

National Immunisation & Vaccination System (NIVS)

User Guide



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Updates

- 3rd November 2021- Pfizer and Moderna name changes- Page 15 updated
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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

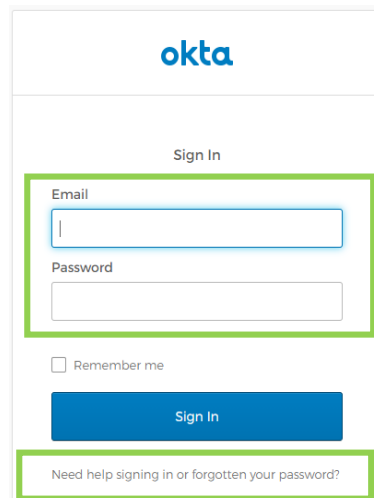
Once your account has been activated you can now begin to access NIVS.

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



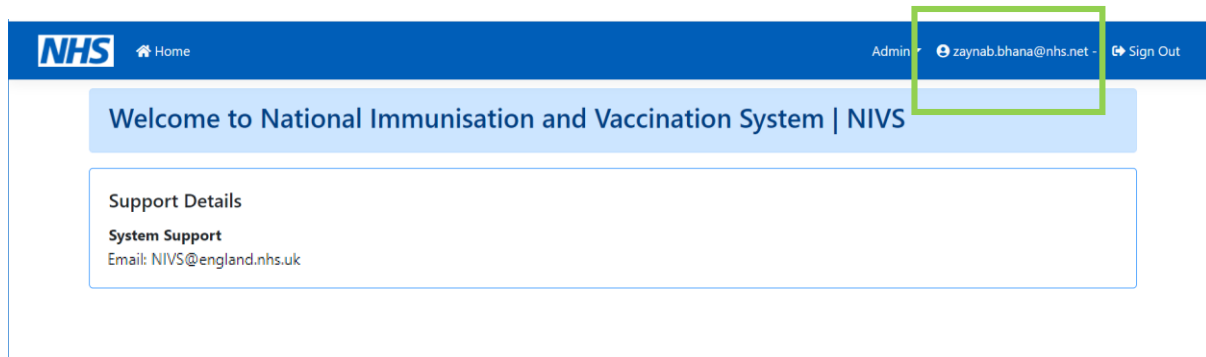
The image shows the Okta Sign In page. The 'Email' and 'Password' input fields are highlighted with a green border. Below them is a 'Remember me' checkbox. A blue 'Sign In' button is positioned below the password field. At the bottom, a link that says 'Need help signing in or forgotten your password?' is also highlighted with a green border.

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.

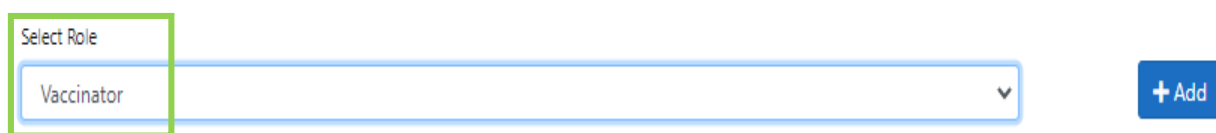
1. In the top right-hand corner of the screen, you will see your email address. Please click here to view your ‘user profile’.



The image shows the top header of the NHS NIVS system. On the left is the NHS logo and a 'Home' link. On the right, the user's email 'zaynab.bhana@nhs.net' is displayed next to an 'Admin' role indicator and a 'Sign Out' button. This entire top section is highlighted with a green border. Below the header, a blue banner reads 'Welcome to National Immunisation and Vaccination System | NIVS'. Underneath, a 'Support Details' box provides contact information for system support.

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' section. It features a dropdown menu labeled 'Select Role' with 'Vaccinator' selected. The dropdown menu and its label are highlighted with a green border. To the right of the dropdown is a blue button with a white plus sign and the text '+ Add'.

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.



