCW cohort, their clients and employers.</p> <p>Local authorities, working with the CQC and local resilience forum partners, are responsible for ensuring that all employers of frontline social care workers in their area are identified and provided with the necessary information and support to make arrangements for the vaccination of staff. This may require discussion with providers/employers who employ frontline social care workers in different Local Authority /STP areas to agree arrangements for local access. This should enable an overview of the number of eligible frontline staff in each Local Authority area to be determined (not at individual level).</p> <p>Local Authorities will also ensure, in partnership with the NHS local vaccination leads, that practical support is available to all employers of care workers, or individuals facing difficulties in arranging vaccination. This could include assistance with logistics, transport, or costs.</p>

⁵ All Local Authorities have been required to identify a lead officer to work with the NHS to support the delivery of the Covid-19 Vaccination Programme.

<p>Local NHS Vaccination Programme⁶</p>	<p>The local NHS vaccination programme lead should establish arrangements to engage actively with Local Authority leads and provider organisations to ensure equitable access to vaccination for frontline care staff across the Local Authority area. They should work with the national delivery model leads and local vaccination delivery sites to ensure optimum coverage and capacity for delivery based on the total number of eligible social care workers identified. They should ensure that there are clear plans in place to maximise access for this priority group at pace. Local NHS vaccination programme leads should ensure local options to access vaccinations are made available to the relevant Local Authority (or authorities) for distribution to eligible frontline care workers, so they are clear about how they access vaccination appointments.</p>
<p>Employers of eligible frontline social care workers (including Local Authorities and NHS)</p>	<p>CQC-registered providers, and other non-registered organisations who employ frontline care workers providing care to clinically vulnerable to COVID individuals (as defined by JCVI) should proactively approach Local Authorities to ensure that eligible staff are identified and able to be included.</p> <p>All employers of front-line social care workers should put in place internal arrangements to facilitate eligible employees to access vaccinations at pace taking into consideration equality of access and health inequalities.</p> <p>All employers should provide relevant information to the Local Authority and system partners to enable logistical and operational planning for the vaccination of eligible staff as necessary and in line with this SOP.</p> <p>Employers should facilitate and actively support access to vaccination, recognising the benefits to the safety of staff and clients. This should include consideration of logistics of releasing staff while maintaining safe delivery of services.</p>
<p>NHS Vaccination Service Providers (Hospital Hubs, Vaccination Centres, Local Vaccination Services)</p>	<p>Hospital Hubs, Local Vaccination Services Vaccination Centres will work with the local vaccination operations centre (VOC), and national delivery model leads where necessary to agree optimal arrangements to maximise access and uptake of vaccinations for frontline social care workers.</p> <p>Vaccination operation centres will ensure that arrangements to validate the identity of eligible frontline staff are agreed across the local system and ensure they are clearly communicated to eligible individuals as part of the information about how to access vaccinations.</p>

⁶ There is an NHS Vaccination Programme Lead for each NHS Strategic Transformation Partnership (STP) or Integrated Care System (STM), with an identified Senior Responsible Officer

	<p>Vaccination delivery sites will ensure they utilise systems and processes set out in this SOP and other relevant operational frameworks including any operational frameworks which may be developed i.e. covering the data capture. For this cohort, for example, the delivery sites should use the approved PHE publications here to support the consent process social care workers.</p> <p>Vaccination delivery sites are clinically responsible for the administration of vaccinations in accordance with relevant guidance and operational frameworks.</p>
<p>Frontline Care Workers</p>	<p>Frontline care workers should be aware of their right to access vaccination as a priority group. They should receive the national offer for vaccination, consent form, relevant vaccination leaflets and local information about how to access vaccinations. They should have access to the Public health England clinical information leaflets about COVID-19 including the information for women of childbearing age. They should consider their personal and professional responsibility to maximise their own, their client's, and any co-worker or family members health and safety.</p> <p>They should actively participate in the arrangements to access a vaccination as agreed with their employer where appropriate.</p> <p>They should act in a way to safeguard resources by ensuring they attend booked appointments and ensure they have the necessary documentation to enable vaccination sites to validate their identity at the point of delivery.</p> <p>Additionally, workers should make efforts to access a flu vaccination, being sure to follow the correct guidance and timelines between flu and COVID-19 vaccination.</p>

