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| **Meningitis Operational Lead Tick List** |  |
| **Consumables**   * Disposable trays * Needles * Vaccines * Refreshments * Black bags for rubbish * Tiger strip bags for clinical waste * Blood clean up kit * Vomit clean up kit * Vomit bowls * Tissues * Cotton wool/gauze * Gloves * Sharps bins * Alcohol wipes * Pens * Plasters * Hand gel * Blue roll * Adrenaline and anaphylaxis kit * Resus mask * Defib/AED | **Staffing**   * First aiders * Media relations * Security to keep vaccines safe overnight * Admin staff * Student ambassadors * Security * Nurses * Leads for sections 1,2,3 * Implementation lead * PHE team onsite * Comms * Silver commander * Estates team * H&S team * Cleaners * Family Liaison Officer * Spokes Person * Large admin team |
| **Paperwork and processes**   * Patient Group Directive (local) * [Patient Specific Directive](https://www.surrey.ac.uk/sites/default/files/2018-06/patient-specific-directive-letter.docx) * [Consent forms](https://www.surrey.ac.uk/sites/default/files/2018-06/men-b-consent-form-april-2017.pdf) * Opt out forms * [GP letter to provide information about vaccine](https://www.surrey.ac.uk/sites/default/files/2018-06/GP-CHIS-notification-letter.pdf) * [Patient information leaflet](https://www.medicines.org.uk/emc/files/pil.5168.pdf) * Consent to share/confidentiality clause for handling of personal and sensitive data * [Translations](https://www.surrey.ac.uk/sites/default/files/2018-06/meningitis-B-vaccination-mandarin-translation.docx) * Fridge monitoring charts * [Policy and procedure for fridge alarms/vaccines](https://www.surrey.ac.uk/sites/default/files/2018-06/temperature-checking-for-vaccine-fridges.docx) * Procedure for unwell student * Briefing for nursing staff, security, ambassadors * Vaccination station set up * [Process and reporting for reactions](https://www.gov.uk/guidance/the-yellow-card-scheme-guidance-for-healthcare-professionals) * Complaints process * [Extenuating Circumstances policy](https://www.surrey.ac.uk/sites/default/files/2018-06/staff-and-student-FAQs-for-extenuating-circumstances.docx) * FAQs and process to update daily * Process to respond to new/urgent questions | **Other (continued)**   * Venue * Ordering capability/account to order * Vaccination fridge, cold chain procurement, supply and management * Hotline * Tables, chairs * First aid area * Screening * Staff rest area * Stock area * Translation for other languages * Laptops * Phone line * Internet/data connection * WiFi * Wheelchair * Handwashing facilities * Timetable for eligible students * Spreadsheet/list eligible students * Green book * Signs directing to venue * Clock * Signs advising no photos, eligibility, reporting of illness/allergies/pregnancy * Queuing system/tape * Meeting time and space for dynamic programme * Tally chart * Personal address system * Fire testing facilities * Bed area/blankets/pillows for first aid area * Contact with GP * Facility to transfer to A&E * Parking for large numbers of staff * Cost/charging code |