Please note:

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

-- Please Select --
School Age Vaccinator
Vaccinator Superuser
Vaccinator
Vaccinator Reporting

Save

Select Role

-- Please Select --

+ Add

3. Select the role you wish to enter information from the drop-down menu and then select 'Save'. (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

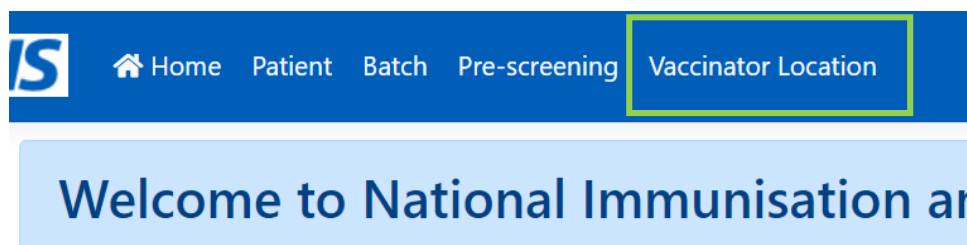
The NIVS home page displays the Arden & GEM CSU NIVS Helpdesk contact details in the event that you require system support. We are contactable via email nivs@england.nhs.uk or via phone 0121 611 0187.



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 of Mass Vaccination Centre.

The screenshot shows two input fields. The 'Organisation' field contains the text 'Solent NHS Trust'. The 'Site' field has a dropdown menu open, displaying 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, showing two suggestions: 'Essex University Partnership Trust (EPUT)' and 'Mid and South Essex University Hospitals Group'. A blue arrow points from the text 'it will appear here' in the instruction to the dropdown menu.

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

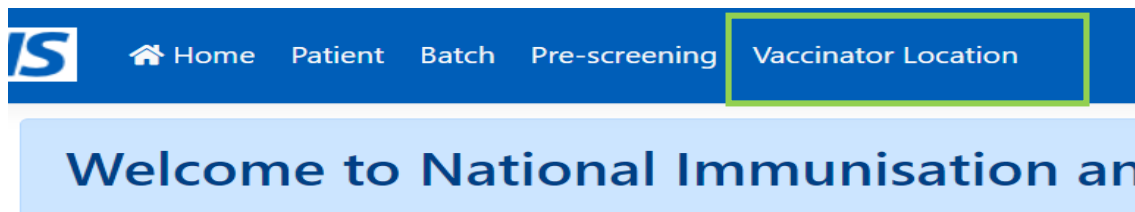
The screenshot shows a dropdown menu for the 'Site' field. The menu is open, displaying a list of options: '✓ -- Please Select --', 'BASILDON UNIVERSITY HOSPITAL', and 'SOUTHEND HOSPITAL'.

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

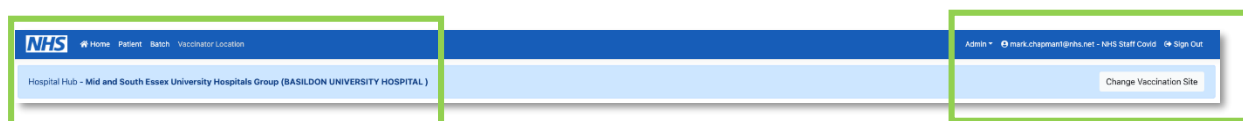
The screenshot shows the NHS system confirmation page. The header bar includes the NHS logo and navigation links: 'Home', 'Patient', 'Batch', 'Vaccinator Location', 'Admin', 'mark.chapman@nhs.net - NHS Staff Covid', and 'Sign Out'. The main content area displays 'Hospital Hub - Mid and South Essex University Hospitals Group (BASILDON UNIVERSITY HOSPITAL)' and a 'Change Vaccination Site' button.

4.3 Changing your Vaccination Organisation and Site

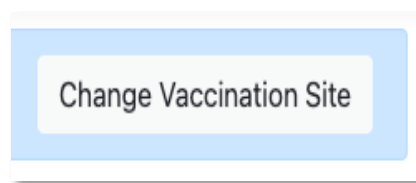
To change the site you are working at, either log off and log back in or select the '**Vaccinator Location**' button



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**.

4.4 Pre-Screening

A pre-screening is required to be recorded prior to a vaccination. This functionality allows for two different processes to be supported, a direct vaccination route where pre-screening is recorded and a vaccination given by the same user, or a two-step process where patients are pre-screened in one area, and then vaccinated in another.