3.3 Local Arrangements to maximise access and uptake

In line with the Equality Act 2010 all organisations and employers within the local health and social care system should ensure the local approach to reach eligible individuals in cohort 2 considers equality of access and health inequalities. They should take steps to ensure equitable access to vaccinations for the eligible social care workforce employed within the Local Authority area including reasonable adjustments to allow for equitable access by individuals with protected characteristics.

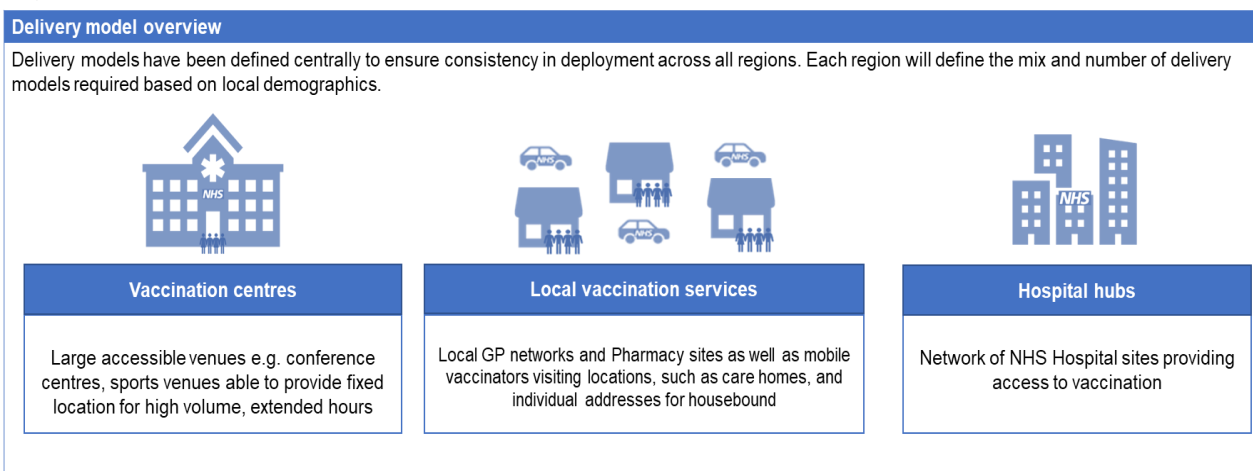
All employers should ensure that internal arrangements to identify eligible frontline workers takes into account the JCVI recommendations that within this cohort, employers should prioritise frontline staff:

- At high risk of acquiring infection
- At high individual risk of developing serious disease, or
- At risk of transmitting infection to multiple vulnerable persons or other staff.

The guidance on the individual risk management process within the COVID-19: adult social care risk reduction framework⁷ can support employers identify priority staff within cohort 2.

During January there will be a rapid expansion of Hospital Hubs and Vaccination Centres. Hospital Hubs are well placed to providing block bookings for health and social care worker in cohort 2 and the network across the county will provide the primary route for frontline social care workers to access vaccinations at pace through block bookings. Acute, Mental Health and Community NHS Trusts will be able to provide Hospital Hubs increasingly in multiple locations. Local access is likely to be an important issue for many social care staff, in particular, those working in more rural areas. Employers should identify where accessibility to block bookings at Hospital Hubs and/or Vaccination Centres is a barrier to rapid access or achieving high uptake. Local Authorities should work in partnership with the local vaccination SRO and the national delivery models to understand changes in coverage as more vaccination sites become operational.

Eligible social care staff can self-book with local vaccination services. Where local vaccination services are the preferred route for vaccination, the frontline care worker should be signposted by their GP practice to the PCN site working with their registered GP.



