

**National Immunisation & Vaccination
System (NIVS)
Flu User Guide**



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1. Introduction

The National Immunisation & Vaccination System is used for recording Covid and Flu Vaccinations for healthcare workers and patients.

This document contains information on:

- how to register for an account so you can access NIVS
- how to use the NIVS system to record vaccinations

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

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

2. Register for a NIVS account

To register/set up an account for NIVS access, please contact your **Superuser** within your organisation.

They will create an account for you, whereby you will receive an activation email from OKTA to set your password and security questions.

Once you have activated your account, you will be able to login to NIVS

<https://nivs.ardengemcsu.nhs.uk/home> as a "VACCINATOR". You will automatically be set up as a 'Vaccinator', therefore you no longer need to request your role.



Please note:

If you are unable to login to NIVS (once you have activated your account) please contact nivs@england.nhs.uk

If you require a password reset, please contact the helpdesk nivs@england.nhs.uk

Please note – if you require a large number of users onboarding, please contact nivs@england.nhs.uk. We can do a bulk upload. We aim to do this within 48 hours. If urgent request is required, please contact your superuser within your organisation as this is a quicker process.

3. Accessing NIVS

Once your account has been activated you can now begin to access NIVS.

3.1 Sign in to NIVS

Now you have access to NIVS via your Insights account, please login using this link

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

This screen will appear – enter the email and password for the account you created here

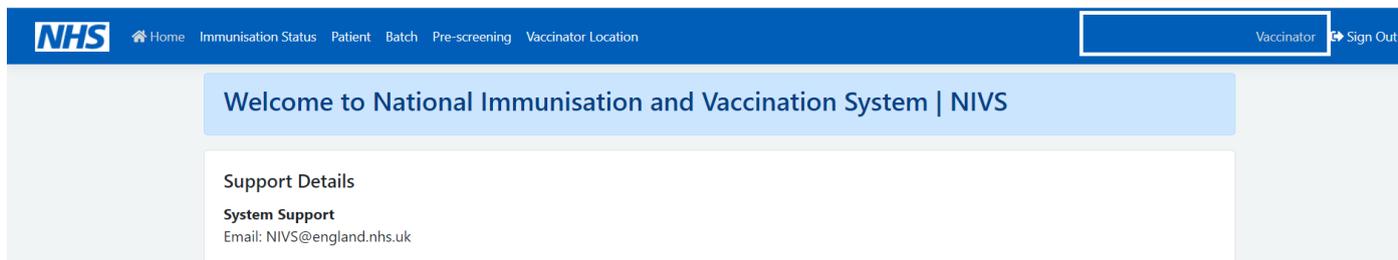
The image shows an Okta Sign In page. At the top is the Okta logo. Below it is the text "Sign In". There are two input fields: "Email" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is centered below the checkbox. At the bottom, there is a link that says "Need help signing in or forgotten your password?". Green boxes highlight the Email and Password fields, the Sign In button, and the help link.

You can also reset your password here, by selecting *'Need help signing in or forgotten your password?'* highlighted above.

3.2 Request a Role

The first time you access NIVS you will need to select a user role.

1. In the top right-hand corner of the screen, you will see your email address. Please click here to view your 'user profile'.



2. Under your 'user profile' there is a section called 'Request Roles'. Please select Vaccinator on the drop-down list and click add.

Request Roles

The image shows the "Request Roles" form. It has a section titled "Select Role" with a dropdown menu. The dropdown menu is open, showing several options: "-- Please Select --", "School Age Vaccinator", "Vaccinator" (which is highlighted in blue), and "Vaccinator Reporting". To the right of the dropdown menu is a blue button with a white plus sign and the text "+ Add". A black box highlights the "+ Add" button. Below the dropdown menu and the "+ Add" button is a blue button with the text "Approved".

Once you have requested your role. Please email nivs@england.nhs.uk to get your account

approved. We will require approval from your lead before approving.

You will receive an email confirmation once your account has been approved.

Once you have activated your account and login to NIVS, you will automatically be set up as a Vaccinator'. If you require access to another role, the request must come from your organisation SPOC(s) to nivs@england.nhs.uk

If we do not have approval from your SPOC, your request will not be accepted.