The patient screen shows the following:

1. A list of pre-screenings where the vaccination has not been recorded (it does not mean that a pre-screening is absent, if you have a completed vaccination record, then the pre-screening was completed. If a record appears here it is only to enable the users to enter the vaccination details, once complete this record will move to vaccinations.
2. A list of vaccinations recorded; these vaccinations include the pre-screening data.

The pre-screening section shows those pre-screenings without a vaccination record, press select to complete the vaccination details.

Once complete, the record will no longer be there, but will add to the list of records in Covid Vaccination Area. The pre-screening questions will have to be filled out and submitted when uploading patients second vaccination, as the questions still apply.

To search for an existing pre-screening for a patient, click on the Pre-screening functionality at the top.

Pre-screening Search

NHS Number Forename Surname DOB

Pre-screening Date

☒ All

The 'All' box will be already ticked as a default. By clicking search, this will bring up a list of all patient records who have had a pre-screening, but no vaccinations have been uploaded.

To search for a specific patient, untick the 'all' box and fill in details and 'search'.

Pre-screenings		
Pre-screening Date	Consent Type	Pre-screening Outcome
25/01/2021	Informed consent given for treatment	Approved for Vaccination <input type="button" value="Select"/>

Covid Vaccinations				
Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit
30/12/2020	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	<input type="button" value="Edit"/>
07/01/2021	Mark Chapman	Pfizer	COVID-19 mRNA Vaccine BNT162b2	<input type="button" value="Edit"/>
15/01/2021	Mark Chapman	AstraZeneca	COVID-19 mRNA Vaccine BNT162b2	<input type="button" value="Edit"/>
19/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	<input type="button" value="Edit"/>
20/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	<input type="button" value="Edit"/>
21/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	<input type="button" value="Edit"/>
21/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	<input type="button" value="Edit"/>
22/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	<input type="button" value="Edit"/>

Click edit for the correct record.

Edit Pre-screening

NHS Number: 1111111111 | Name: Forename Surname | Date Of Birth: 31/12/1935 | Gender: Male | Postcode: LN4 2HN

No National Immunisation Management Service record found!

NIVS Dose 1 Administered Date: 15/01/2021 | NIVS Dose 1 Vaccine Type: COVID-19 mRNA Vaccine BNT16 | NIVS Dose 2 Administered Date: | NIVS Dose 2 Vaccine Type:

Pre-screening Captured Elsewhere? ☒ Yes ☐ No | Date: 05/01/2021

Consented For Vaccination? ☒ Yes ☐ No | Consent Type: Informed consent given for treatment

Pre-screening Outcome: Approved for Vaccination

Save

Greyed out fields cannot be amended. Once You click save, you will then be able to upload Covid Vaccination for patient.

4.5 Batches

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

You will first have to select Covid on the Vaccination Service dropdown

Batch Search

Vaccination Service: -- Please Select --

Options: Covid, Seasonal Flu

Search

- Batches can be added for the Pfizer (Comirnaty), Moderna (Spikevax) and the Astra Zeneca Vaccine.
- 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. 1 in the search fields and click 'Search'

Batch Search

Batch Number: 1 | Manufacturer: -- Please Select -- | Vaccine Type: -- Please Select --

Search

Batches

+ New Batch

The option of '+ New Batch' will appear

By selecting the vaccination type, you will automatically be taken to the correct page to add new batch details. You will need to select Covid from the Vaccination Service and then select the Vaccine manufacturer from the Manufacturer dropdown.

Add Batch

Vaccination Service

Covid

Manufacturer

-- Please Select --

This field is required

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

Add Batch

Vaccination Service

Covid

Manufacturer

Pfizer

Vaccine Type

Pfizer 30micrograms/0.3ml dose

Batch Number

Batch Expiry Date

dd/mm/yyyy

Defrost Expiry Dates

Defrost Expiry Date:

dd/mm/yyyy

+ Add

Save

For the Pfizer (Comirnaty) and Moderna (Spikevax) Vaccines, there is a requirement to submit '**Defrost Expiry Dates**' as this vaccination is frozen. You can add/remove multiple defrost expiry dates (addressed on next slide). Once all fields have been filled out, click '**Save**' to create batch.

