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NHS
England



National Immunisation & Vaccination System (NIVS) LTHT User Guide



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Login & Role Selection

Non – LTHT Organisations Staff (ie. LCH, LYPFT)

Login using the details provided at the workstation (as below):

Username: .\Vaccine

Password: Covid19

LTHT Staff

Login using the above credentials or your network username and password.

NB: If using your network details, please remember to log out of the PC at the end of your shift.

Not Registered on NIVS

If you are not registered with NIVS, please click on the link below to self-register.

<https://apps.model.nhs.uk/register>



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Login & Role Selection

Double-click on the NVIS Icon on the desktop



Or type in the link below if you do not have the shortcut: (<https://nivs.ardengemcsu.nhs.uk/home>)

Enter your Email address and your password. Then click on **Sign In**.

[You should have received an email from **Okta.com NHS Improvement** asking you to click a link to do this. If you do not have a password please check your email.]

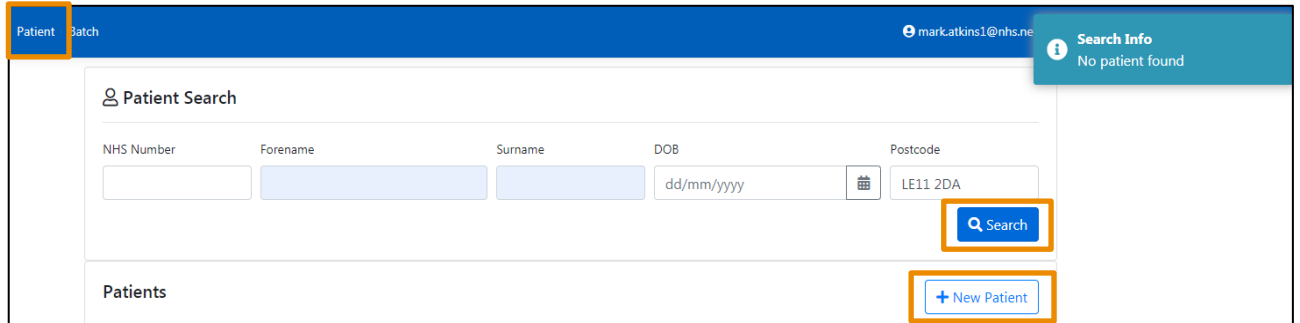
At the top right of the screen next to your email address ensure you have the correct role **NHS Staff Covid**. This will give you access to enter both patient and staff vaccination details.