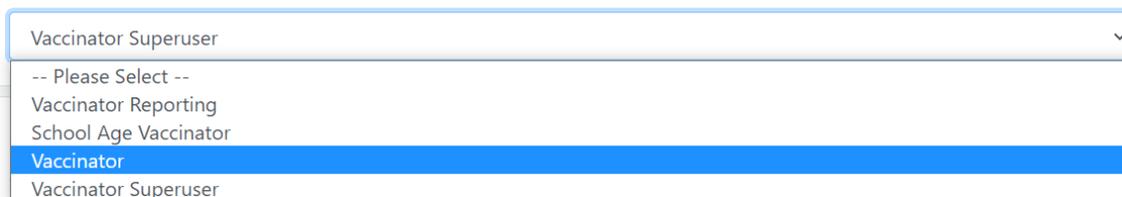
3.3 Multiple roles/switching roles

If you have multiple roles approved:

1. Select your email address to view your user profile
2. Use the 'Switch Roles' section at the top of the page to change/confirm your role

Switch Roles

Select Role



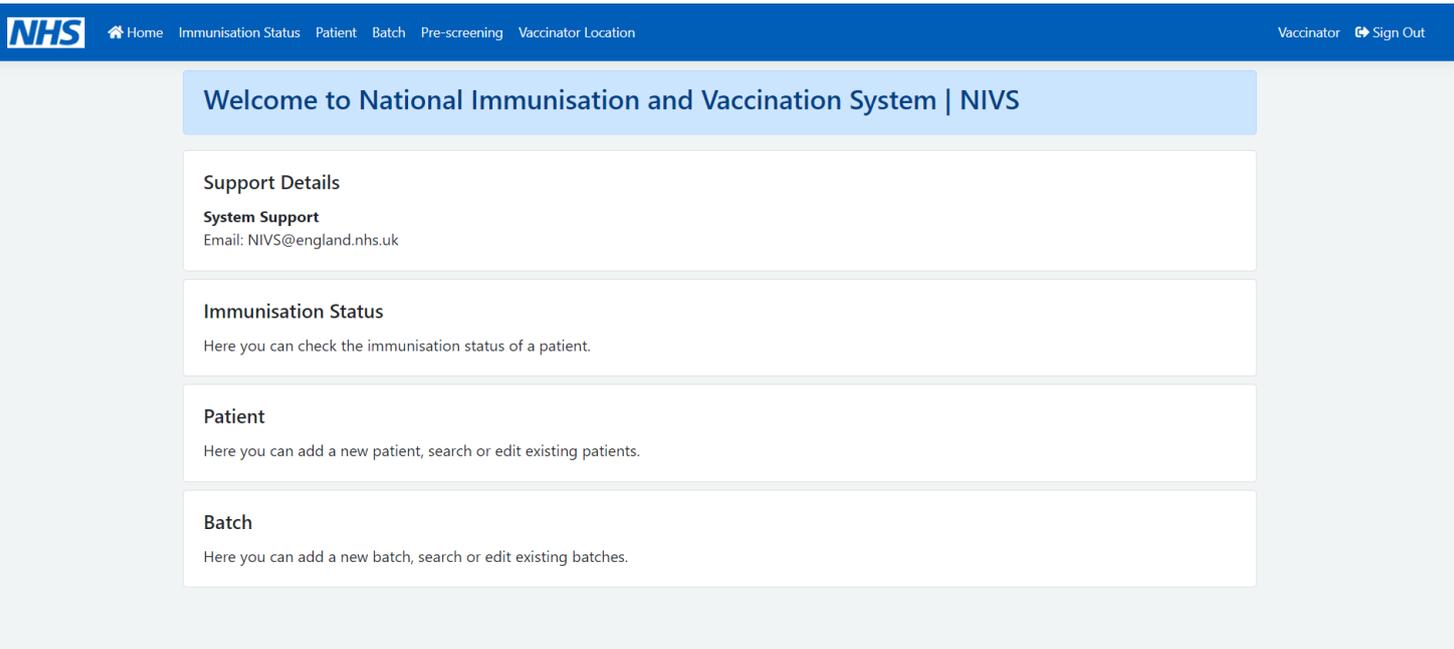
3. Select the role you wish to enter information from the drop-down menu and then select 'Submit'. (Roles must be pre-approved for you to view them in this drop down).