The screen (below) for the AstraZeneca Vaccine is the same but does not have '**Defrost Expiry Date**'.

Add Batch

Vaccination Service
Covid

Manufacturer
AstraZeneca

Vaccine Type
AstraZeneca 0.5ml dose

Batch Number

Batch Expiry Date
dd/mm/yyyy

Save

Batch Number for **AstraZeneca** will be in the format of 7 characters - 2 upper case letters followed by 5 numbers (e.g. AA99999).



The program has informed us of new batch numbers from Astra Zeneca. The application has been updated to allow these batch numbers to be recorded.

4121Z042
4121Z043
4121Z044

For **Pfizer (Comirnaty)**, it will be 6 characters - 2 letters and 4 numbers (AA9999) the application will now enforce this format to support data quality of batch recording.

For **Moderna (Spikevax)**, Batch Numbers consist of a string of 7 numbers.

N.B. the application enforces this format to support the data quality for batch recording.

4.4.1 Pfizer (Comirnaty) - Expiry Dates

As the Pfizer (Comirnaty) and Moderna (Spikevax) Vaccinations need to be frozen, NIVS allows the input of multiple Defrost Expiry Dates. To do this:

1. Click '+Add' button

Add Batch

Vaccination Service

Covid

Manufacturer

Pfizer

Vaccine Type

Pfizer 30micrograms/0.3ml dose

Batch Number

Batch Expiry Date

dd/mm/yyyy

Defrost Expiry Dates

Defrost Expiry Date:

dd/mm/yyyy

+ Add

Save

2. Click on the calendar icon to select a date then click '**Save**'.

N.B: All fields marked in Red are Mandatory.

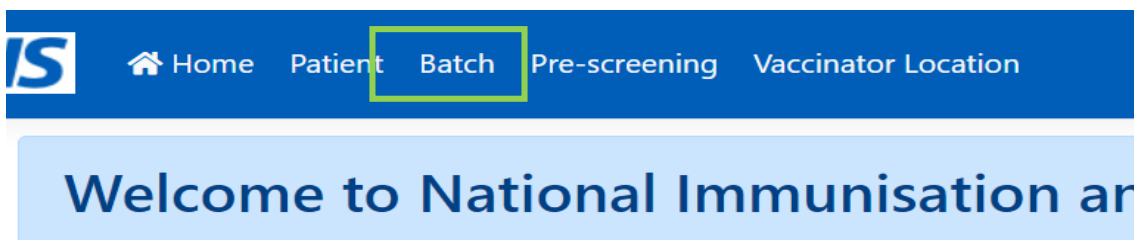


The '**Batch Expiry Date**' will be the overall expiry date of Vaccination batch.

The '**Defrost Expiry Date**' will be the expiry date for the vaccinations you have taken out to use; not all vaccinations will be used in one go.

The next time vaccinations are defrosted you are required to 'add' and input the expiry date for that batch, and so on.

When the batch has successfully saved you can search for it



Batch Search

Batch Number

Manufacturer

Vaccine Type

Pfizer

-- Please Select --

Search

Batches

+ New Batch

Batch Number	Manufacturer	Vaccine Type	Edit
10338	Pfizer	COVID-19 mRNA Vaccine BNT162b2	

and click **'Edit'** to add more Defrost Expiry Dates as required or amend incorrect info.

4.4.2 Moderna (Spikevax) Vaccine

Like the Pfizer (Comirnaty), The **MODERNA (Spikevax) Vaccine** also requires you to add 'Defrost Expiry Dates'. This can be done the same way as the Pfizer (Comirnaty).

Add a new batch and fill out required info then save.

This can later be edited to remove expiry dates or to add new ones.

Add Batch

Vaccination Service

Covid

Manufacturer

Moderna

Vaccine Type

Moderna 0.1mg/0.5ml dose

Batch Number

Batch Expiry Date

dd/mm/yyyy

Defrost Expiry Dates

Defrost Expiry Date:

dd/mm/yyyy

+ Add

Save

4.4.3 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.



