**Operational plan Meningitis B Vaccine Dose 1**

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| --- | --- | --- | --- | --- |
| Date | Time | Where | Action | Staffing |
|  | 8.30 | Marquee | Briefing for security, ambassadors, charities, external first aiders/security | Operational lead (OL) providing overview |
|  | 9.00 | Marquee | Vaccination nurses, PHE and NHSE, admin staff arrive |  |
|  | 9.30 | Marquee | Vaccinations begin |  |
|  | 5.00 | Marquee | Session closes, meeting to review day with admin and health teams | OL, admin, nurses |
|  | 5.30 | Marquee | Silver command meeting | Silver |
|  |  |  |  |  |
|  | 8.30 | Marquee | Briefing for security, ambassadors, charities, external first aiders/security | OL providing overview |
|  | 9.00 | Marquee | Vaccination nurses, PHE and NHSE, admin staff arrive |  |
|  | 9.30 | Marquee | Vaccinations begin in Marquee |  |
|  | 5.00 | Marquee | Session closes, meeting to review day with admin and health teams in Marquee | OL, admin, nurses |
|  | 5.30 | Marquee | Silver command meeting in marquee | Silver |
|  |  |  |  |  |
|  | 8.30 | Marquee | Briefing for security, ambassadors, charities, external first aiders/security | OL providing overview |
|  | 9.00 | Marquee | Vaccination nurses, PHE and NHSE, admin staff arrive |  |
|  | 9.30 | Marquee | Vaccinations begin in Marquee |  |
|  | 5.00 | Marquee | Session closes, meeting to review day with admin and health teams in Marquee | OL admin, nurses |
|  | 5.30 | Marquee | Silver command meeting in marquee | Silver |
|  |  |  |  |  |
|  | 1.30 | Marquee | Briefing for security, ambassadors, charities, external first aiders/security | OL providing overview |
|  | 2pm | Marquee | Vaccination nurses, PHE and NHSE, admin staff arrive |  |
|  | 2.30 | Marquee | Vaccinations begin in Marquee |  |
|  | 8pm | Marquee | Session closes, meeting to review day with admin and health teams in Marquee | OL, admin, nurses |
|  |  |  |  |  |
|  | 12 noon | Marquee | Briefing for security, ambassadors, charities, external first aiders/security | OL providing overview |
|  | 12.30 | Marquee | Vaccination nurses, PHE and NHSE, admin staff arrive |  |
|  | 13.00 | Marquee | Vaccinations begin in Marquee |  |
|  | 5.00 | Marquee | Session closes, meeting to review day with admin and health teams in Marquee | OL, admin, nurses |
|  | 5.30 | Marquee | Silver command meeting in marquee | Silver |

**Roles and Responsibilities**

**Implementation and operational lead for University of Surrey;**

Operational lead for events and member of ‘Silver Command for University of Surrey’, conduit between University and NHS/PHE personnel.

Management of operations including team leaders across sections

Security

Admin

Estates and Facilities

Ambassadors

Charities

First aid

**Pre vaccination area**

**Section 1 Lead:**

Senior administrator

Manage ambassadors to maintain the flow of students into the venue, security, eligible student management, collation of information, escalation of issues to Ops Lead

**Administrators:** Provided by university, aware of student eligibility criteria, and skilled in de-escalation and conflict resolution, provide consent forms, direct to charities and ambassadors if issues

**Health Advisor;** provided by either; PHE, or immunisation nursing provider. Health advisor must be knowledgeable about Bexsero vaccine, aware of contraindications and any possible side effects.

**Flow line personal;** student ambassadors provided by university. Able to ensure queuing is stress free and good humoured. Able to identify student anxiety and provide individual support

**Charities;** Staff working for charities to provide reassurance and support PHE team in issues arising re eligibility

**Clinical Immunisation area**

**Section 2 Lead:**

Provider Immunisation lead nurse, ensures safe efficient immunisation area, supervises staff working within this area, cold chain compliance

**Immunisation nurses x 20** ; Registered nurse appropriately trained to immunise under a PGD, who has revisited information relating to Bexsero PGD, SPC and PIL

**Administrators;** Ensure administrative support to nursing team.

**Post immunisation Section**

**Section 3 Lead:**

Provider senior immunisation nurse or Operation Lead. Able to respond with first aid and to provide emergency response to students presenting with anaphylaxis post immunisation.

**Student ambassadors;** support students post immunisation, provisions of water and biscuits

**First aiders**; work under direction from Section 3 lead, media interest, first aid response.

**Charities;** work independently under guidance from Operational Lead