4. Using NIVS

Now you have your permissions set you can start to navigate through NIVS

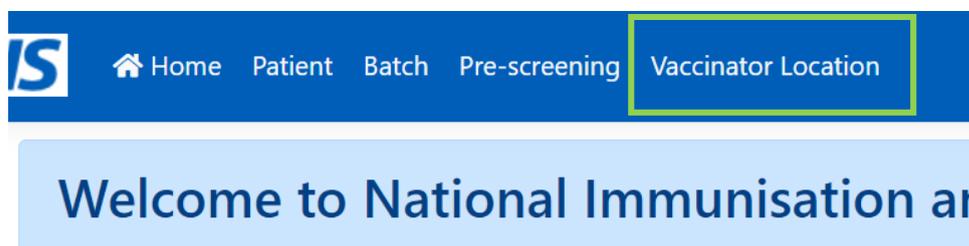
4.1 Home Page

The NIVS home page displays the Arden & GEM CSU NIVS Helpdesk contact details in the event that you require system support. We are contactable via email nivs@england.nhs.uk or via phone 0121 611 0187.



4.2 Setting your Vaccination Organisation and Site

Vaccinators are working in multiple sites and organisations to deliver the vaccination program. In addition, with the onset of Mass Vaccination Centres colleagues may now also be vaccinating in different care settings.



To ensure vaccinations are recorded to the correct site and organisation you will be prompted with the following screens when you log into the system and select 'Patient' or 'Batch' before you can proceed further. You can also do this by selecting Vaccinator Location located at the top.

There is no longer a requirement to select a Vaccination Service Type, just an Organisation and Site. The site selected will determine if the vaccinations are being undertaken in a Hospital Hub or Mass Vaccination Centre.

The screenshot shows two form fields. The 'Organisation' field contains the text 'Solent NHS Trust'. The 'Site' field is a dropdown menu with a blue arrow icon on the left and a 'Confirm' button on the right. The dropdown menu is open, showing a list of options: '✓ -- Please Select --', 'Oakley Road - Mass Vaccination Centre', 'Oakley Road - Hospital Hub', 'Basingstoke Fire Station', 'Hamble House, St James Hospital Site', and 'Riverside Leisure Park'.

1. Select your 'organisation' - start typing the name and it will appear here

The screenshot shows the 'Organisation' field with the text 'Ess' entered. A dropdown menu is open below the field, showing two options: 'Essex University Partnership Trust (EPUT)' and 'Mid and South Essex University Hospitals Group'. A blue arrow points from the text '1. Select your 'organisation' - start typing the name and it will appear here' to the dropdown menu.

2. A list of relevant sites will then be available from the drop-down list to select

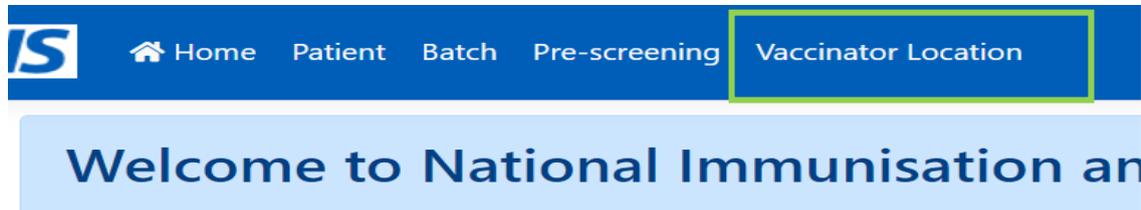
The screenshot shows a 'Site' dropdown menu with a blue arrow icon on the left. The dropdown menu is open, showing a list of options: '✓ -- Please Select --', 'BASILDON UNIVERSITY HOSPITAL', and 'SOUTHEND HOSPITAL'.

The system will then confirm these selections to you (see below) and this will enable you to continue adding batches and vaccinations.

