

SERVICE SPECIFICATION FOR THE PROVISION OF:

**HERTFORDSHIRE COUNTY COUNCIL
FLU VACCINATION SERVICE**

1 September 2022 to 31 March 2023

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1. Introduction

- 1.1. This service specification allows community pharmacy to be directly reimbursed by Hertfordshire County Council Public Health for the cost of a private seasonal flu vaccination to Hertfordshire County Council staff and staff in organisations providing key social care services and support.
- 1.2. Its purpose is to provide a mechanism to allow designated staff to obtain a private seasonal flu vaccination without the need for them to pay for the flu vaccination. It is expected this will lead to a greater take up of seasonal flu vaccination than otherwise would have been the case.
- 1.3. This is likely to be particularly important in the winter of 2022/23 when both SARS-CoV-2 and Seasonal Flu viruses will be circulating.
- 1.4. Increasing the uptake of seasonal flu vaccination will reduce the impact of seasonal flu on social care services by improving the resilience of key services to avoid staff absence from flu through the winter months and reduce the transmission of seasonal flu to at risk individuals.
- 1.5. It is therefore proposed to make it as easy as possible for those working in key frontline health and social care services and who are not eligible for a free NHS seasonal flu vaccination to access a private seasonal flu vaccination. This flu vaccination will be free at the point of delivery by allowing the community pharmacy to charge for the cost of a private flu vaccination through the Public Health database (Pharmoutcomes).
- 1.6. The objective of this service is to offer a free at the point of delivery seasonal flu vaccination for staff working at:
 - Hertfordshire County Council
 - District and Borough Councils in Hertfordshire
 - Special Schools in Hertfordshire
 - Third Sector / Voluntary Sector Organisations in Hertfordshire providing health and social care services and support
- 1.7. Staff eligible for this service will be identified through presentation of an authorisation letter / email (hard copy or electronic) which will include an authorisation code specific to their employer which will be used to claim the community pharmacy's private flu vaccination cost.
- 1.8. For contract queries related to this service specification please contact:

Helen Cleary, Public Health Commissioning, Herts County Council
Email: helen.cleary@hertfordshire.gov.uk

or for any general queries please contact:

Robin Trevillion, Public Health, Herts County Council
Email: robin.trevillion@hertfordshire.gov.uk

2. Service description

- 2.1. Hertfordshire County Council Public Health will fund community pharmacists to provide a free at the point of delivery private seasonal flu vaccination to a defined group who are **not eligible** for the free NHS seasonal flu vaccination.
- 2.2. This service will be called the **Hertfordshire County Council Flu Vaccination Service**.
- 2.3. Individuals eligible for this service will present to the community pharmacy a letter/email of authorisation from Hertfordshire County Council Public Health before the vaccination can take place.
- 2.4. Eligibility will be staff working for:
 - Hertfordshire County Council
 - District and Borough Councils in Hertfordshire
 - Broxbourne Borough Council
 - Dacorum Borough Council
 - East Herts District Council
 - Hertsmere Borough Council
 - North Herts District Council
 - St Albans & District Council
 - Stevenage Borough Council
 - Three Rivers District Council
 - Watford Borough Council
 - Welwyn Hatfield Borough Council
 - Special Schools in Hertfordshire
 - Third Sector and Voluntary Sector Organisations providing social care services and support to Hertfordshire.
- 2.5. Those eligible under this service will be anyone who is not eligible under the NHS seasonal flu vaccination programme which for 2022/23 will include anyone who will be under the age of 65 years on 31 March 2023 and who does not fall into one of the NHS priority groups.
- 2.6. The detailed list of those eligible for the NHS seasonal flu vaccination programme can be found in the NHS [Annual Flu Letter 2022/23](#).
- 2.7. As this is a private service, community pharmacy will be expected to have their own private flu vaccination PGD and indemnity in place that would be requested as a declaration when enrolling for Hertfordshire County Council Flu Vaccination Service.

3. Duration of the Service

- 3.1. The **Hertfordshire County Council Flu Vaccination Service** will be available from 1st September 2022 to 31 March 2023.

4. Service delivery

- 4.1. This service is being made available to any community pharmacy in Hertfordshire that is able to provide a flu vaccination service.
- 4.2. The service will be provided under the community pharmacy's private PGD for seasonal flu vaccination.

5. Eligibility and Accreditation

- 5.1. The community pharmacy will follow their private PGD for seasonal flu vaccination.
- 5.2. All participating community pharmacies will adhere to GPhC regulations and governance.

