

Peer Vaccinator Toolkit: Supporting flu vaccination uptake in 2025

Introduction

This toolkit is designed to support peer vaccinators across UHB who are helping to deliver flu vaccinations to colleagues. It provides practical tips, conversation starters, and myth-busting guidance to help increase uptake and protect staff and patients during the winter season.

You play a vital role in encouraging participation and making vaccination accessible across your wards and departments – let's help protect more patients and colleagues than ever before.

For how to use the myFluJab app to record vaccinations, please skip to page 5.

Becoming a peer vaccinator - competency

Please read the Patient Group Directive (PGD) and complete the competency training on the e-lfh.org platform (links is within the PGD) your line manager's sign off will be required, then as long as you are up to date with your Basic Life Support (BLS) training, you are good to go.



PGD 001-0725 V1.1
Influenza Vaccine (Ina

Facts: effectiveness and impact

- In adults aged 18–64, the flu vaccine reduced hospitalisation risk by **46.1%** last season.
- In adults aged 65+, it reduced hospitalisation risk by **over 40%**.
- Even if flu is contracted after vaccination, symptoms are **milder and shorter**.
- Protective immune responses typically develop **within 14 days** of vaccination.
- In England during the 2024/25 season, the flu vaccine prevented an estimated **96,000 to 120,200 hospitalisations**.
- Flu-related deaths:
 - 2024/25: approximately **8,000 deaths**
 - 2022/23: approximately **16,000 deaths**
 - 2014/15: over **35,000 deaths**

Who should be vaccinated?

- All frontline healthcare and social care workers with direct patient contact.
- Includes both clinical and non-clinical staff in NHS trusts, primary care, and social care settings.

See the latest information about this year's flu vaccinations: www.uhb.nhs.uk/winter



Why is annual vaccination needed?

- **Immunity fades** over time.
- **Flu viruses mutate** constantly – particularly flu.
- **Previous flu illness does not protect** against new strains.

Safety and side effects

- The vaccine cannot cause flu and injectable vaccines for adults contain no live virus.
- Common side effects:
 - Mild temperature for 1–2 days
 - Sore arm at the injection site
- Side effects are much milder than actual flu illness.

Current challenges

- In 2024/25, **less than 38% of NHS staff** were vaccinated.
- In social care and community settings, uptake was low. Uptake was **below 15%** for care home workers in our communities. We have to be leaders and ambassadors for this simple and safe intervention that protects the most vulnerable.
- Declining vaccination numbers are attributed to **vaccine fatigue**, **access barriers**, and **concerns about effectiveness**. Misinformation is also a significant issue, with social media repeating false information about vaccine harms.
- We experience significant winter pressures at UHB, and with more colleagues on sick leave due to flu, everyday work pressures become harder and it becomes more difficult to ensure our patients can be seen safely and effectively. Lower staffing levels slows down patient flow, and it impacts how responsive the health service is as a whole, ultimately delaying ambulances from offloading and getting back out into the community – it is as stark a reality as that, and we all have a role to play in keeping the health service moving – it's part of why we're all here.
- The more we can encourage vaccination in our own communities (not just NHS colleagues i.e. the public and our patients), the fewer hospital admissions (and resultant pressures) we may experience.

Tips for a successful local vaccination campaign in your ward/department

- **Lead by example.** Get vaccinated early and share your experience with your team.
- **Promote access.** Ensure colleagues know when and where they can get vaccinated, including for colleagues on night shifts where this is possible in your ward/department.
- **Use visible reminders.** Please make use of our posters and put them up at eye level in busy staff areas. Use the 'I'm strong, I'm vaccinated' stickers when you give a vaccination and use the 'empty belly' posters to advertise your local flu clinic times – use a whiteboard marker on these to reuse them multiple times.
- **Celebrate success.** Share stories and recognise the vaccination uptake across your team(s).

- **Address concerns respectfully.** Everyone has a different opinion, but challenge misinformation with facts kindly. Create a safe space for questions and discussion. We can support with vaccine and virology experts, should you need, contact communications.
- **Make time.** Over the first 10 weeks of this year's campaign (from the start of October), please find time to invite all members of your team into a conversation where you can offer the flu vaccination or record a refusal. Please remember that students, volunteers, AHPs, doctors and non-clinical members of staff are eligible for a flu jab too (not just your own nursing team).