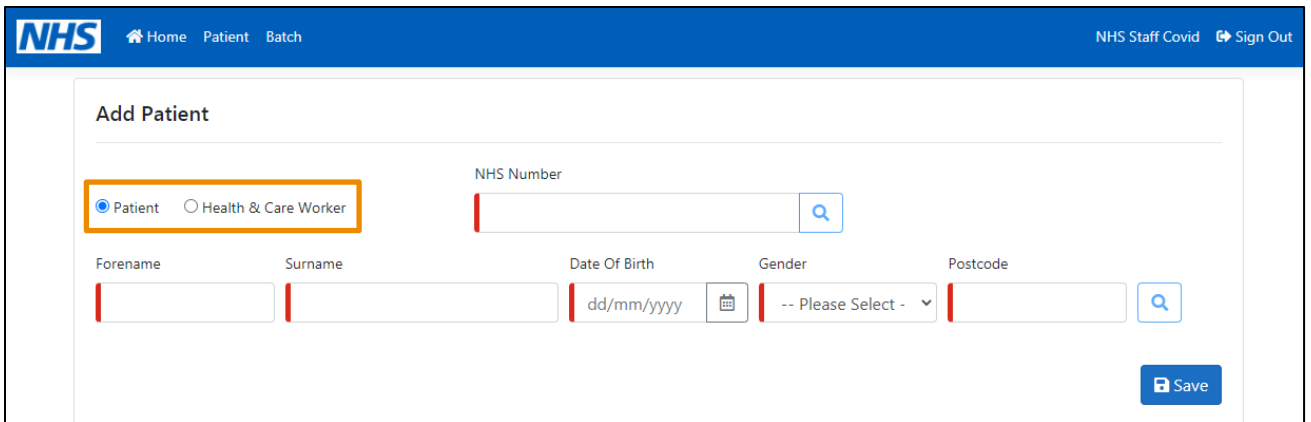
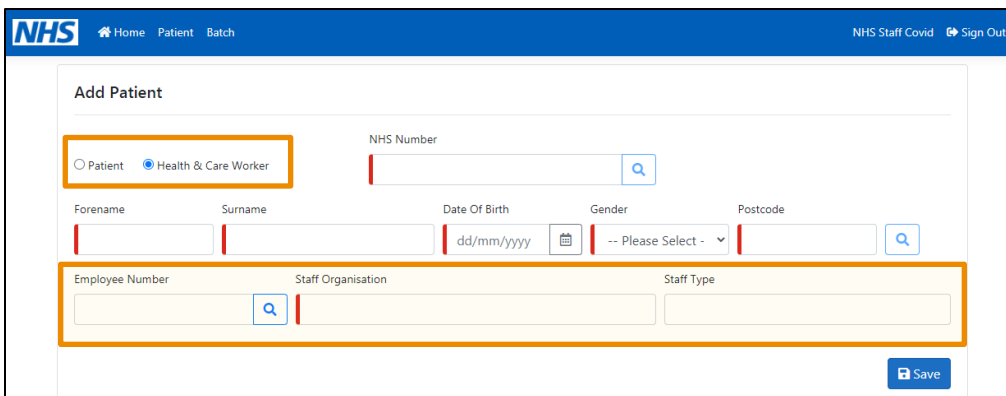
If the correct role is not displayed, select your email address and use the **Switch Roles** section at the top of the page to change your role. Select the **NHS Staff Covid** role from the drop down menu and then select **Submit**.

Patients / Staff

To add patient information click on **Patient** from the options on the home page. To add a new patient, you will need to enter details in the search fields and click **Search**. The option of **+ New Patient** will then appear if they are not on the list or there are no results.



A data entry screen will appear. For all patient entries, click the **Patient** button and for all staff entries, click the **Health & Care Worker** button.

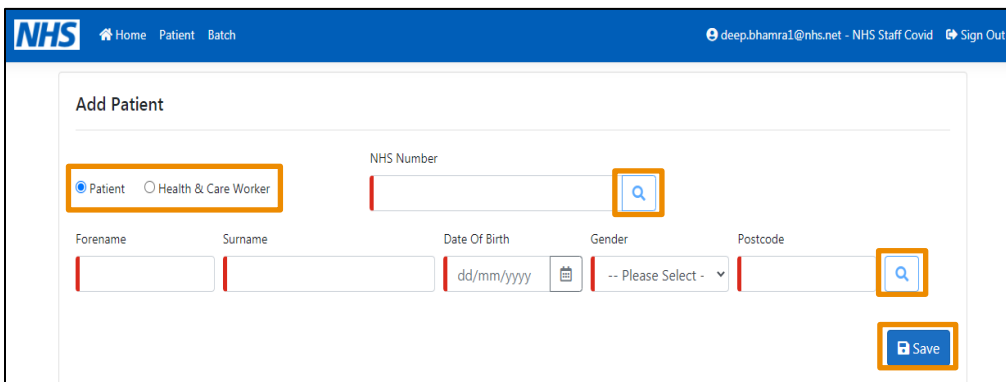



Employee / Staff fields
When the Health & Care Worker option is selected the Employee / Staff fields will display.

Patients / Staff

For the **Patient data entry form**, search using their **NHS Number**, if available and then select the magnifying glass search icon to populate the other demographic details. If you do not have the NHS Number, complete the demographic details and then select **Search**. This will populate all fields. If **searching by Surname**, a **minimum of two characters** is required. The search button will not be activated until at least two characters have been entered.

