

National Immunisation & Vaccination System (NIVS)

Covid Reporting User Guide



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1. Introduction

The National Immunisation & Vaccination system is used for recording Covid Vaccinations for healthcare workers and patients. The NIVS system can also be used for reporting.

This document contains information on:

- How to select your role
- Vaccination Dashboard
- how to use the NIVS system to extract Vaccination Data
- Technical Specification of the CSV download available.

It is designed as a 'step by step' guide to navigate users through all steps of the process.

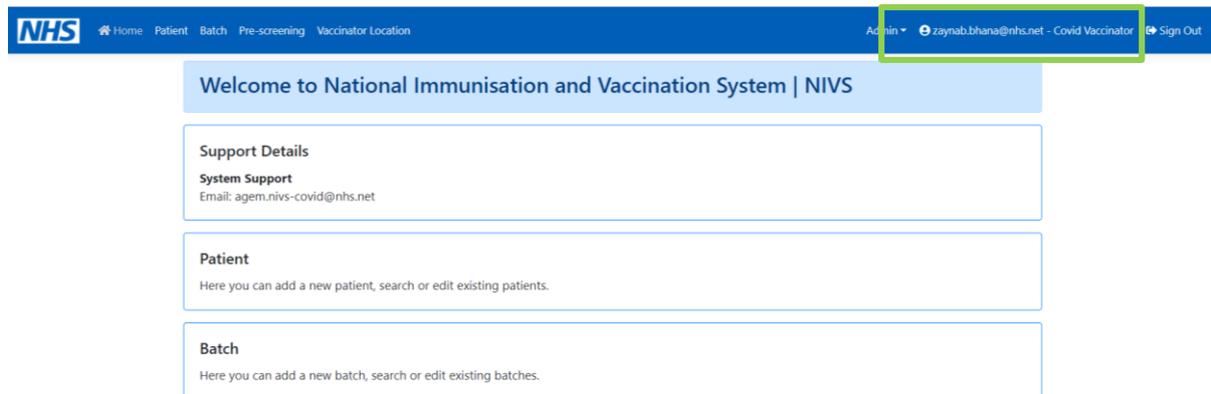


Please note: Due to the sensitive nature of this of this role access is restricted. Any requests must be confirmed by SPOCs.

Please note that any data shown on screen shots is not 'real' and has been created for training purposes only.

2. Requesting Covid Reporting role

Upon logging in to NIVS, please click on your email address located at the top right.



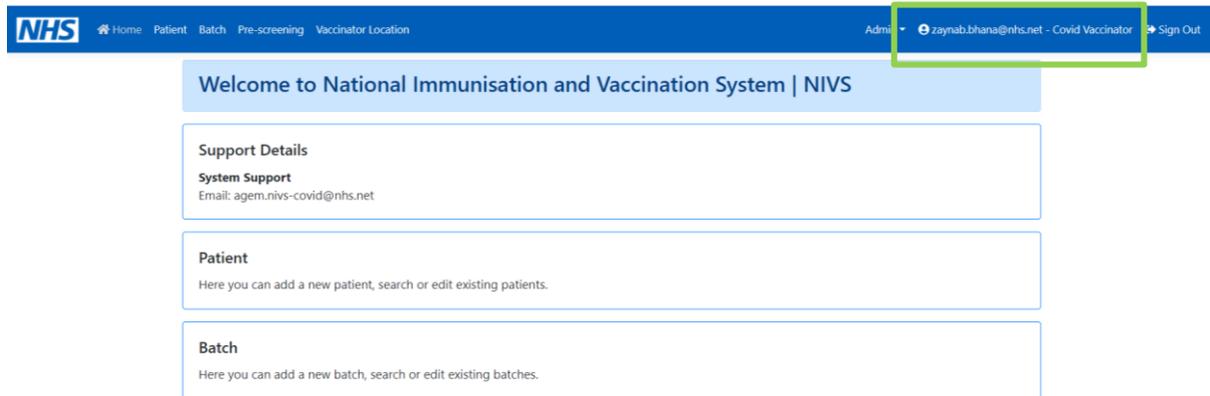
This will take you to your user profile, where you can request the Covid Reporting role. Please Contact nivs@england.nhs.uk for access approval.