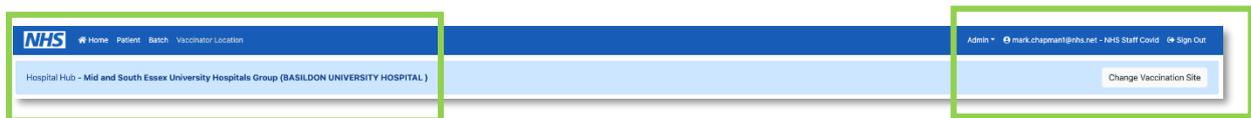
The screenshot shows the NHS system interface. The top navigation bar includes the NHS logo and links for Home, Patient, Batch, and Vaccinator Location. The user is logged in as 'Admin' with the email 'mark.chapman@nhs.net'. The main content area shows the selected organisation: 'Hospital Hub - Mid and South Essex University Hospitals Group (BASILDON UNIVERSITY HOSPITAL)'. There is a 'Change Vaccination Site' button in the top right corner.

4.3 Changing your Vaccination Organisation and Site

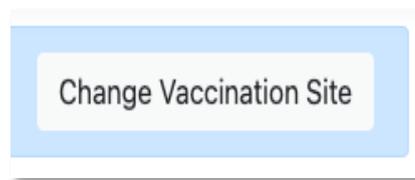
To change the site you are working at, either log off and log back in or select the '**Vaccinator Location**' button



This will confirm which organisation and site you are already vaccinating for



If you need to change this – 'Click' on the change vaccination site button

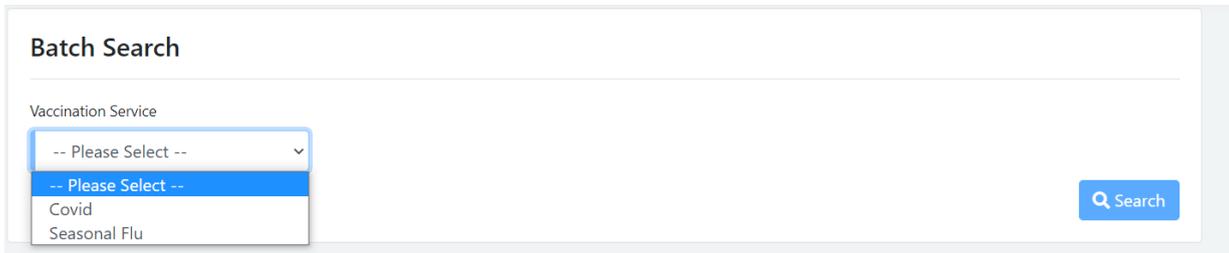


And repeat the steps from Section **4.2 Setting your Vaccination Organisation and Site**.

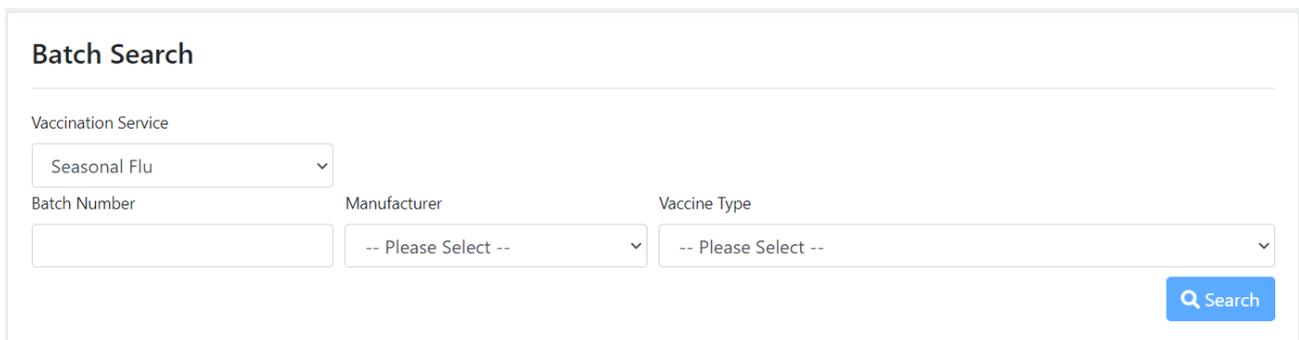
5. Batches

To add batch information, select 'Batch' from the options on the home page. This will take you to a batch search screen.