Top tip: roster your team to have 20-30 minutes in the office with a cup of tea, where they have time in privacy to have a flu vaccination and complete their National Staff Survey, which also launches at the end of September

Mythbusters

Myth "I'm healthy, so I don't need the vaccine"
Busted Healthy people can still catch and spread flu without symptoms. Healthy people can also experience serious side effects.

Myth "The vaccine made me ill last time"
Busted The injectable flu vaccine cannot cause flu as it does not contain live virus. Mild side effects like a sore arm or slight fever are normal and are a sign that the vaccine is working to protect you.

Myth "I had COVID vaccines, so I'm protected"
Busted Flu and COVID-19 are caused by different viruses. Annual flu vaccination is still needed against flu.

Myth "I had flu recently, so I'm protected"
Busted Flu strains change each year. Previous infection may not protect against current variants. The flu vaccine prevented 96,000-120,200 hospitalisations last year – it works at keeping people safe.

Myth "The vaccine doesn't work"
Busted The flu vaccine prevented 96,000-120,200 hospitalisations last year in England and some vaccines can be up to 90% effective. It is also proven to reduce the severity of disease in many people, so will help in a quicker recovery.

Myth "I'm pregnant, I can't have the flu jab"



Busted The flu vaccination is safe for pregnant women, and it can even offer the newborn baby protection. It is advised that pregnant women, and people with a long-term chronic health condition, should get the vaccine.

Conversation Starters

1. "Have you had your flu jab yet? I got mine last week and it was quick and easy."
2. "Did you know flu can be passed on even if you don't have symptoms? That's why I got vaccinated."
3. "If you're worried about side effects, most people just get a sore arm for a day. Much better than getting flu."
4. "We've got a drop-in clinic this week – want to come along together?"
5. "Getting vaccinated helps protect our patients and keeps our team strong during winter pressures."

Motivation and support

As a peer vaccinator, your encouragement and visibility can make a real difference. Staff are more likely to get vaccinated when they see trusted colleagues doing so. Use positive messaging, share your own reasons for getting vaccinated, and help make the process as convenient as possible. Together, we can protect ourselves, our patients, and our colleagues this winter.

Social media

When a colleague having their vaccination, and where they consent and are happy to share, please post photos and your messages and stories to the staff Facebook groups, to help encourage others to do the right thing. Share all of these to your hospital's staff Facebook page directly at the links below, or contact: communications@uhb.nhs.uk

- [Good Hope Hospital staff group | Facebook](#)
- [Heartlands Hospital staff group | Facebook](#)
- [Queen Elizabeth Hospital Birmingham staff group | Facebook](#)
- [Solihull Hospital and community services staff group | Facebook](#)

Winter vaccination website

Our winter website contains all the information you will need about this year's flu campaign, dates, times, locations, facts, and even the vaccine's ingredients for transparency. You'll also find a way to contact us if you need extra support. It will also show you how well your hospital site is doing with frequently updates hospital 'jab-o-meters'. Visit: www.uhb.nhs.uk/winter

Script for handovers or team meetings for Peer Vaccinators (ward leaders and managers)

"I need to talk to you all about flu vaccination."

See the latest information about this year's flu vaccinations: www.uhb.nhs.uk/winter

Uptake rates across the country dropped to less than 38% last year, and we really need to improve on that, here at UHB it was around 30%.

We all know the reality of working in the NHS. We're constantly exposed to things like flu, which means we're more likely to catch it and pass it on to our patients and colleagues. That's something we want to avoid and we don't want to take it home to our families either.

I know some of you have concerns about side effects. Most people don't have any side effects or issues at all. Some might get a sore arm or feel slightly off for a day. When you compare that to being off sick for a week with actual flu and leaving your team to cover when everyone is already so busy, it makes sense to do everything to avoid you or any colleague struggling with flu or any added pressures.

We've made flu vaccination as convenient as we can and that means I will be able to provide a vaccine on the ward, or, you can go to one of the drop-in sessions in the atrium or other locations (they're advertised on the flu website), or if you are anxious or scared about needles, the Occupational Health are providing extra supported needle-phobic vaccination clinics.