2.1 Switching your role

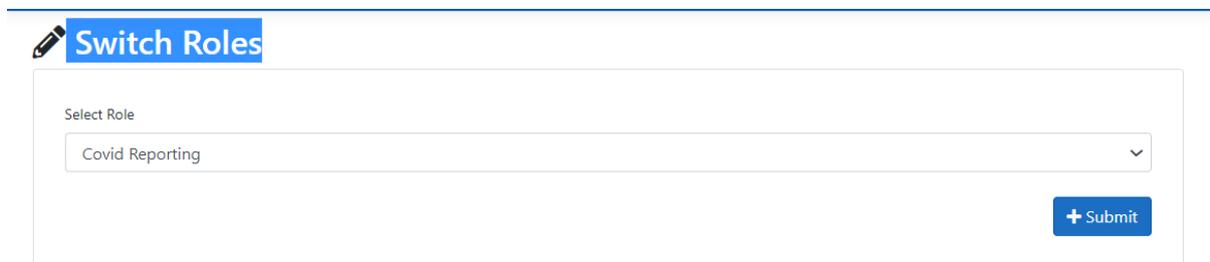
If you already have access, you are able to switch your role.

Upon logging in, please click on your email address located at the top right, which will take you to your profile.



The screenshot shows the NHS National Immunisation and Vaccination System (NIVS) homepage. At the top, there is a navigation bar with the NHS logo and links for Home, Patient, Batch, Pre-screening, and Vaccinator Location. On the right side of the navigation bar, the user's email address 'zaynab.bhana@nhs.net - Covid Vaccinator' is displayed, highlighted with a green box. Below the navigation bar, there is a blue header with the text 'Welcome to National Immunisation and Vaccination System | NIVS'. The main content area is divided into three sections: 'Support Details' with 'System Support' and email 'agem.nivs-covid@nhs.net'; 'Patient' with the text 'Here you can add a new patient, search or edit existing patients.'; and 'Batch' with the text 'Here you can add a new batch, search or edit existing batches.'

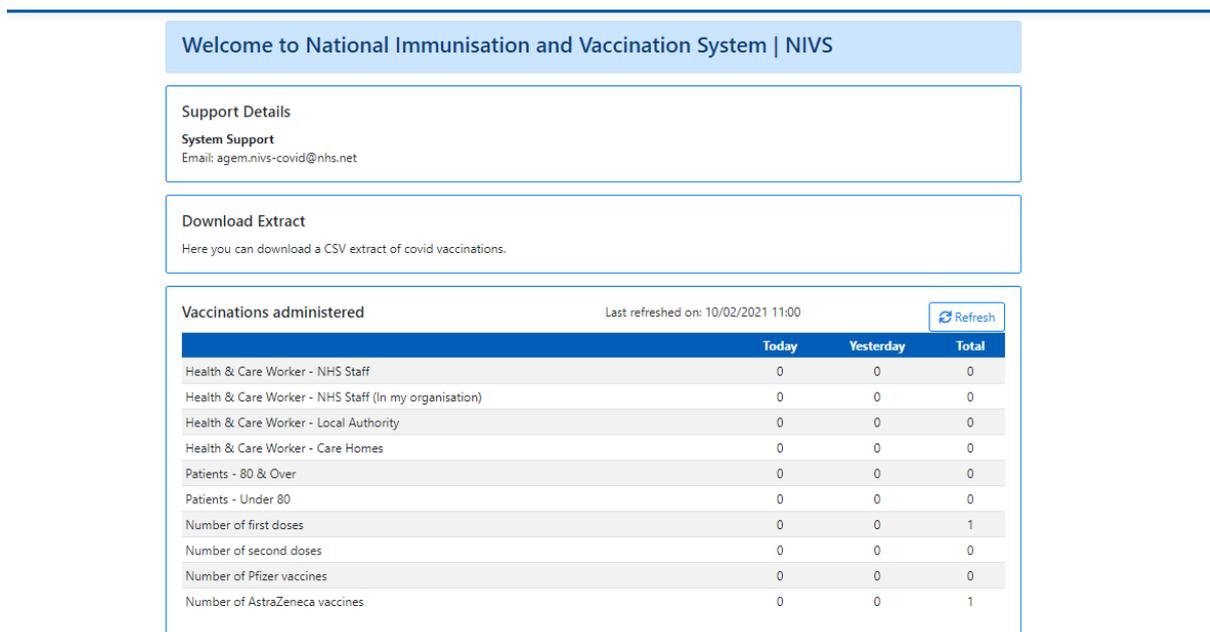
Select the desired role and click submit. A little green box will pop-up at the top to demonstrate that this action has been completed.



The screenshot shows the 'Switch Roles' form. At the top left, there is a blue button with a pencil icon and the text 'Switch Roles'. Below this, there is a 'Select Role' dropdown menu with 'Covid Reporting' selected. To the right of the dropdown menu is a blue button with a plus sign and the text '+ Submit'.