⁷ <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-risk-in-adult-social-care/covid-19-adult-social-care-risk-reduction-framework>

3.4 Actions Required

3.4.1 Actions for Local Authorities

Local Authorities are responsible for:

- Identifying who will co-ordinate the local system response on behalf of the Local Authority Director of Adult Social Services.
- Working with the CQC and local NHS partners to identify providers of social care services and subsequently the eligible frontline care workers they employ. This will include both CQC and non-CQC registered providers of commissioned services as well as providers which may be supporting self-funders and individuals in receipt of personal budgets/direct payments.
- Developing and actively maintaining an overview of the total numbers of eligible frontline social care workers within their area, by employer (see Appendix 3 for example template). This overview should include the number of social care workers who, in line with JCVI guidance, are being prioritised within cohort 2.
- Having mechanisms in place to make this overview available to their local NHS Vaccination Operations Centre and system partners to support planning and delivery arrangements.
- Working with the Vaccination Operations Centre and local system vaccination SRO to understand the capacity for block bookings available to social care to meet demand from the local social care system and achieve the national aim for all eligible health and social care staff to be offered vaccinations by mid February 2021.
- Working with employers and the Vaccination Operations Centre to agree how employers can confirm arrangements for employees to attend block bookings with delivery sites.
- Ensuring that all eligible frontline staff employed within the Local Authority area receive the:
 - national offer for vaccination (see Appendix 1a Covering letter for consent form: Frontline Social Care Staff)

- PHE consent form⁸ (see Appendix 1b COVID-19 vaccination consent form for frontline social care workers)
- Local Authority notice of eligibility and information on where and how to access vaccination services within the local system (see Appendix 2).
- Ensuring that communications and information are issued directly to internal employees, or via local providers and employers to eligible frontline social care workers within the scope of this SOP.
- Working with the NHS Local Vaccination SRO and providers / employers from across the Local Authority area to ensure that robust processes are in place to identify, invite and vaccinate all eligible frontline social care workers in a way which is appropriate for this cohort, their clients, employers and addresses equality of access and health inequalities.
- Ensuring local employers are responsive to changes in data collection systems.

3.4.2 Actions for Local NHS Vaccination Programme Leads

The Senior Responsible Officer for the local Vaccination Programme is responsible for:

- Working with Local Authority vaccination lead and national delivery model leads to optimise plans for coverage and to develop a local capacity and delivery plan to maximise access to and uptake of vaccinations by frontline social care workers.
- Ensuring that Hospital Hubs, Vaccination Centres and Local Vaccination Services are prepared to vaccinate this cohort. This includes agreeing arrangements for employers and employees to access to block bookings taking into account capacity to meet the required demand and the working patterns of front-line social care workers.
- Working with the Local Authority and employers to agree how employers can confirm arrangements for employees to attend block bookings with delivery sites.
- Ensuring that arrangements to validate the identity of eligible frontline care staff at vaccination sites is agreed and clearly communicated within the local

⁸ [COVID-19 vaccination: consent form and letter for social care staff - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/covid-19-vaccination-consent-form-and-letter-for-social-care-staff)

system and followed at the point of care delivery to safeguard against unauthorised use.

- Ensuring all eligible frontline staff obtain physical copies of the social care worker consent form and that they complete all the fields requested on the form.
- Ensuring that robust administrative and data collection systems are in place using NIMs/NIVs or Pinnacle as appropriate to support the effective delivery of the programme and any local, regional or national monitoring requirements. This includes as a minimum, point of care data collection for the clinical event of vaccination and recording information from the consent form to support regional and national oversight in monitoring vaccine uptake by this cohort.
- Ensuring vaccination delivery sites are responsive to changes in data collection systems.