6. Premises

- 6.1. The community pharmacy must have a private consultation area which ensures privacy when explaining the service and offering advice to service users in a way that ensures confidentiality.

7. Payment and Records

- 7.1. Reimbursement will be provided quarterly by Hertfordshire County Council at the rate being charged by the community pharmacy for their private seasonal flu vaccination.
- 7.2. For 2022/23 a maximum of up to £20.00 per flu vaccination will be reimbursed.
- 7.3. Hertfordshire County Council will access all data from the Public Health database (Pharmoutcomes). There will be mandatory fields that must be completed on the database, they are:
- Date of vaccination
 - Authorisation code (as provided in the authorisation letter/email presented to the community pharmacy)
 - Confirmation the service user is not entitled to a free NHS seasonal flu vaccination
 - Price of the private flu vaccination to be reimbursed

- 7.4. To ensure payment, data must be submitted to the Public Health database (Pharmoutcomes) within 10 working days of the consultation.

8. Authorisation Code to be entered on Pharmoutcomes

The table below illustrates the format of the 3-digit authorisation codes to be used on the Public Health database (Pharmoutcomes) and which will be provided in the authorisation letter/email.

Organisation	Code
HERTFORDSHIRE COUNTY COUNCIL	
Hertfordshire County Council Adult Care Services	AC1
Hertfordshire County Council Children's Services	CS1
Hertfordshire County Council Public Health Service	PH1
Hertfordshire County Council Community Protection	CP1
Hertfordshire County Council Environment & Infrastructure	EV1
Hertfordshire County Council Resources	RS1
DISTRICT & BOROUGH COUNCILS	
Broxbourne Borough Council	BBC
Dacorum Borough Council	DAC
East Herts District Council	EHC
Hertsmere Borough Council	HBC
North Herts District Council	NHC
St Albans & District Council	SAH
Stevenage Borough Council	SGC
Three Rivers District Council	TRC
Watford Borough Council	WAT
Welwyn Hatfield Borough Council	WHC
SPECIAL SCHOOLS	
Code will be of the form	K##
VOLUNTARY SECTOR ORGANISATIONS	
Code will of the form	V##
OTHER	
Code will be of the form	X##

9. Annex 1: Screenshots of Hertfordshire County Council Flu Vaccination Service (example preview view)

1. Where a person is not eligible under the NHS flu vaccination programme and has an authorisation letter – claim from Hertfordshire County Council Public Health

Service Details

Date of vaccination
Enter as dd-mmm-yyyy (eg 23-Feb-1989)

Authorisation Code
Found on the authorising letter / email presented by the service user

Is the service user entitled to a free NHS 'flu vaccination?

NHS 'flu vaccination Yes No

[Continue to claim for costs with this template.](#)

Price of private flu
vaccination

2. Where a person is eligible under the NHS flu vaccination programme – do not claim from Hertfordshire County Council Public Health but do claim from the NHS flu vaccination programme

Service Details

Date of vaccination
Enter as dd-mmm-yyyy (eg 23-Feb-1989)