3. Homepage

This will be the 'Covid Reporting' Homepage, which contains support details, Download Extract and the Vaccination Dashboard for the organisation you are registered with.



The screenshot shows the 'Covid Reporting' Homepage. At the top, there is a blue header with the text 'Welcome to National Immunisation and Vaccination System | NIVS'. The main content area is divided into three sections: 'Support Details' with 'System Support' and email 'agem.nivs-covid@nhs.net'; 'Download Extract' with the text 'Here you can download a CSV extract of covid vaccinations.'; and 'Vaccinations administered' with a table showing the number of vaccinations administered today, yesterday, and total. The table is titled 'Vaccinations administered' and has a 'Refresh' button. The table data is as follows:

	Today	Yesterday	Total
Health & Care Worker - NHS Staff	0	0	0
Health & Care Worker - NHS Staff (In my organisation)	0	0	0
Health & Care Worker - Local Authority	0	0	0
Health & Care Worker - Care Homes	0	0	0
Patients - 80 & Over	0	0	0
Patients - Under 80	0	0	0
Number of first doses	0	0	1
Number of second doses	0	0	0
Number of Pfizer vaccines	0	0	0
Number of AstraZeneca vaccines	0	0	1

3.1 Vaccination Dashboard

The Vaccination Dashboard will provide data on vaccinations within your organisation. Click refresh to update the dashboard with up-to-date data.

Vaccinations administered		Last refreshed on: 10/02/2021 11:00		
	Today	Yesterday	Total	Refresh
Health & Care Worker - NHS Staff	0	0	0	
Health & Care Worker - NHS Staff (In my organisation)	0	0	0	
Health & Care Worker - Local Authority	0	0	0	
Health & Care Worker - Care Homes	0	0	0	
Patients - 80 & Over	0	0	0	
Patients - Under 80	0	0	0	
Number of first doses	0	0	1	
Number of second doses	0	0	0	
Number of Pfizer vaccines	0	0	0	
Number of AstraZeneca vaccines	0	0	1	



Please Note There will be some additional changes to the dashboard that are due to be added in the near future.

Common Filters

- The dashboard reports on only vaccinated records, non-vaccine events are excluded
- The data is also filtered on the recorded organisation of the vaccinator, originally from each user's profile, now recorded prior to vaccinating within the application.

3.2 Dashboard fields

Health & Care Worker – NHS Staff

This report records all staff identified as NHS Staff who have been vaccinated by your organisation. NHS Staff are derived from their recorded employing organisation that is captured when a patient is registered into NIVS, this has an associated organisation type code. These are NHS Trust and Other NHS, these are available in the data extracts.

Health & Care Worker – NHS Staff (in my organisation)

This report records all staff identified as NHS Staff who have been vaccinated by your organisation who work for your organisation. NHS Staff are derived from their recorded employing organisation that is captured when a patient is registered into NIVS, this has an associated organisation type code. These are NHS Trust and Other NHS, these are available in the data extracts.

Health & Care Worker – Local Authority

This report records all staff identified as Social Care Staff who have been vaccinated by your organisation. LA Staff are derived from their recorded employing organisation that is captured

when a patient is registered into NIVS, this has an associated organisation type code. This is Local Authority for LA Staff

Health & Care Worker – Care Home Worker

This report records all staff identified as Care Home Staff who have been vaccinated by your organisation. Care home Staff are derived from their recorded employing organisation that is captured when a patient is registered into NIVS, this has an associated organisation type code. This is Care Home for Care Home Staff

Patients 80 and Over

This report identifies all patients who have not been flagged as Health Care Workers who are aged 80 and over at the point of their vaccination.

Patients under 80

This report identifies all patients who have not been flagged as Health Care Workers who are aged under 80 at the point of their vaccination.

Number of First Doses

This report identifies all vaccination records that have been recorded with a dose of “Administration of first dose of SARS-CoV-2 vaccine”

Number of Second Doses

This report identifies all vaccination records that have been recorded with a dose of “Administration of second dose of SARS-CoV-2 vaccine”

Number of Pfizer

This report identifies all vaccination records that have been recorded with an administration of the Pfizer vaccine

Number of AstraZeneca

This report identifies all vaccination records that have been recorded with an administration of the AstraZeneca vaccine

4. Download Extract

There are 2 areas to select Download Extract – on the homepage or top bar.

