

## Why offer an employee flu vaccination programme?

Most of your workforce will not be eligible for NHS flu jab

Vaccinating against flu leads to:

Reduced employee absence

Increased productivity

Your employee's family & colleagues are also protected

## What is CHL's offer for employers?

Single point of contact & invoice for vaccinations completed only (no vouchers purchased at risk, up front)

No need for employees to pay & claim back via expenses

Flexibility of access for employees:

Multiple sites in community pharmacies across GM where your employees live or work

Vaccination available throughout pharmacy opening hours, including evenings & weekends

Supporting info provided to support employers with communications to employees

Online pre-vaccination registration

Number of employees vaccinated reported monthly to employer

Optional vaccination clinics onsite or in a venue of your choice

## Background & Context

Employer-sponsored flu vaccination programmes have been proven to deliver a reduction in the number of employees with flu infection and a subsequent reduction in the impact on operational services. There will be an anticipated increased need for flu vaccinations following the covid-19 pandemic with public perception that flu vaccination is much more important than in previous years.

Previous provision of flu vaccinations for NHS and Local Authority employees in different localities has been arranged at a local, ad hoc level, with various approaches across GM, some including community pharmacy. CHL is looking to simplify the support and offer to employers and make it available on a locality footprint.

CHL will:

- Provide a solution for organisations to vaccinate their staff flexibly with community pharmacy locations, and onsite clinics where appropriate
- Deliver a COVID-compliant vaccination process including reduced data capture (and therefore time)
- Manage the set up and delivery with community pharmacies, providing one point of contact for the employer

A significant % of community pharmacies in GM delivered the nationally commissioned flu service in 2020-21 and also continue to contribute significantly to the COVID vaccination programme – community pharmacists are experienced vaccinators and ideally placed to support employee vaccination in your locality.

## Proposal Overview

Employer commissions community pharmacies in their locality to vaccinate their employees via CHL who provide management, coordination and admin support and a single point of contact and invoicing for the employer.

CHL will ensure as broad a coverage as possible, geographically and across different community pharmacy providers to ensure continuity of supply in case of any stock issues which may arise.

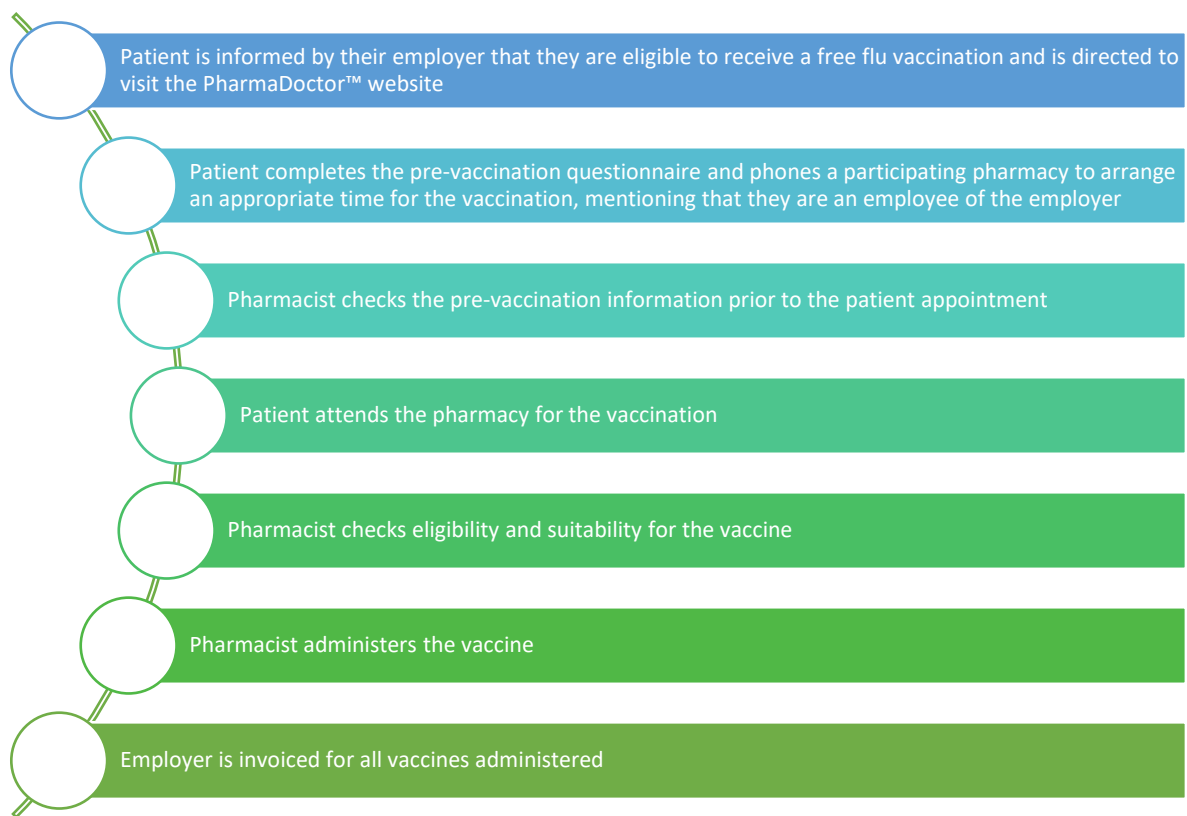
Two tiers of service provision:

Tier 1 - employees attend a participating community pharmacy of their choice to be vaccinated when appropriate to them

Tier 2 – employees can attend onsite clinics for vaccination which will be arranged by CHL and the employer collaboratively (in addition to tier 1)

CHL will provide employee guidance documents which explain where they can access their funded vaccine, and how to complete the registration and pre-vaccination questionnaire online before contacting the pharmacy of their choice to arrange an appointment.

## Tier 1 Process



Participating community pharmacies will be required to ensure that all clinical governance considerations for provision of this service to ensure delivery to national safe practice guidelines and to the agreed service specification are in place, this will be assured through a contract between CHL and the community pharmacy.

It is the employer's responsibility to ensure that the employee vaccination service is communicated appropriately to its employees. Communications should be clear, timely and repeated throughout the duration of the flu season to ensure all employees have the opportunity to access the offer. Ensuring appropriate uptake of vaccinations by employees is the employer's responsibility.

N.B., Employees who are eligible for a flu vaccination under the NHS service will be excluded from this agreement.

## Tier 2 – Clinics

CHL will liaise with community pharmacy providers and the employer to arrange and set up clinics to deliver flu vaccinations to up to 50 employees in a session.

All employees requiring vaccination will be sent a link to a patient-facing website by the employer where they complete the pre-vaccination information and inclusion/exclusion criteria. This must be completed for employees attending a clinic at least 2 working days prior to the clinic.

The roles and responsibilities for the provision of a flu clinic are outlined below:

**CHL**

- Liaise with all parties to arrange dates, times & pharmacy providers
- Share links for employees to complete pre-vaccination information online
- Share completion rates 2 days before the clinic

**Pharmacy**

- Provide vaccines with appropriate cold chain
- Provide PPE and cleaning equipment for safe provision of the service
- Record all provisions on the eTool during the clinic
- Ensure all clinical governance requirements in the specification are met

**Employer**

- Identify & book venues ensuring sufficient space & wifi available
- All employee communications regarding the clinic and pre-vaccination information
- Guarantee attendance of the required number of employees to vaccinate (min 50)
- Confirm all employees have completed the pre-vaccination information 1 working day prior to the clinic

## Costs

The table below summarises the costs.