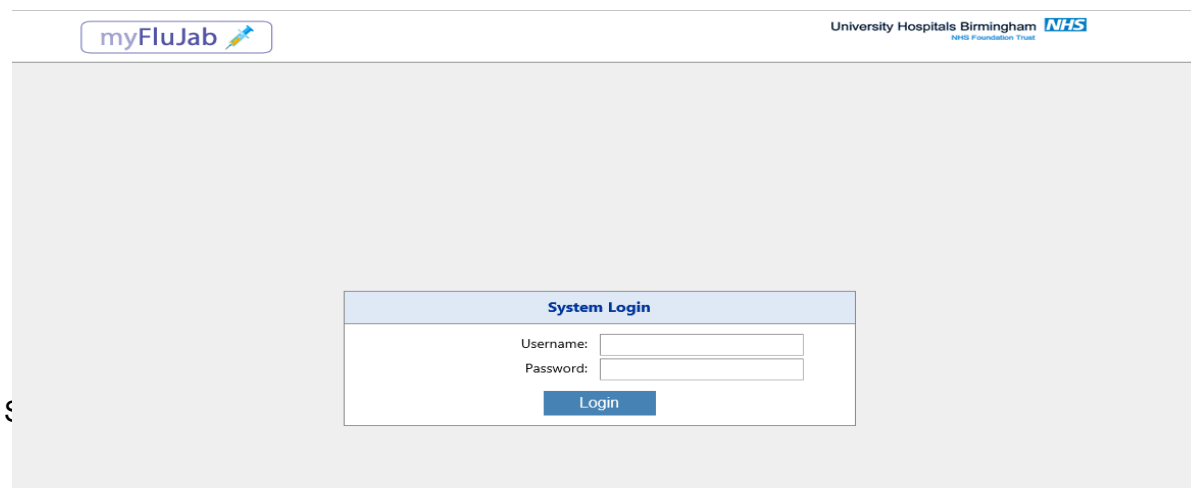
This is about protecting each other and doing the best for our patients.

Please get your vaccination this year, and if you have any questions or concerns, just come and talk to me or I can arrange for you to speak to one of the trust's virologists or vaccine experts."

How to record flu vaccinations in the myFluJab app

You will not be able to access the app without being given the correct permissions – see page 7 for how to add new users.

On entering the URL [myFluJab v1.1 - System Login \(xuhb.nhs.uk\)](https://xuhb.nhs.uk/myFluJab/v1.1-SystemLogin), you will be presented with the log in screen. To log in you will use your UHB username and password:



The screenshot shows the myFluJab System Login interface. At the top left is the myFluJab logo, and at the top right is the University Hospitals Birmingham NHS Foundation Trust logo. The main content area is a light gray box containing a white login form. The form has a blue header bar with the text "System Login". Below this, there are two input fields: "Username:" and "Password:". A blue "Login" button is positioned at the bottom of the form.

1. On entering the app you will encounter a screen like this. This allows you to enter an Employee ID (also known as staff number or payroll number. Typically 8 digits long) to automatically bring up the staff record, or also the Trust AD username (e.g. SNNS)

myFluJab

Logged in as: Stephen Nurse (SNNS)
Account Type: FluJab Admin

Logout

HOME STATS MANAGE BATCH NOs MANAGE USERS

SEARCH

AD Username: OR Employee ID:

Details Unknown Search

2. Once the employee ID or AD username is entered you will go to the question screen. Sometimes an employee ID will have a -2 or similar after the number. This is usually not required and only the first 8 numbers will be sufficient.

myFluJab

Logged in as: Stephen Nurse (SNNS)
Account Type: FluJab Admin

Logout

HOME STATS MANAGE BATCH NOs MANAGE USERS

SEARCH

AD Username: SNNS OR Employee ID:

Details Unknown Search

EMPLOYEE DETAILS - SNNS

Employee Name: Stephen Nurse

Employee ID: 27284655

Department/Ward: Nursing

Position Title: Planning and Performance Manager

Manager:

Last Flu Jab Date: 16/10/2023 15:47

Last Flu Jab Batch No: QFAA2307

VACCINATOR

Vaccinator Currently: * Stephen Nurse (SNNS)

Is this Correct? Yes

Date of Vaccination Given: *

QUESTIONS

This year we will be sending staff reminders if they have not had their vaccine. Therefore we will let Informatics know you have had your vaccine so you will not receive further reminders.