3.4.3 Actions for providers/employers of community-based social care workers

Providers / employers (which may include the Local Authority and NHS organisations) employing eligible frontline social care workers are responsible for:

- Ensuring all relevant employees receive the national offer for vaccination, consent form, vaccine information leaflets and local notice of eligibility with information about how to access vaccinations.
- Providing relevant information to the named Local Authority lead and the national vaccination service as necessary, to support delivery and monitoring in line with this SOP.
- Identifying the total number of eligible frontline social care workers employed and confirming key factors relevant to support their access to vaccination to their Local Authority lead, For example:
 - the number of care staff who are at high risk of acquiring infection and developing serious disease or transmitting infection to multiple vulnerable persons or other staff; and or
 - the number of care staff who can attend block bookings.
- Understanding where providers/employers have staff working in different Local Authority areas and confirming preferred planning and delivery

assumptions to the relevant Local Authority leads to support the planning and delivery of vaccination for local staff.

- Issuing and ensuring all relevant employees receive the national offer for vaccination, which includes the Public Health England clinical information leaflets about COVID-19, including the information for women of childbearing age, the consent form and the Local Authority notice of eligibility with information on how to access vaccinations. Employers should issue these via channels and in formats to enable staff to be aware of and be vaccinated as quickly as possible, whilst safeguarding against unintended use. Employers should support those staff who may need this information in alternative formats. Employers should support all eligible frontline staff to obtain physical copies of the consent form and notice of eligibility so that they can ensure they have the necessary documentation to enable vaccination sites to validate their identity at the point of delivery and complete the consent process efficiently. Employers should encourage care staff to provide the information requested on the consent form prior to attending for their vaccination. They should encourage care staff to locate their NHS number and utilise the link on the covering letter for consent if they do not know or have an NHS number. They should make staff aware that the consent form can only be signed at the point of care.
- Working with vaccination operations centres, delivery sites and employees to make arrangements for block booked vaccination appointments and where appropriate, adjusting working patterns as necessary to support.
- Considering and managing the logistics of releasing staff to receive their vaccine, while maintaining safety and continuity of care.
- Considering how to maximise the uptake of vaccinations through conversations with care staff, using nationally available staff and public communications materials. Conversations should also consider any employer support to access the vaccination site and include confirmation that travel will be socially distanced as necessary.
- Maintaining a record vaccinated staff, with staff members agreement, to include date/location of each vaccination, and for those providers required to update the national Capacity Tracker to include any relevant information as required. They should review records of vaccinated staff at regular intervals and work in partnership with the Local Authority to report on progress and provide reminders and local encouragement to support the national aim for all eligible health and social care staff to be offered vaccinations by mid February 2021.

- Ensuring they are responsive to changes in data collection systems.

In the event of COVID-19 or other infections being present, care providers should seek advice about whether any vaccination should be delayed, and if so for how long, from the Local Authority coordinator or the hub. They in turn can take advice from Public Health England or the local Director of Public Health

3.4.4 Actions for NHS Vaccination Providers

Each Hospital Hub, Vaccination Centre and each PCN and community pharmacy within the Local Vaccination Service will be responsible for:

- Confirming the point of contact for frontline social care worker vaccinations and working with the Local Authority and NHS Local Vaccination SRO.
- Operating effective booking system for vaccination clinics.
- Providing details of how to book appointments; ensuring that this is set out in relevant information provided to employers and frontline care workers.
- Inputting data from booking system into NIMS or NIVS (HHs and VCs only) and into Pinnacle⁹ (LVS only) with automated transfer into MIMS.
- Confirming 'on the day arrangements' for the vaccination appointment such as:
 - First appointment date, time and location
 - Requirements to validate the identity of eligible frontline staff
- Administering the vaccination (following the required clinical process).
- Providing the recipient with a PHE record card, completed with name of vaccine, batch number and date of their first dose of vaccination. Completing date and time for second vaccination.
- Updating information on NIMS/NIVS/Pinnacle for first vaccination as appropriate.
- Recalling individuals who have received their 1st dose of vaccine to attend for their second dose at the same location. At an appropriate time, issuing reminders for the second vaccination appointment. In the event of a DNA to the first or second appointments, ensuring there are reminders and follow up.

