

Dear Colleagues,

We are introducing updated guidance for the delivery of vaccinations to eligible inpatients within NHS Greater Glasgow and Clyde acute settings. This initiative aims to ensure that patients with extended hospital stays receive timely protection against key infectious diseases.

### **Who is eligible?**

- Adult, paediatric, and neonatal inpatients with a stay of six months or more.
- Patients with shorter stays who may miss community appointments during the Autumn/Winter vaccination window.
- Some exceptions apply for age or immunosuppression, as per Green Book Guidance.

### **Which vaccines are included?**

- Flu
- COVID
- RSV
- Shingles
- Pneumonia

### **Key points for staff:**

- Vaccines will be prescribed by clinicians or non-medical prescribers (NMPs) and administered by ward nurses.
- Flu and COVID vaccinations will be prioritised initially for the adult programme, with other vaccines to be reviewed in the New Year. Flu, COVID and RSV will be prioritised initially for the childhood programme.
- Eligible patients will be identified using the long stay review [click here to access dashboard](https://nhsggc.cloud.microstrategy.com:443/MicroStrategy/servlet/mstrWeb?evt=3140&src=mstrWeb.3140&documentID=62F417EB404DEB615901339704BDE2CF&Server=ENV-351045LAIO2EUW2&Project=Operational%20Reporting&Port=39321&share=1) or follow link below:

<https://nhsggc.cloud.microstrategy.com:443/MicroStrategy/servlet/mstrWeb?evt=3140&src=mstrWeb.3140&documentID=62F417EB404DEB615901339704BDE2CF&Server=ENV-351045LAIO2EUW2&Project=Operational%20Reporting&Port=39321&share=1>

### **Requesting Access to the Long Stay Review Dashboard:**

To gain access to the Long Stay Review Dashboard, staff should log a call using the eHelp icon on their PC. After opening eHelp, select 'Business Intelligence', then choose 'Modify Account.' Under the 'General' category of report or

dashboard', enter 'Acute analytics. In the 'Specific name or description of report or dashboard' field, specify 'Long Stay Review Dashboard Microstrategy'. This will ensure your request is directed to the appropriate team for processing. If you encounter any issues or require further assistance, please contact your sector's designated point of contact or the Public Health Immunisation Team.

- Consent should be sought from the patient by the prescriber, or from family/POA if the patient lacks capacity.
- Prescriber to check vaccination status on admission and prescribe vaccines if not already received and within the programme window.
- Prescription and administrations should be recorded via HEPMA.
- Notify the patient's GP on discharge on IDL/FDL to prevent duplicate appointments and ensure GP records are updated.
- Stock ordering requires a 48-hour lead time (orders placed on Fridays will be delivered on Mondays). Please consider fridge space when ordering.
- Ward-based nursing staff must complete a self-declaration form (appendix 1) to ensure appropriate governance.
- The Public Health Immunisation Team is available for training and support.
  - Susanne Forde - susanne.forde@nhs.scot (adult programme)
  - Emma Finlay - emma.finlay4@nhs.scot (adult programme)
  - Kirsty Howie - kirsty.howie2@nhs.scot (childhood programme)

- **Additional Guidance for Housebound Patients:**

For patients who are likely to become housebound following their inpatient stay—such as those recovering from orthopaedic procedures who may require rehabilitation prior to attending community appointments—it is essential that vaccination is offered and administered during their hospital admission. This approach ensures timely protection and reduces the risk of missed vaccinations due to mobility or access issues post-discharge. Staff should proactively identify such patients and arrange for vaccination prior to discharge, in line with the overall guidance for long-stay inpatients. Any questions on this should be directed to their HSCP contact below:

HSCP	NAME	Email	Referral email address
Glasgow City	Lauren Henry	<a href="mailto:lauren.henry2@nhs.scot">lauren.henry2@nhs.scot</a>	ggc.covidvaccination@nhs.scot
Renfrewshire	Irene Carswell	Irene.Carswell2@nhs.scot	ggc.refrewshirehscp.flu@nhs.scot
Inverclyde	Victoria Campbell / Karen McGachy	Victoria.Campbell12@nhs.scot / karen.mcgachy@nhs.scot	covidhb@inverclyde.gov.uk
East Dunbartonshire	Michelle Roberts	<a href="mailto:Michelle.Roberts4@nhs.scot">Michelle.Roberts4@nhs.scot</a>	ggc.eastdunhscp.testinghub@nhs.scot
West Dunbartonshire	Stephanie Pollard	<a href="mailto:Stephanie.Pollard@nhs.scot">Stephanie.Pollard@nhs.scot</a>	
East Renfrewshire	Victoria McCaig	Victoria.Mccaig2@nhs.scot	

### Communication and Coordination:

- Each acute sector/directorate has a designated point of contact responsible for coordinating vaccination delivery.
  - Clyde Sector: Arlene McNelis - arlene.mcnelis2@nhs.scot
  - North Sector: Ann Docherty - ann.docherty2@nhs.scot
  - Regional Services: Susan Bilsland - [susan.bilsland@nhs.scot](mailto:susan.bilsland@nhs.scot) and Kat Goodwin - kathryn.goodwin3@nhs.scot
  - South Sector: Laura Wilson - laura.wilson23@nhs.scot

### Vaccine Supply and Ordering:

- Main pharmacy dispensaries will be holding a small supply of COVID vaccine and will dispense according to prescribing requests.
- Flu vaccine will be ordered as required to ease pressure on cold chain storage.
- Please be mindful that COVID-19 vaccines are supplied in vials containing six doses; to minimise wastage, staff are encouraged to coordinate patient vaccinations where possible to ensure full use of each vial.

Wards should order vaccines via the pharmacy dispensary. Thank you for your continued commitment to patient safety and public health. Please familiarise yourself with the full guidance and appendices, which include self-declaration form (appendix 1), eligibility criteria (appendix 2), CMO letter (appendix 3), and Lines to take - Winter Flu and Covid-19 vaccination update October 2025 (appendix 4).

If you have any questions or require additional support, please contact your sector's lead or the Public Health Immunisation Team.

Kind regards,

Emma Finlay, Lead Nurse, PH Adult Immunisation Delivery

David Lamont, Interim Chief Nurse, Corporate Nursing and Midwifery

## **Appendix 1**

[Self Declaration Form](#)

## **Appendix 2**

[2025 Vaccination Eligibility Criteria](#)

## **Appendix 3**

[CMO Letter](#)

## **Appendix 4**

[Lines to Take](#)