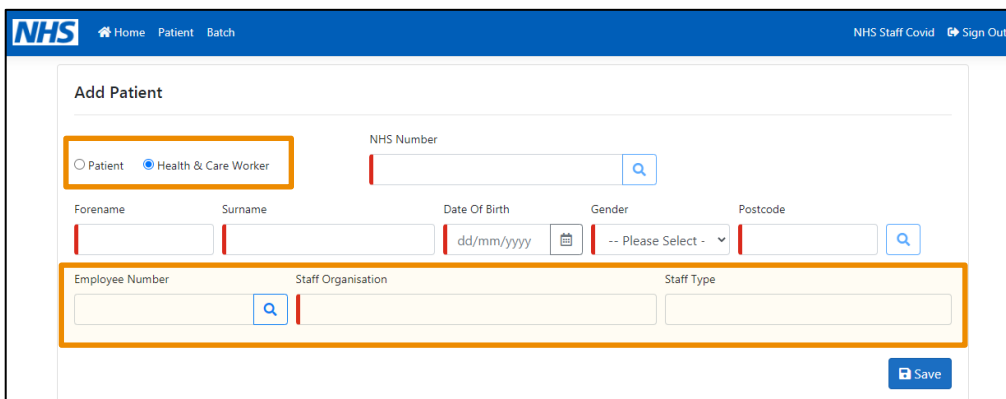
Once all the information is complete select **Save**.



Patient Data Entry Screen
Search by NHS number, if not found then search using demographic details on the form.

For the **Staff data entry form**, the **Employee Number** will automatically be populated when the correct staff details are found.

The **Staff Organisation** field must be entered. For LTH staff this will be automatically populated. For other organisations this information can be found on the booking sheet (excel spread sheet). When searching, enter the first few letters or first couple of words of organisation and click **enter**. **Click** the drop-down arrow and select the correct option.



Staff Data Entry Screen
Complete the Staff Organisation field

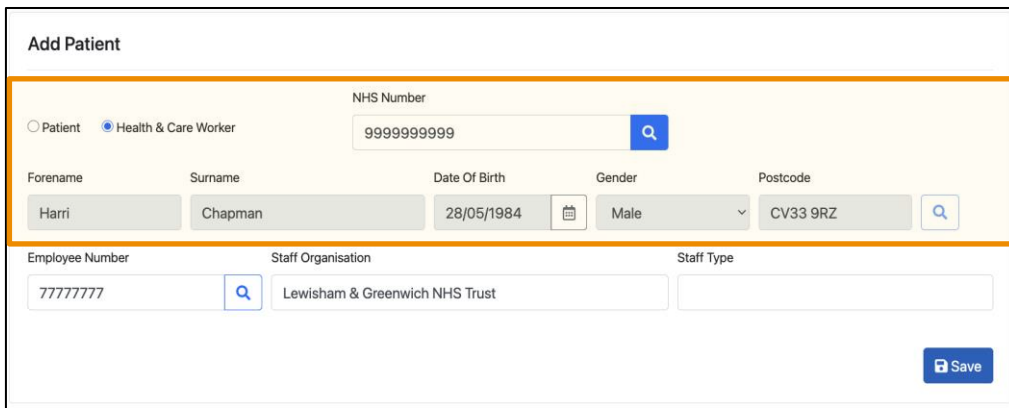
Staff Organisation
This information can be found on the booking sheet (excel spread sheet)

Patients / Staff

New VALIDATION checks on Patient Registration

There have been occurrences where the patient registration information pre-populated from the system has been over-written with different and incorrect data, therefore, once a records' NHS Number has been correctly identified, then the system will no longer enable you to edit these fields, as in the image below.

The NHS Number and demographic details are vital to ensuring the Call/Recall and GP Systems are updated in a timely and effective manner.