Vaccination Type *

Which Staff Group is the Employee? *

Is your role Patient facing? * ☐ Yes ☐ No

Site *

Ward *

Division *

Specialties *

Employee declined to receive the vaccination? * No

Date of Birth? *

Age (yrs) *

Gender *

Ethnicity *

Are you allergic to eggs/ovalbumin/chicken? * ☐ Yes ☐ No

Have you ever had any adverse reaction to vaccination? * ☐ Yes ☐ No

Do you currently have a fever? * ☐ Yes ☐ No

As far as you are aware, do you have an allergy to: *

Do you have a clotting disorder? * ☐ Yes ☐ No

Are you currently taking any of the following medication? *

Which arm has been used? *

Which Batch no is being used for Flu? *

Which Batch no is being used for Covid? *

Patient Group Directive for the administration of inactivated Influenza Vaccine to staff clients who are aged 16 years and over * 001/0919

Reset Form Save Record

The details on the left-hand side will be populated automatically, and a series of questions will be required to be completed.

If the site doesn't totally match the base of the staff member, choose the most relevant from the selected list.

The ward option will then pre-populate a list of wards for that site.

Please scroll and select the correct option. If correct ward isn't available, please leave blank.

We are trying to collect better data by including specialty, however, there is an "other" option if the most relevant option is not available.

Specialties * Employee declined to receive the vaccination? * Date of Birth? Age (yrs) Gender * Ethnicity * Are you allergic to eggs/ovalbumin/chicken? * Have you ever had any adverse reaction to vaccination? * Do you currently have a fever? * As far as you are aware, do you have an allergy to: * Do you have a clotting disorder? * Are you currently taking any of the following medication? * Which arm has been used? * Which Batch no is being used for Flu? * Which Batch no is being used for Covid? * Patient Group Directive for the administration of inactivated Influenza Vaccine to staff clients who are aged 16 years and over * Reset	Specialties * Lower GI Surgery Management Maternity Maxillofacial Minor Injuries Neurology Neurosurgery Older peoples services Oncology Other Outpatients Paediatrics & Neonates Plastics Pre-Operative assessment Primary Care Radiotherapy Rapid Response & Dental Renal Medicine Renal Surgery Respiratory (inc Chest clinic)
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- Sometimes, the administrator logged in who is completing the form, may not be the vaccinator. If this is the case, then the question regarding the correct vaccinator identity must be marked 'No' and the vaccinator name inputted. This is to ensure we have the correct vaccinator's name for the patient recorded.

VACCINATOR

Vaccinator Currently: * Stephen Nurse (SNNS)

Is this Correct? No

Vaccination Completed By: *

Date of Vaccination Given: *

- The batch numbers for the vaccine: There are several flu batch numbers included in the app drop down,

Are you allergic to eggs/ovalbumin/chicken? 281802A1A
 Have you ever had any adverse reaction to vaccination? U4A231V
 Do you currently have a fever? Adjuvanted trivalent
 As far as you are aware, do you have an allergy to: 5076C1A
 Do you have a clotting disorder? 2780721A
 Are you currently taking any of the following medication? UJ538AA
 Which arm has been used? W4A043V
 Which Batch no is being used for Flu? W3E091V
 Which Batch no is being used for Covid? 7479A1A
 Patient Group Directive for the administration of inactivated Influenza Vaccine to staff clients who are aged 16 years and over 440551A
 001/0919

If the batch number isn't located, then it can be manually added here:

myFluJab

HOME STATS **MANAGE BATCH NOs** MANAGE USERS

Show Deleted? ☐

BATCH NOs

+ Add a New Batch

Batch Name	Batch For Covid	Created Date ▼	Created By
440551A	False	20/10/2022 16:31:23	Kerrie Birch (KRB3)
7479A1A	False	19/10/2022 09:31:05	Rebecca McDonald (RAM4)

Once included it will appear in the drop-down list.

- Once these fields are completed, and the vaccinator and date details are correct, click save record to complete the process.
- If the staff member doesn't know their ID number or if the ID number doesn't work, the details will need to be entered manually using the "details unknown" option

HOME STATS MANAGE BATCH NOs MANAGE USERS

SEARCH

AD Username:

OR

Employee ID:

Details Unknown

Search

7. If a staff member declines to have a flu vaccination, it is always helpful to understand why. In this case, if you select the 'employee declined to receive the vaccination' option, the screen will change and give you the option to give a reason from a drop-down list.

Specialties *

Employee declined to receive the vaccination? * No

Date of Birth? No

Age (yrs) Yes

Gender *

QUESTIONS

This year we will be sending staff reminders if they have not had their vaccine. Therefore we will let Informatics know you have had your vaccine so you will not receive further reminders.

Vaccination Type *

Which Staff Group is the Employee? *

Is your role Patient facing? *

☐ Yes ☐ No

Site *

Ward

Division

Specialties *

See the latest

Once the form has been completed, if the member of staff had their vaccine or refused, you need to make sure to click save record to ensure it is recorded.