The screenshot shows the NHS National Immunisation and Vaccination System (NIVS) homepage. At the top, there is a blue navigation bar with the NHS logo, a 'Home' button, and a 'Download Extract' button highlighted with a green box. Below the navigation bar, a light blue banner reads 'Welcome to National Immunisation and Vaccination System | NIVS'. Underneath, there is a 'Support Details' section with 'System Support' and the email 'agem.nivs-covid@nhs.net'. The 'Download Extract' section is highlighted with a green box and contains the text: 'Here you can download a CSV extract of covid vaccinations.' Below this is a table titled 'Vaccinations administered' with columns for 'Today', 'Yesterday', and 'Total'. The table shows data for various categories, including 'Health & Care Worker - NHS Staff', 'Patients - 80 & Over', and 'Number of AstraZeneca vaccines'. A 'Refresh' button is located in the top right corner of the table area.

	Today	Yesterday	Total
Health & Care Worker - NHS Staff	0	0	0
Health & Care Worker - NHS Staff (In my organisation)	0	0	0
Health & Care Worker - Local Authority	0	0	0
Health & Care Worker - Care Homes	0	0	0
Patients - 80 & Over	0	0	0
Patients - Under 80	0	0	0
Number of first doses	0	0	1
Number of second doses	0	0	0
Number of Pfizer vaccines	0	0	0
Number of AstraZeneca vaccines	0	0	1

You will be taken to this page, where you will be able to download an extract.

The screenshot shows the 'Download Extract' form. It features a drop-down menu for 'Extract Type' with the text '-- Please Select --' and a green box around it. To the right of the drop-down are 'Date From' and 'Date To' fields, both with a date format of 'dd/mm/yyyy' and a calendar icon. There is also an 'Any Date' checkbox. A 'Download' button is located at the bottom right of the form, also highlighted with a green box.

Select the extract type from the drop-down menu, which is explained below. You can select to download data between dates or tick the 'Any Date' box, then select download. This will then download a CSV excel file with the data you have selected on extract type.

4.1 Extract Type

The below options are available to extract data for.

The screenshot shows a 'Download Extract' form. The 'Extract Type' dropdown menu is open, displaying the following options: '-- Please Select --', 'All Health & Care Workers vaccinated who are employed within your organisation', 'All vaccinations recorded for your organisation - Health & Care Workers and Patients', 'Patients due a second dose', 'Patients with a pre-screening and no vaccination', 'Patients with multiple vaccinations on the same day', 'Patients without any activity', and 'Registered users'. The form also includes 'Date From' and 'Date To' fields with date pickers, an 'Any Date' checkbox, and a 'Download' button.

All Vaccination recorded for your organisation:

This report extracts all patients whom your organisation has vaccinated. As part of the vaccination record, the code of the vaccinating organisation is recorded. This is based upon the organisation selected prior to the session for vaccinating. You can either select all (ANY DATE) or select a filtered list based on the patient vaccination date. This data set has the extended detail for all the data recorded against their vaccination.

The screenshot shows the 'Download Extract' form with the 'Extract Type' dropdown menu set to 'All vaccinations recorded for your organisation - Health'. The 'Vaccinated Date From' and 'Vaccinated Date To' fields are empty, and the 'Any Date' checkbox is unchecked. The 'Download' button is visible.

Patients due a second dose

This extract is based upon the notion of a 12-week window from vaccination date. It is not prescriptive, but an aid to support the follow up for second doses. A due date to and from field can be selected or all ...

The screenshot shows the 'Download Extract' form with the 'Extract Type' dropdown menu set to 'Patients due a second dose'. The 'Due Date From' and 'Due Date To' fields are empty, and the 'Any Date' checkbox is unchecked. The 'Download' button is visible.

Patients with a pre-screening and no vaccination

This extract exports all patients who have had a pre-screening recorded, but who have not had a vaccination record completed. This allows the organisation to either highlight records that need a vaccination record completing or to identify records that may have been entered in error. The new Super User functionality can delete these records if required.

Download Extract

Extract Type: Patients with a pre-screening and no vaccination | Prescreening Date From: | Prescreening Date To: | Any Date | [Download](#)

Patients with multiple vaccinations on the same day

The extract’s purpose is to support organisations to identify possible duplicate vaccination records. The organisation can identify if they are duplicate and pass to the Super User in the organisation who has the capability within that role to delete the duplicate. NB, only vaccinations with no Adverse Reactions recorded can be deleted.

Download Extract

Extract Type: Patients with multiple vaccinations on the same day | Vaccinated Date From: | Vaccinated Date To: | Any Date | [Download](#)

Patients without any activity

A recent audit of the system identified 26,000 patients registered into NIVS who do not have any vaccination or pre-screening records. The purpose of this extract is to identify these records so the Trust can review these. The Super User role can then delete these patients as required.