⁹ Pinnacle is the system for recording Point of Care records in LVS.

- At the point of delivery for second vaccination, confirming records of first vaccination and completing the PHE record card with name of vaccine, batch number and date of second vaccination.
- Updating information on NIMS or NIMS via NIVS or Pinnacle for second vaccination.

3.4.5 Actions for community-based frontline social care workers

Individual frontline social care workers are responsible for:

- Working in cooperation with their employer and Local Authority and being proactive in seeking their national offer for vaccination, consent form, clinical information leaflets and notice of eligibility with information about how to access vaccinations locally.
- Taking action at the earliest opportunity, following receipt of national offer for vaccination and consent form, to access the patient information leaflets and consider personal and professional responsibilities for keeping themselves, clients and colleagues safe.
- Taking action on receipt of notice of eligibility and information about how to access vaccinations locally to access vaccination services at the earliest opportunity. If necessary, in discussion with their employer, to consider the preferred location for receipt of the vaccination.
- Working with the employer to book vaccination appointments in line with block booking arrangements.
- Taking action to book their own vaccination appointment with local vaccination services at a community pharmacy as these become available locally or at the PCN site working with their GP.
- Taking action to identify their NHS number or register for an NHS number prior to vaccination. They should utilise the link on the covering letter for consent if they cannot locate or do not have an NHS number.
- Employers should encourage care staff to provide the information requested on the consent form prior to attending for their vaccination. They should encourage care staff to take steps to confirm their NHS number by looking at

the advice on the NHS website¹⁰ or by following the link on the covering letter for consent.

- Social care staff should be aware that the consent form can only be signed at the point of care.
- Providing the necessary information, as requested during the vaccination appointment. This includes providing the information as requested on the consent form (see Appendix 1b) to assist in the safe delivery and overall monitoring of the National Vaccination Programme. Your NHS number should be recorded in any Covid tests undertaken. Where an individual is unable to provide their NHS number, their name, date of birth, home address and the name and address of the GP and practice where they are registered must be completed on the consent form enable their NHS number to be confirmed.

Where there is any change in employment between the first and second vaccination this should be discussed with the individual's employer as necessary to ensure records are accurate and noted by the vaccination provider at the time of second vaccination.

¹⁰ [What is an NHS number? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

Appendix 1a– National Offer Letter



Public Health
England



Covering letter for consent form for social care staff

Dear Frontline care worker

COVID-19 Vaccination Frontline Social Care workers all sectors: Social Care, Health, Third and Voluntary Sectors

I would like to inform you that we will soon be making COVID-19 vaccinations available to all front-line social care workers and would like to ask if you wish to give your consent to be vaccinated.

This vaccination will be free of charge and our highest priority is delivering the vaccines to all eligible staff as quickly as possible.

Through vaccination of our front-line social care workforce, we aim to help protect individuals from becoming unwell with, or dying from, COVID-19 disease. It will also help reduce the risk of staff spreading infection to vulnerable clients, patients and family members.

Please read the guide for social care staff which we have sent with this letter or read it online here:

<https://www.gov.uk/government/publications/covid-19-vaccination-a-guide-for-social-care-staff>

More information about COVID-19 vaccines is available from:

www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine

<https://www.gov.uk/government/collections/covid-19-vaccination-programme>

For women of childbearing age, please read the detailed guidance at:

<https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding>

Indications are that some vaccine recipients may experience a painful heavy arm where they had the injection and may feel tired or have a mild fever for a couple of days. These are common side effects following vaccination. If required paracetamol may help to reduce these effects and keep you as comfortable as possible following vaccination. Please read the product information for more details on the vaccine and

possible side effects by searching Coronavirus Yellow Card. You can also report suspected side effects on the same website or by downloading the Yellow Card app.

During the vaccination delivery we will maintain the range of measures we have in place to keep our staff safe from COVID-19. Staff giving the vaccine will be wearing personal protective equipment and will abide by all our cleaning and disinfection requirements. Please note two doses of the vaccine are required 3-12 weeks apart.