As far as you are aware, do you have an allergy to: *

Do you have a clotting disorder? * ☐ Yes ☐ No

currently taking any of the following medication? *

Which arm has been used? *

Which Batch no is being used for Flu? *

Which Batch no is being used for Covid? *

**Patient Group Directive for the administration
 of inactivated Influenza Vaccine to staff clients
 who are aged 16 years and over ***

If you need to clear the form at any time and return to the main screen, select reset form.

If left logged in for a long period of time without use, the app will log out, so always remember to ensure each record is saved correctly.

Adding new users

By going to the app itself here: [myFluJab v1.1 - System Login](#) and logging in using their **UHB credentials** (Those you'd use to log in to any computer in the Trust. E.g. username such as "SNNS")

At the top of the screen is the 'manage users' tab

myFluJab

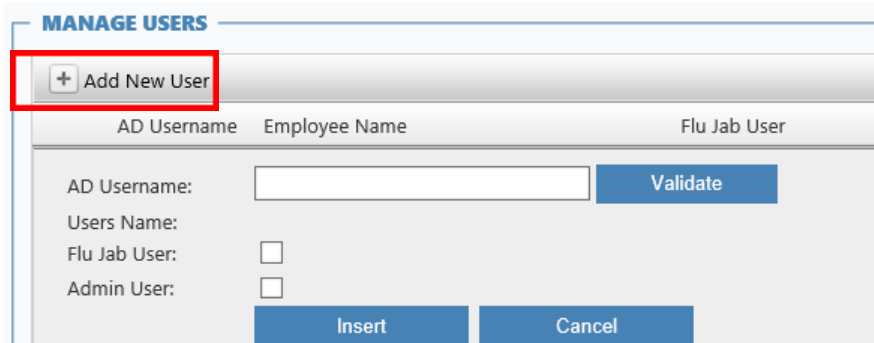
HOME STATS MANAGE BATCH NOS **MANAGE USERS**

SEARCH

AD Username: OR Employee:

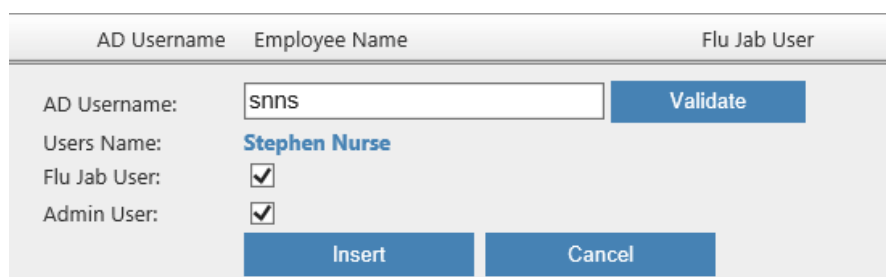
See the latest information about this year's flu vaccinations: www.uhb.nhs.uk/winter

Once you have clicked on this, it will bring up a screen that shows the option 'add new user'. Once you click on this it will give you the option to add the new user as either a flu app user or have admin permissions (the ability to add users primarily)



The screenshot shows a web interface titled "MANAGE USERS". At the top, there is a button labeled "+ Add New User" which is highlighted with a red rectangular box. Below this button is a form with three columns: "AD Username", "Employee Name", and "Flu Jab User". The "AD Username" column contains a text input field with the label "AD Username:" and a "Validate" button to its right. The "Employee Name" column contains a text input field with the label "Users Name:". The "Flu Jab User" column contains a checkbox with the label "Flu Jab User:". Below these fields, there is another checkbox with the label "Admin User:". At the bottom of the form, there are two buttons: "Insert" and "Cancel".

Once you have added the user's username into the box, ticked the required options and selected 'validate', the name of the user will appear, and you simply click insert.



The screenshot shows the same "MANAGE USERS" interface as before, but now the "AD Username" field contains the text "snns". The "Users Name" field now displays "Stephen Nurse" in blue text. The "Flu Jab User" checkbox is now checked, and the "Admin User" checkbox is also checked. The "Validate" button is still present, and the "Insert" and "Cancel" buttons are at the bottom.

The staff member will now have access to the app.

If there are any questions about the flu app, then please do not hesitate to contact me:

Stephen Nurse (Planning and Performance Manager):

Email: Stephen.nurse@uhb.nhs.uk

Telephone: 0121 371 7689