Here you will need to identify whether the batch is COVID or Flu



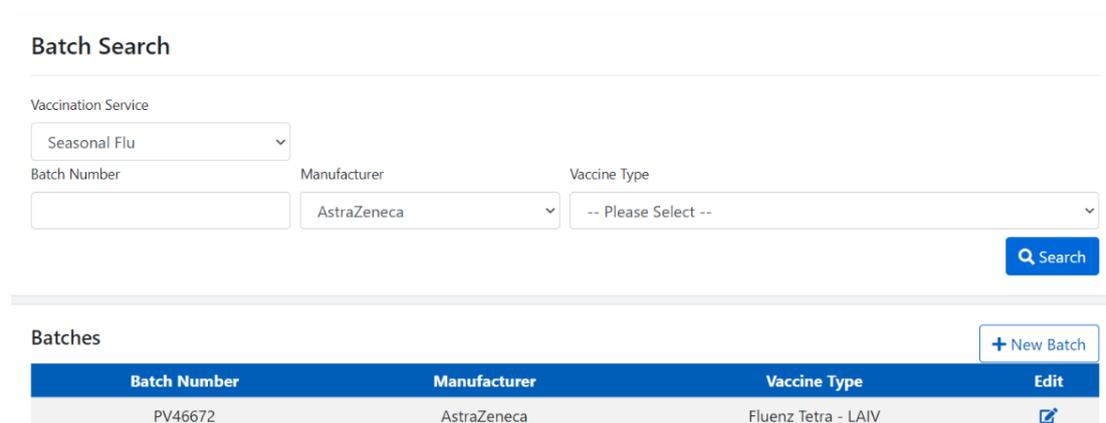
The screenshot shows the 'Batch Search' form. The 'Vaccination Service' dropdown menu is open, showing options: '-- Please Select --', 'Covid', and 'Seasonal Flu'. A blue 'Search' button is visible on the right side of the form.



The screenshot shows the 'Batch Search' form with the following fields filled out: 'Vaccination Service' is 'Seasonal Flu', 'Batch Number' is empty, 'Manufacturer' is '-- Please Select --', and 'Vaccine Type' is '-- Please Select --'. A blue 'Search' button is visible on the right side of the form.

- You can search for previously added batches by Batch Number, Manufacturer or Vaccine Type

To add new batch information, you will need to enter 'some detail' -e.g. Astra Zeneca in Manufacturer fields and click **'Search'**



The screenshot shows the 'Batch Search' form with the following fields filled out: 'Vaccination Service' is 'Seasonal Flu', 'Batch Number' is empty, 'Manufacturer' is 'AstraZeneca', and 'Vaccine Type' is '-- Please Select --'. A blue 'Search' button is visible on the right side of the form. Below the form, there is a table with the following data:

Batch Number	Manufacturer	Vaccine Type	Edit
PV46672	AstraZeneca	Fluenz Tetra - LAIV	

A '+ New Batch' button is visible in the top right corner of the table area.

The option of '+ **New Batch**' will appear

When adding a batch, the '**Vaccine Type**' must be selected.

Add Batch

Vaccination Service
Seasonal Flu

Manufacturer
AstraZeneca

Vaccine Type
-- Please Select --
-- Please Select --
Fluenz Tetra - LAIV

Batch Number

dd/mm/yyyy

All fields marked/highlighted in **Red** on the screen shot below are mandatory

5.1 Editing batches

As above, by searching batches on the **'batch search'** page, you can edit existing batches by selecting the edit icon on the right.

You can assign a batch to **'Depleted'** status. This will remove that specific batch from appearing in the main vaccination screen to help minimise the vaccination batches captured.

To do this:

1. Edit the existing batch and tick **'Depleted'** then click **'Save'** to change the record.
2. If this is done in error, untick the **'Depleted'** box and it will be reactivated.