To progress vaccinations as quickly as possible, your employer and/or the Local Authority will work to determine the right location for you to receive your vaccination.

The NHS is rapidly expanding the number of sites across the country where vaccinations can be given. This includes Hospital Hubs where block bookings can allow large numbers of frontline social care workers to rapidly access vaccinations. It also includes local vaccination services at GP practices and community pharmacies which are coming soon and vaccination centres, with more due to open in January.

What happens next?

Your employer is providing a notice from the Local Authority and local NHS Vaccination Programme, which is proof of your eligibility for vaccination, in line with the Joint Committee on Vaccination and Immunisations (JCVI) priorities for frontline social care workers.

You need your notice of eligibility for vaccination from the Local Authority which your employer will provide. You must take a physical copy of your notice of eligibility to show at the vaccination appointment.

When you attend for your vaccination, you will need your work identity badge or another form of photo ID.

When you attend for your vaccination a paper copy of PHE vaccination consent form is required. One will be provided at the vaccination site.

Where your employer is arranging block bookings for vaccinations you can be part of this process. Alternatively, you can take steps to book your own appointment with local vaccination services through the GP/ practice where you are registered or soon at community pharmacies. The Local Authority and your employer are providing information on local vaccination sites and how you can access them.

If you need help or have concerns about accessing a vaccination appointment you should speak to your employer in the first instance. There are no walk-in vaccination appointments being offered. You **must** have a booked appointment for vaccination arranged by your employer, or directly by yourself. Please confirm your intention to attend for vaccination with your employer immediately.

By consenting you will be playing your part by protecting yourself and helping to protect patients, clients and staff from catching and spreading COVID-19.

Best wishes,

Signatures

Appendix 1b: Consent Form



Frontline Social Care Staff

COVID-19 vaccination consent form

The COVID-19 vaccination will reduce the chance of you suffering from COVID-19 disease. Like all medicines, no vaccine is completely effective and it takes a few weeks for your body to build up protection from the vaccine. Some people may still get COVID-19 despite having a vaccination, but this should lessen the severity of any infection. If you are currently pregnant, planning pregnancy or breastfeeding please read the detailed information at www.nhs.uk/covidvaccination

The vaccine cannot give you COVID-19 infection, and two doses will reduce your chance of becoming seriously ill. You will still need to

follow the guidance in your workplace, including wearing the correct personal protection equipment and taking part in any screening programmes. Like all medicines, vaccines can cause side effects. Most of these are mild and short-term, and not everyone gets them.

Please read the product information for more details on the vaccine and possible side effects by searching Coronavirus Yellow Card. You can also report suspected side effects on the same website or by downloading the Yellow Card app. Visit coronavirus-yellowcard.mhra.gov.uk

Full name (first name and surname):	Date of birth:
Home address:	Daytime contact telephone number:
NHS number (if known):	Ethnicity:
Employers name and address:	Gender:
Role / Job title:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
GP name and address:	<input type="checkbox"/> I am a woman of childbearing age and I have read the leaflet on pregnancy and breastfeeding

Consent for a course of COVID-19 vaccination (please complete one box only)

I want to receive the full course of COVID-19 vaccination	I do not want to receive the full course of COVID-19 vaccination
Name	Name
Signature	Signature
Date	Date

If, after discussion, you decide that you do not want to have the vaccine, it would be helpful if you would give the reasons for this below/on the back of this form (and return to the provider).

Thank you for completing this form. Please return it as soon as possible.

Office use only

Date of COVID-19 vaccination	Site of injection (please circle)		Batch number/ expiry date	Brand of Vaccine	Immuniser name and signature (please print)	Where administered (care home, home, GP etc)
First	L arm	R arm				
Second	L arm	R arm				

Appendix 2: Local Authority Notice of Eligibility

This template notice of eligibility requires the letter head for the relevant LA and should be signed by the Director of Adult social services.

