

26<sup>th</sup> March

Dear All,

Please see plan for vaccinations on 31<sup>st</sup> March Wednesday.

This is for staff, patients, sisters who had their first doses at Holy Cross either on 21<sup>st</sup> January or on 21<sup>st</sup> February.

There are many vaccinators coming as a group so they will be here only for a very short duration.

Please plan as per the list below and book your preferred slots from below and **email Jo Cooling and Ophelia**. Nurses – if you are collecting information from staff at handovers – please send list to us.

As we are planning to inject 120+ people within 3.5 hrs, there is very limited flexibility.

Staff on duty – please come to SJC for your vaccination.

Any serious issues come back to me.

Kind regards

Rasheed

<b>31<sup>st</sup> March Wednesday</b>		
10 – 10.30	24 Hospital/ MTH staff ( <b><u>who are not on duty</u></b> ) + <b><u>night staff</u></b>  <b>4 staff booked</b>	6 staff for every 5 minutes x 4 vaccinator teams = 24 staff  <a href="#">Check rota</a>
10.30 – 11.00	24 hospital/ MTH staff ( <b><u>who are not on duty</u></b> ) + <b><u>night staff</u></b>	6 staff for every 5 minutes x 4 vaccinator teams = 24 staff  <a href="#">Check rota</a>
11.00 – 11.15	14 MTH sisters	Check with MTH if all sisters will be ready at 11.00 am.
11.15 - 11.30	Coffee	
11.30 – 12.00	Remaining 23 staff <b>on duty</b> ( <b><u>including 4 MTH staff on duty</u></b> )	Includes admin, MT etc  Check rota  Prepare list carefully so that not too many staff are taken out of the ward at any time.
12.00 – 13.10	Two vaccinator teams injecting patients in SMF  Two vaccinator teams injecting patients in SAF	Plan additional staffing if needed to monitor patients.  Consider dose of paracetamol for all patients.
13.10	Lunch	
13.45 ish	Anyone left over + late comers	
14.00	close	