Edit Batch

Vaccination Service
Seasonal Flu

Manufacturer
AstraZeneca

Vaccine Type
Fluenz Tetra - LAIV

Batch Number
PV46672

Batch Expiry Date
26/08/2021

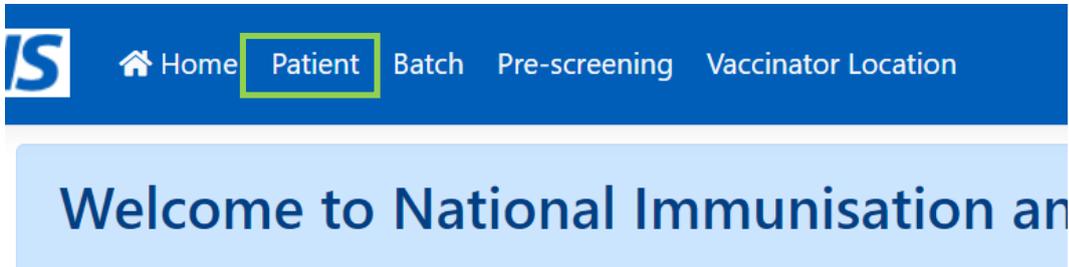
Depleted

Save

6. Adding a Patient or Staff member

To add patient information, select **'Patient'** from the options on the home page.

This will take you to a patient search screen. Please search for something to be shown **'+New Patient'**.



N.B. Appendix 1 has details of the mandated field requirements within NIVS



The image shows a 'Patient Search' form. At the top left, there is a user icon and the text 'Patient Search'. Below this, there are five input fields: 'NHS Number', 'Forename', 'Surname', 'DOB', and 'Postcode'. The 'Surname' field contains the text 'Smi'. The 'DOB' field has a date format 'dd/mm/yyyy' and a calendar icon. To the right of the 'DOB' field is a blue button with a magnifying glass icon and the text 'Search', which is highlighted with a green rectangular box. Below the input fields is a section labeled 'Patients' on the left and a blue button with a plus sign and the text '+ New Patient' on the right, which is also highlighted with a green rectangular box.

The 'Patient Details' screen will appear (see below) where you can add both Patient and Health Care Worker Vaccinations.

1. Complete all required fields – they are marked/highlighted in Red.

Please note:

1. Due to PDS integration, you can use the patient's NHS number and search using the magnifying glass to populate the rest of the demographic fields.
2. It is also possible to search with demographic fields, and a partial postcode will also return possible patients.

A valid record must be returned from that search to enable users to continue to record the vaccination. The application has a live link to the Patient Demographic Service and as such all NHS Numbers and relevant Demographics details held there. Where an NHS number is unable to be found, a local record of the vaccination should be retained.

In response to the program's requirements for update monitoring, we have been required to capture some additional data on the patient's registration screen.

Email address – to support later functionality to automatically send patients emails relating to the vaccine they have and other post vaccination details

- Ethnicity
- Is the patient a carer
- Does the patient live in a residential home for older people
- Does the patient WORK in a residential care home for older people.

We have developed the functionality to enable Trusts to record vaccination for those patients who do not have NHS Numbers. To accommodate the requirements of this release we have had to make some fundamental changes to the registration process.

6.1 Adding a patient

When adding / registering a new patient, the layout of the screen has changed. It is now a requirement to search for the PDS for the demographic details you have.

The screenshot shows a web form titled "Add Patient". At the top, there is a search bar for "NHS Number" with a magnifying glass icon and a "Clear Search" button. Below this, there are several input fields: "Forename", "Surname", "Date Of Birth" (with a date picker icon and "dd/mm/yyyy" placeholder), "Gender" (a dropdown menu with "-- Please Select --"), and "Postcode" (with a magnifying glass icon). The form is designed for searching patient records in the PDS.

Upon completion of the search, you have returned a patient successfully then you will need to complete the screen below.

Add Patient

NHS Number

Forename Surname Gender Date Of Birth Postcode

Email Ethnicity Carer?

Lives In Residential Care Home For Elderly? Yes No Works In Residential Care Home For Elderly? Yes No Health Care, Social Care or Care Home Worker? Yes No

Employee Number Staff Organisation Staff Role

The Health Care, Social Care or Care Home Worker select has moved position on the screen. If you select this option, the employee number, staff organisation and staff role will appear. If the patient has a match record in our ESR data, the Employee Number and Staff Organisation will automatically be populated.

Employee Number Staff Organisation Staff Role

Complete the mandatory fields and press save to register the patient.