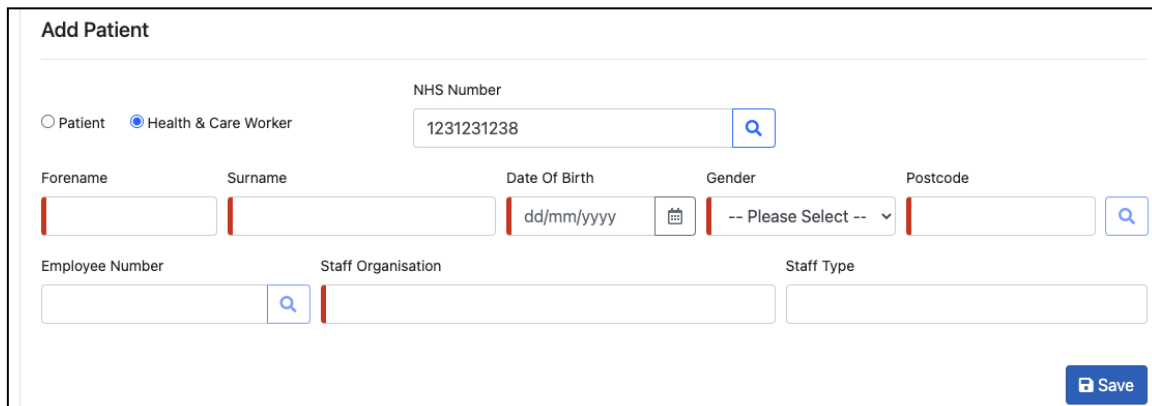


The screenshot shows the 'Add Patient' form. The 'NHS Number' field is highlighted with an orange border and contains the value '9999999999'. Below it, the form fields are populated with: Forename: Harri, Surname: Chapman, Date Of Birth: 28/05/1984, Gender: Male, Postcode: CV33 9RZ. The 'Employee Number' field contains '77777777' and the 'Staff Organisation' field contains 'Lewisham & Greenwich NHS Trust'. A 'Save' button is visible at the bottom right.

Validation checks on Patient Registration

Once a records' NHS Number has been correctly identified, the system will no longer enable you to edit these fields.

Where an NHS Number is not in the database, the application will now allow you to continue to enter the details where you have a valid NHS Number. In addition, there is a further validation on the date of birth screen preventing the entry of DOB for patients under 16 years of age.



The screenshot shows the 'Add Patient' form. The 'NHS Number' field is highlighted with a red border and contains the value '1231231238'. Below it, the form fields are empty: Forename, Surname, Date Of Birth (with a placeholder 'dd/mm/yyyy'), Gender (with a dropdown menu showing '-- Please Select --'), and Postcode. The 'Employee Number' field is empty and the 'Staff Organisation' field contains 'Lewisham & Greenwich NHS Trust'. A 'Save' button is visible at the bottom right.



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Patients / Staff

If an NHS Number match is made, then the demographic records will continue to be un-editable.

Add Patient

Patient Health & Care Worker

NHS Number

Forename Surname Date Of Birth Gender Postcode

Employee Number Staff Organisation Staff Type



Patients – Adding a Covid Vaccination

Once you have saved the record (patient or staff) the option to **+ New Covid Vaccination** will appear. Click this option.



This will open the following page prior to being able to record vaccination information.

Covid Vaccination Pre-screening

Please ensure the following questions are asked before vaccination!

- Have you had any vaccination in the last 7 days?
- Are you currently unwell with fever?
- Have you ever had any serious allergic reaction?*
- Have you ever been prescribed an adrenaline autoinjector such as epipen?*
- Are you, or could you be pregnant, breastfeeding or planning to become pregnant in the next three months?
- Are you or have you been in a trial of a potential coronavirus vaccine?#
- Are you taking anticoagulant medication, or do you have a bleeding disorder?

Notes for clinicians:

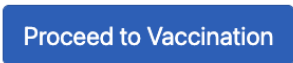
* Any person with a history of immediate-onset anaphylaxis to a vaccine, medicine or food should not receive the Pfizer BioNTech vaccine. A second dose of the Pfizer BioNTech vaccine should not be given to those who have experienced anaphylaxis to the first dose of Pfizer BioNTech vaccination.

Any person who has been involved in a coronavirus trial should be advised to contact the trial organisers to seek guidance on whether or when vaccination should take place.

[Proceed to Vaccination](#)

This information will be on the Consent form where it will be ticked whether the pre-screening questions were asked.

If the box is ticked to indicate the pre-screening questionnaire was completed then click **Proceed to Vaccination**.