Dear Sir/Madam,

The Joint Committee on Vaccinations and Immunisation (JCVI) identified frontline social care workers as a priority for vaccination due to the critically important work you are doing within your community. You are in receipt of this letter as you have been identified as a frontline social care worker.

Your employer should have sent you a national letter informing you that the vaccination programme is making COVID-19 vaccinations available to all eligible front-line social care workers and asking you to give your consent to be vaccinated. The letter was accompanied by a consent form and had important links to information about the vaccination, such as advice for women of childbearing age. If you have not received this information you should speak to your employer immediately.

The Local Authority and local NHS vaccination programme have been working to identify where you can access vaccination services in your area. The number of sites across the county are continually growing and we are working to determine the right location for you to access your vaccination as quickly as possible given the national aim to complete vaccinations for health and social care workers by mid February 2021.

It is now important that you confirm your intention to attend for vaccination with your employer if you have not already done so. Your employer will confirm where they will access block booked appointments at the local hospital hub or a suitable alternative site offering block booked appointments. As an appointment is reserved / booked for you, your employer will confirm the time and date along with information relating to any 'on the day' arrangements at the vaccination site. You should make arrangements to ensure you can attend. All appointments must be pre booked.

You must take this notice of eligibility letter and your work identification badge to the appointment. Staff at the vaccination centre must see physical copies of these to confirm your priority eligibility. You must also be able to provide your NHS number on the consent form. Advice on how to find your NHS number is available here.

[NHS England » How can I find out my NHS Number?](#)

If you have not had a vaccination appointment reserved or booked for you, or you wish to book your own appointment using the local vaccination service you should contact the practice where you are registered. You should inform them of your priority status as a frontline social care worker and they will direct you to the Primary Care Network working with your GP to administer vaccinations. You will be given a booked appointment so please ensure you can attend. You must take this notice of eligibility letter and your work identification badge to the appointment. Staff at the vaccination centre must see physical copies of these to confirm your priority eligibility. You must also be able to provide your NHS number on the consent form. A link to advice on how to find your NHS number is included above.

Community pharmacies and vaccination centres are also being set up to provide vaccination services. These services will need to check your priority eligibility using the same process described above. You can access these by following the process attached.

Thank you for consenting to have the vaccination. By consenting you will be playing your part by protecting yourself and helping to protect patients, clients and staff from catching and spreading COVID-19.

Thank you for playing this vital role

Sincerely,

Director for Adult Social Services

Local Authority/Local NHS Vaccination Programme to add local details for booking appointments at community pharmacies and vaccination centres – (expected to be by calling the National Booking Service or single point of contact).

Appendix 3: Example of Local Authority Template with minimum data requirement

Example of Local Authority/NHS Vaccination Programme planning template.

Provider/Employer	CQC Registered (Y/N)	Named contact	Overall number of eligible staff	Number of staff who are high risk ¹¹	Vaccination offer, consent & information leaflets distributed	Local notice of eligibility and access to services agreed and distributed	Preferred location/s	Booking arrangements/Support Agreed
<i>Xxx Local Authority</i>		<i>J Smith j.smith@xxx.gov.uk</i>	<i>450</i>			<i>1/1/2021</i>	<i>XXX Hospital Hub XXX Local Vaccination Service</i>	<i>Making block booking for groups of 25 staff</i>
<i>XX Home Care Ltd</i>		<i>Jo Smith jo.smith@xxhomecare.com</i>	<i>26</i>			<i>3/1/2021</i>	<i>XXX Hospital hub</i>	<i>Making block booking for groups of 4 staff.</i>
<i>Xx day centre</i>		<i>John Smith John.smith@xxs.co.uk</i>	<i>12</i>				<i>Local Vaccination Service (x PCN)</i>	<i>Supporting staff to make appointments</i>

¹¹ Based on JCVI advice high risk means i) high risk of acquiring infection ii) high individual risk of developing serious disease or iii) risk of transmitting infection to multiple vulnerable persons or other staff.