6.2 Adding a patient manually

If, when adding a patient, a PDS match cannot be found, the system will prompt you on how you might refine your search to get a match. If you still cannot find a match, then click on the Add Manually button.

Add Patient

NHS Number Clear Search

2312346540

Forename Surname Gender Date Of Birth Postcode

Harry Potter -- Please Select -- dd/mm/yyyy

No patient record can be matched

- Double check the information.
- Check spelling.
- Try previous postcode.

When adding a manual patient, you must confirm that you have tried to match PDS and that you accept the clinical risks of registering a patient without an NHS Number.

Add Patient Confirmation

Please onfirm you want to create a manual record

Checklist

- Double check the information.
- Check spelling.
- Try previous postcode.

Risks involved

- Risk 1.
- Risk 2.

An audit of this decision is recorded by the system.

Once confirmed, the user will need to complete the rest of the registration details.

Add Patient Manually

Forename Surname Gender Date Of Birth Postcode

-- Please Select -- dd/mm/yyyy

Email Ethnicity Carer?

-- Please Select -- -- Please Select --

Lives In Residential Care Home For Elderly? Works In Residential Care Home For Elderly? Health Care, Social Care or Care Home Worker?

Yes No Yes No Yes No

Clicking save will add the record. To prevent duplication, a check is made on the Forename, Surname, Gender, DOB and Postcode, if there is a match in the existing system, the application will prevent you from competing that registration.

7. Adding a vaccination

Patient Search

NHS Number: Forename: Surname: Date Of Birth:  Postcode:

[Search](#)

Patients

[+ New Patient](#)

NHS Number	Name	Date Of Birth	Postcode	Edit
1111111111	Benedict John	01/01/1988	SW8 3QJ	

Once you have found the patient who needs their vaccination inputting, select the edit option.

Scroll down until you see the option for Flu Vaccination. Select + New Flu Vaccination

Emergency Contact: Care of:

Lives In Residential Care Home For Elderly? Yes No

Works In Residential Care Home For Elderly? Yes No

Health Care, Social Care or Care Home Worker? Yes No

[Save](#)

Covid Pre-screenings

[+ New Pre-screening](#)

Covid Vaccinations

Date	Dose	Manufacturer	Vaccinator Organisation	Edit
19/08/2021	Administration of first dose of SARS-CoV-2 vaccine	Pfizer	Essex University Partnership Trust (EPUT) Site 1	

Flu Vaccinations

[+ New Flu Vaccination](#)

Then fill in the flu vaccination form, ensuring all the mandatory fields are filled in

Example below

Add Flu Vaccination

NHS Number	Name	Date Of Birth	Gender	Postcode
1111111111	Benedict John	01/01/1988	Male	SW8 3QJ
NIVS Dose 1 Administered Date	NIVS Dose 1 Vaccine Type	NIVS Dose 2 Administered Date	NIVS Dose 2 Vaccine Type	
19/08/2021	Pfizer 30micrograms/0.3ml dose			

No National Immunisation Management Service record found!

Consented For Vaccination? Yes No

Consent Type: -- Please Select --

Is the individual having a vaccine today because they are pregnant?
 Yes No Not Stated

Flu Vaccination Given? Yes No

Date: _____

If the flu vaccination is not given, then a Not Vaccinated Reason dropdown will pop up once the “No” option is selected

Once all the details have been filled in, select “save”

Vaccinator Forename: _____ Vaccinator Surname: _____

Batch Number: _____ Batch Expiry Date: dd/mm/yyyy Manufacturer: -- Please Select --

Vaccine Type: -- Please Select -- Vaccination Site: -- Please Select --

Save

Flu Vaccination Given?

Yes No

Date

dd/mm/yyyy

Not Vaccinated Reason

-- Please Select --

- Please Select --
- Contraindicated
- Generally Unwell
- Refused

Save

8. Additional Information and Troubleshooting Resources

If you have any problems with the steps in this document please consult the '**Knowledge Articles & Fixes**' document which can be found [HERE](#)

Additional help and support can also be found in the 'Frequently Asked Questions' document [HERE](#)

If these additional resources do not resolve the problem or you have any further questions please contact us nivs@england.nhs.uk

9. 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	19/08/2021	Helen Rodgers	Initial version