



# COVID-19 VACCINATION

*Enjoy life.  
Protect yourself*

## Process Steps for Colleague Vaccination (Residential Care Settings)

- Registered Managers will be contacted by their local vaccination provider (eg LA/ Hospital Hub/GP Hub) with dates for vaccinations for colleagues
- The vaccination needs to be administered via two separate doses, which the provider will confirm on the first appointment
- Registered Managers may be given by the vaccination provider a template to complete for all colleagues entitled to receive the vaccination – this may differ between locations
- Registered Managers will agree on the priority of the vaccination appointments which are solely based on the extent of contact with IWS in the course of their role (ie front line support workers should be offered the vaccination first)
- All colleagues will need to complete the consent form provided with this guidance and take the completed form to the vaccination appointments
- A letter has been provided with this guidance which will need the name and address to be inserted for each colleague to take to the vaccination appointment which confirms their employment with us.
- The letter may or may not be asked for at the appointment but please ensure your colleagues have the letter as requested in national guidance to avoid any colleagues being refused the appointment
- It is expected that appointments will be offered within working hours and Registered Managers will need to plan for this in rotas
- In managing the appointments, please note there is a required 7-day break needed between the flu vaccination and the Covid vaccination (both doses)

[www.nationalcaregroup.co.uk/covidvaccination](http://www.nationalcaregroup.co.uk/covidvaccination)

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