| Fixed or Variable | One-off or recurrent | Tier | Deliverables  | Total Cost       |
|-------------------|----------------------|------|---|------------------|
| Fixed             | One-off              | 1    | <p><b>EOI</b><br/>           Conduct an Expression of Interest process for all GM pharmacies to identify willing providers<br/>           Share &amp; publicise survey to ensure maximum uptake<br/>           Selection of pharmacies as appropriate<br/>           All associated communication to pharmacies with accept/decline notification</p> <p><b>Set up</b><br/>           Create service specification and contract<br/>           Commission selected pharmacies<br/>           Arrange access and set up eTool for data recording<br/>           Set up PharmOutcomes for invoicing purposes<br/>           Support pharmacies with access to and set up eTool and PharmOutcomes</p> <p><b>Invoicing &amp; Reporting</b><br/>           Monthly reporting of uptake<br/>           Liaison and professional support to pharmacies<br/>           End of period invoicing</p> | £2000            |
| Fixed             | One-off              | 2    | <p><b>Clinics</b><br/>           Schedule and arrange clinics, liaise with employer/LA and pharmacies<br/>           Confirm &amp; arrange experienced vaccinators for clinics<br/>           Pharmacy provision of 50 vaccinations<br/>           Each additional vaccine delivered over and above the 50 is charged at £20 per patient</p> <p>[Cost per clinic is £1200. If &gt;50 vaccinations can be guaranteed, then 2 pharmacists will be provided at a total cost of £2200]</p>  | £1200 per clinic |
| Variable          | One invoice          | 1    | Each vaccine administered in a community pharmacy is invoiced to the employer at £19.50 per patient   | £TBC             |
|                   |                      |      | <p><b>Please note fixed costs quoted are exclusive of VAT</b><br/> <b>Variable costs for vaccines delivered do not attract VAT</b></p>  |                  |

## Costs & Contracting

CHL is a not-for-profit organisation working with and on behalf of community pharmacies and NHS and non-NHS commissioners in Greater Manchester.

CHL aims to be open and transparent in sharing costings for the activities it delivers on behalf of commissioners. A financial model is used to prepare costings which has been signed off by Bolton and GM LPCs and is reviewed and updated regularly based on the actual costs to deliver activities vs. that which was costed to a commissioner at the time of agreeing an SLA. All financial agreements between CHL and its partners are available for oversight by a Scrutiny Committee made up of representatives from both LPCs to ensure appropriate governance around financial transactions.

Costs quoted are limited to the activities listed in this document. Any additional activities which are not listed in this document are not included and may incur additional costs should they be required by the commissioner. Any such additional requests will be costed in a separate document.

Costs quoted are correct at the time of preparing this document and are valid for a 30-day period from the date of this document. CHL reserves the right to re-cost if more than 30 days passes between sending the costing and receiving confirmation to proceed with the commissioned work.

CHL's preference is to be commissioned to deliver work under a Service Level Agreement (SLA), the narrative for which can be provided and copied from this costing document and prepared by CHL.

If a commissioner wishes to use an NHS standard Goods & Services contract to commission CHL, then the narrative from this costing document must be included in the contract and the commissioner must prepare the contract documentation.

All costs are exclusive of VAT. Set-up fees will attract VAT at standard rate, vaccination fees are VAT exempt.

Costs have been identified as fixed or variable and one-off or recurrent.

### Fixed and Variable costs

Fixed costs cover the work which CHL has been commissioned to deliver under this costing summary.

Variable costs are the estimated service activity fees to be paid to pharmacies for the activities commissioned under the service specification. Variable costs can be included or excluded from the summary as required by the commissioner.

### One-off and Recurrent Costs

One-off costs relate to activities required to implement or set up a service for example creating PharmOutcomes modules, conducting an Expression of Interest (EOI) process to select providers for a service and creating, agreeing, and setting up the service specification.

Recurrent costs relate to monthly management of the service through payments and admin, and for performance management of a service.

Where a cost is recurrent, the total cost for the appropriate period is included in the final column.

## Next Steps

If a commissioner wishes to discuss any aspect of the costing, they should contact [alison@cpgmhealthcare.co.uk](mailto:alison@cpgmhealthcare.co.uk)

If a commissioner wishes to commission CHL to deliver the work outlined in this costing, please confirm in writing to [alison@cpgmhealthcare.co.uk](mailto:alison@cpgmhealthcare.co.uk) and indicate the intended method of contracting – SLA or NHS standard contract.

CHL will invoice for the set-up costs amount as in the table above which is required to be paid within 30 days of receipt of the invoice.

Activities will commence as soon as written confirmation has been received, under the goodwill understanding that invoices will be paid promptly by the commissioner as outlined above.

If there is a requirement for activities to be delivered within a certain timescale, please ensure this is communicated to CHL so work can be planned.

Invoicing for vaccinations completed will be sent to the employer by CHL of vaccinations delivered at the end of the agreed period (maximum 3 months).