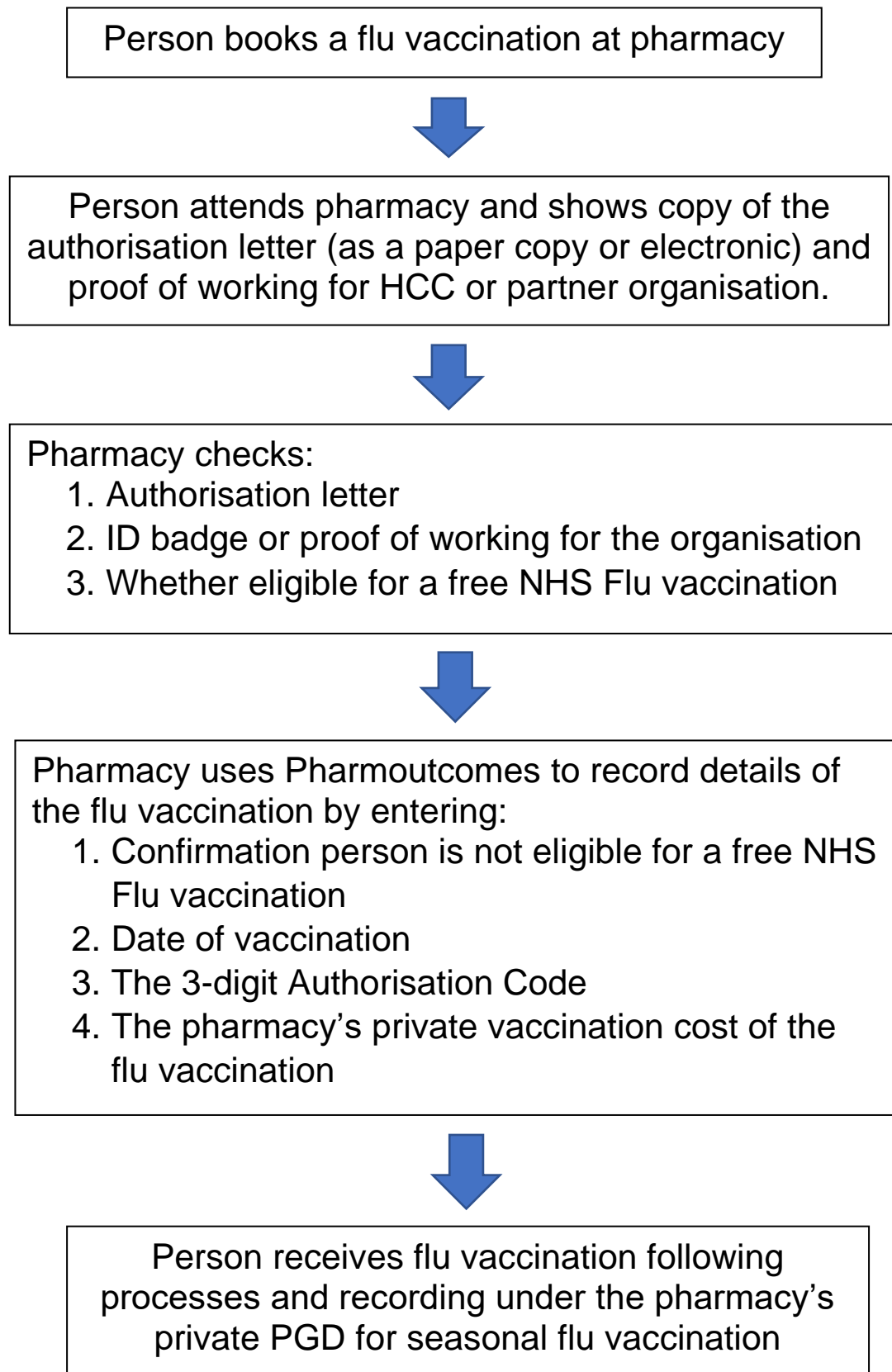
Authorisation Code
Found on the authorising letter / email presented by the service user

Is the service user entitled to a free NHS 'flu vaccination?

NHS 'flu vaccination Yes No

[Claim for costs under NHS 'flu vaccination programme.](#)

10. Annex 2: Process Map



11. Annex 3: Example of Authorisation Email/Letter

Hertfordshire County Council Flu Vaccination Service 2022/23



Dear [NAME]

Thank you registering for your free seasonal flu vaccination - by using this service you will not be charged for your seasonal flu vaccination.

This is your **Authorisation Letter** and contains your **Authorisation Code** that you will need to show to the pharmacy to get your free flu vaccination.

This authorisation letter will be valid until **31 March 2023**.

Take this authorisation letter with you (as a hard copy or electronically) together with your identity badge when visiting the pharmacy.

You will need to show the authorisation code below to the pharmacy

[Authorisation Code]

Please note this service is for those not eligible for the free NHS flu vaccination. It cannot be used at your GP but only at a pharmacy that has joined the scheme.

Not all pharmacies in Hertfordshire are in this scheme, so please check here to see who accepts this authorisation letter: www.hertfordshire.gov.uk/hccflu vaccinations

This webpage will be updated when a pharmacy joins, so please check regularly.

Many thanks

Hertfordshire County Council Public Health Service

If you have any other queries regarding your flu vaccination, please contact Robin.Trevillion@hertfordshire.gov.uk Tel: 01438 845 911

FAO Pharmacy: On presentation of this authorisation email/letter please provide a seasonal flu vaccination to the bearer.

Reimbursement of your private flu vaccination cost can be claimed through the Public Health database (Pharmoutcomes) by using the **Hertfordshire County Council Flu Vaccination Service** and entering the authorisation code below:

[Authorisation Code]

For any queries about this service please contact robin.trevillion@hertfordshire.gov.uk or Telephone **01438 845 911**.