

Covid-19 vaccination programme for staff

The Covid-19 vaccination programme began on Tuesday 8 December with the launch of the first vaccination clinic for peer vaccinators on the Royal Hospitals site.

On the same day, based on guidance from the Joint Committee on Vaccination and Immunisation (JCVI), we also began to vaccinate care home residents and staff. This is the highest priority group as designated by JCVI guidance and the Department of Health. All Trusts are following this guidance and the vaccination programme for this number one priority group will continue to roll out across Northern Ireland over the next number of weeks.

We are now at a point where we can begin a phased roll out of the Pfizer/BioNTech vaccine to staff. Every member of staff will be offered the opportunity to receive the vaccine. We are commencing with staff groups working in areas based on JCVI guidance and results of the subsequent audit based on the JCVI guidance carried out by the Trust on 8 December.

The first vaccination clinics for staff will be held from Sunday 20 December to Wednesday 23 December. On these four days, we will be inviting **ALL** staff working in the following ward-based areas to receive the Pfizer/BioNTech vaccine at the Covid-19 Vaccination Centre located on the Ground Floor of the Non-Clinical Support Building on the Royal Hospitals site:

- Wards A to F in the Mater Hospital
- Medical specialties within the Unscheduled Care Division, also including:
 - Stroke
 - Meadowlands
 - Ward 5E
- Adult Emergency Departments

It is important that staff turn up on time for their vaccination appointment to avoid wastage of the vaccine. You will also need to bring your Trust photo ID.

We will provide regular updates on when the vaccine will be made available to other staff groups. Please be reassured that **ALL** staff will be offered the vaccine in due course and we will vaccinate all groups as efficiently and quickly as possible.

How to book an appointment

The booking app for Covid-19 vaccine appointments is now available. **Only staff who work in the nominated areas can book an appointment at this time.** This process will be monitored. Managers and staff in these areas will be advised separately of these arrangements. We will issue the link to the booking app and details of the booking process through the relevant managers.

Any staff in this group who don't have a Trust email account or access to IT equipment, for example PCSS staff, can ask their manager to arrange an appointment on their behalf.

When you book your appointment for the first dose of vaccine, you will automatically be asked to confirm your appointment for the second dose of vaccine 21 days later. You must confirm your appointments for both doses of vaccine during this first booking.

It is vital that staff attend both their vaccination appointments to get maximum immunity.

If you need to cancel your appointment due to exceptional circumstances, this can be done quickly using the booking app. You can re-book for a different time. Check all the available time slots on the app to ensure you choose one that suits.

[FAQs about Covid-19 vaccination are available here.](#)

Please note there will be no scheduled vaccination appointments on:

- Christmas Eve – 24 December
- Christmas Day – 25 December
- Boxing Day – 26 December
- New Year's Eve – 31 December
- New Year's Day – 1 January

Our colleagues in the Covid-19 Vaccination Centre have worked exceptionally hard to get us to this point and we are asking all staff to work together and follow the arrangements the Trust has put in place.

Thank you to everyone for your patience and understanding. We will keep you updated as we continue to roll out the vaccine to every member of staff.