Download Extract

Extract Type: Patients without any activity | Created Date From: | Created Date To: | Any Date | [Download](#)

Registered Users

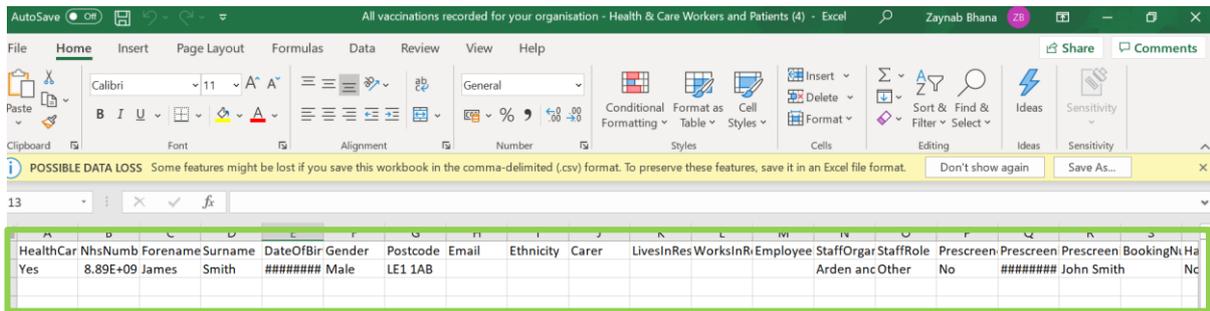
Is a list of users who have been set up on NIVS to vaccination under your organisation. If you need to have users’ access removed, please email a list to the help desk with an instruction to de-activate.

Download Extract

Extract Type: Registered users | Created Date From: | Created Date To: | Any Date | [Download](#)

5. Download Extract & CSV file

The download will appear in an excel csv format



The extract file now contains fields for new updates to the systems. Including: ethnicity, pre-screenings and organisation.

6. Technical Specification

This table below demonstrates all fields that are recorded within the CSV extract, in order.

HealthCareWorker
NHSNumber
Forename
Surname
DateOfBirth
Gender
Postcode
Email
Ethnicity
Carer
LivesInResidentialCareHome
WorksInResidentialCareHome
EmployeeNumber
StaffOrganisation
StaffRole
PrescreenedCapturedElsewhere
PrescreeningDate
PrescreeningClinician
BookingNumber
HadAnyVaccinationInLast7Days
CurrentlyUnwellWithFever
HadSeriousAllergicReactionToVaccineOrDrugIngredients
HadUnexplainedAnaphylaxisReaction
IsOrCouldBePregnant
IsOrWasInCoronavirusVaccineTrial
TakingAnticoagulantOrHasBleedingDisorder
HasCovidSymptoms
Comment
ConsentedForVaccination
ConsentType
NameOfPersonConsenting

NameOfAuthorisingSeniorClinician
AuthorisingSeniorClinicianID
AuthorisingSeniorClinicianProfessionalCode
PrescreeningOutcome
VaccinatorOrganisation
OrganisationType
VaccinationGeoSite
CovidVaccinationService
Vaccinated
Date
CovidNotVaccinatedReason
VaccinatorForename
VaccinatorSurname
VaccinatorId
VaccinatorProfession
ForenameOfClinicianDrawingUpVaccine
SurnameOfClinicianDrawingUpVaccine
IdOfClinicianDrawingUpVaccine
ProfessionOfClinicianDrawingUpVaccine
ClinicianDrawingUpVaccineQualified
SupervisingClinicianForename
SupervisingClinicianSurname
SupervisingClinicianId
SupervisingClinicianProfession
BatchNumber
BatchExpiryDate
DefrostExpiryDate
VaccineManufacturer
VaccineType
VaccinationSite
CovidDose
AdverseReactionCount
CreatedDateTime

7. Additional Support

However, where the above steps do not work then please use the **Knowledge Articles & Fixes** document which can be found [HERE](#).

For any additional help please contact the service desk.

The service desk operates:

Monday to Friday - 8am to 6pm

Saturday & Sunday - 8am to 4pm

Email: nivs@england.nhs.uk

Phone: 0121 611 0187

You can find further information and supporting documentation for NIVS Covid [HERE](#) on the Arden & GEM website.

Version	Version Date	Author/Changes	Description
1.0	10/12/2020	Zaynab Bhana	Initial Version
V2	12/02/2021	Zaynab Bhana	Updated version – approved by Elizabeth Rushton
V3	17/06/2021	Harrison Whitworth	Updated email addresses and fixed typos