You will then be taken to the next screen to complete the vaccination information.



Patients – Adding a Covid Vaccination

Please see the image below, indicating the Vaccination record and the fields that will need to be completed. Ensure all mandatory fields, indicated by a red line are completed.

Use the paper consent form to enter the information on this screen.

Patient Information

This information will be completed from the previous screen.

Consented

Click the Consent Type drop-down and select the reason (only one option).

Date

Enter date vaccinated or select from calendar.

Vaccinator

This defaults to the details of the person logged in. Delete these details and enter the Vaccinators details (Forename and Surname only)

Batch Fields

Click on the **Batch Number** drop-down and select the batch number. There will only be one option. Once this is selected, the fields highlighted in grey will auto-populate with the information.

Vaccination Site

Click the drop-down and select the correct vaccination site.

Dose Field

Click the drop-down and select the option for **first dose**.

When all the above information is entered, click **Save**.



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Patients / Staff – Editing a Record

If you had previously added a record and now need to add / edit vaccination information, use the patient search screen to locate the record and then click on the pencil edit icon on the right hand side of the patient record.

| NHS Number | Forename | Surname | DOB | Postcode | |
|----------------------|----------------------|----------------------|---------------------------------|----------------------|---------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | dd/mm/yyyy <input type="text"/> | <input type="text"/> | <input type="button" value="Search"/> |

| NHS Number | Name | DOB | Postcode | Edit |
|------------|------|-----|----------|-------------------------------------|
| | | | | <input type="button" value="Edit"/> |

Edit
Click Edit to amend patient details.

The patient details screen will appear. At the bottom, click on Edit next to the vaccine information you would like edit.

| Date | Vaccinator Name | Manufacturer | Vaccine Type | Edit |
|------|-----------------|--------------|--------------------------------|-------------------------------------|
| | | | COVID-19 mRNA Vaccine BNT162b2 | <input type="button" value="Edit"/> |

Edit
Click Edit to amend vaccine details.

Once all information has been amended click **Save** .


Patients – Adding an Adverse Reaction

Once you have added a Covid Vaccination the option to add adverse reaction details will appear. Select **+ New Adverse Reaction** to bring up the data entry screen. This can be completed at time of vaccination if the reaction is immediate or the vaccination record can be edited after the observation period, by using the search screen to locate the patient record and selecting the pencil edit icon.



Complete all mandatory fields indicated by a red line, using the drop down menus and calendar icon. There is a free text box to add any relevant comments. Finally, click **Save**.

Add Adverse Reaction

| | | |
|--|---|--|
| Reaction Type | Reaction | Criticality |
| <input type="text" value="-- Please Select --"/> | <input type="text" value="-- Please Select --"/> | <input type="text" value="-- Please Select --"/> |
| Verification Status | Date First Experienced | |
| <input type="text" value="-- Please Select --"/> | <input type="text" value="dd/mm/yyyy"/>  | |

Comment



Contact Us

Website: <https://nivs.ardengemcsu.nhs.uk/home>

For any **application queries**, please contact the **Arden & GEM CSU NIVS Covid Helpdesk** –

E-mail support: agem.nivs-covid@nhs.net

Telephone: 0121 611 0187

Helpdesk Team cover:

Monday to Friday: 08:00 to 20:00 (excluding bank holidays)

Saturday & Sunday: 10:00 to 16:00

Out of Hours:

Out of hours number is only for critical issues. They will not be able to help with normal helpdesk support.

For any **Insights Platform queries**, please contact itservicedesk@nhseandi.nhs.uk

| Version | VersionDate | Author | ApproverName | Description |
|---------|-------------|----------------|--------------|-----------------|
| 1 | 26.11.2020 | Rebecca Atkins | | Initial Version |
| 2 | 03.12.2020 | Zaynab Bhana | | Updated V.1 |
| 3 | 08.12.2020 | Clare Green | | Updated V1.1 |
| 4 | 16.12.2020 | Deep Bhamra | | Updated V1.3 |
| 5 | 22.12.2020 | Deep Bhamra | | Updated V1.4 |