Please note both Moderna (Spikevax) and Pfizer (Comirnaty) vaccines have had a name change. These will be shown in NIVS with the more commonly known name appearing in brackets for clarity.

Batches					+ New Batch
Manufacturer	Vaccine Type	Batch Number	Expiry Date	Edit	
Moderna	Spikevax 0.1mg/0.5ml dose (Moderna)	1234567	10/03/2022	✎	

Manufacturer	Vaccine Type	Batch Number	Expiry Date	Edit	
Pfizer	Comirnaty 30micrograms/0.3ml dose (Pfizer)	AB2222	02/09/2022	✎	

Edit Batch

Vaccination Service

Covid

Manufacturer

Pfizer

Vaccine Type

Pfizer 30micrograms/0.3ml dose

Batch Number

AA7777

Batch Expiry Date

15/01/2021



☒ Depleted

Defrost Expiry Dates

Defrost Expiry Date:

12/01/2021



Defrost Expiry Date:

10/01/2021



Remove

Add

Save

2. If this is done in error, untick the **'Depleted'** box and it will be reactivated.

N.B. Audits of batch data changes are recorded within the NIVS application.

5. Immunisation Status

This is a new functionality requested by for those services who are working in clinical settings with vulnerable patients, who want to offer the vaccination to patients using their service.

This functionality allows you to search for patients and view their vaccination history without the need to do a full patient registration. The functionality still requires a successful match to PDS to enable the system to bring back the correct prior vaccination details.

[Home](#) **Immunisation Status** [Patient](#) [Batch](#) [Pre-screening](#) [Vaccinator Location](#)

Welcome to National Immunisation and Vaccination System | NIVS

Support Details
System Support
Email: agem.nivs-covid@nhs.net

Immunisation Status
Here you can check the immunisation status of a patient.

Patient
Here you can add a new patient, search or edit existing patients.


Batch
Here you can add a new batch, search or edit existing batches.

Immunisation Status Search

As with patient registrations, either enter the NHS Number or the Patients Demographic Details. A match to PDS is required, as the NHS Number is needed to pull back prior vaccination data from the national data repository in NIMS.

Immunisation Status Search

NHS Number




Forename

Surname


Date Of Birth

Gender

Postcode




-- Please Select --



If a successful match is made, the up to date details in the national data are made available, as you will have been using in both the Pre-Screening and Vaccination Screens. If the patient is unknown in NIVS then you can proceed from this page by using the ADD PATIENT button.

Immunisation Status Search

NHS Number



Immunisation Status

Add Patient

NHS Number

Name

Date Of Birth

Gender

Postcode

No National Immunisation Management Service record found!

The ADD PATIENT button, opens the usual registration screen for completion. The details from the previous search are retained and the rest of the mandatory fields will need to be completed.

With the introduction of extended attributes only coming into effect in January, there are a number of patients without these recorded. NIVS will now mandate the collection of these attributes prior to further vaccinations being able to be recorded. Once you select the patient then the screen below will ask the user to complete the mandated extended attributes.

Edit Patient

NHS Number

Forename: Surname: Gender: Date Of Birth: Postcode:

Email:

Carer?:
This field is required

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:

Some of the patient details are missing!
 Please complete the required fields and click save.

If the patient already has a registration in NIVS, then the button will display ADD VACCINATION.

Immunisation Status Search

NHS Number

Immunisation Status

NHS Number: Name: Date Of Birth: Gender: Postcode:

No National Immunisation Management Service record found!

The ADD VACCINATION button will take you directly into the patients record for you to be able to add a new Pre-Screening assessment and subsequent vaccination.

Edit Patient

Health Care, Social Care or Care Home Worker?

☐ Yes
 ☒ No

Patient Details

NHS Number

9449303894

Forename: LINSAY Surname: HAWKER Gender: Not Specified Date Of Birth: 26/11/1986 Postcode: KT10 9AZ

Email: Ethnicity: Not stated Carer?: Yes

Lives In Residential Care Home For Elderly? ☒ Yes ☐ No Works In Residential Care Home For Elderly? ☐ Yes ☒ No

Pre-screenings

Covid Vaccinations

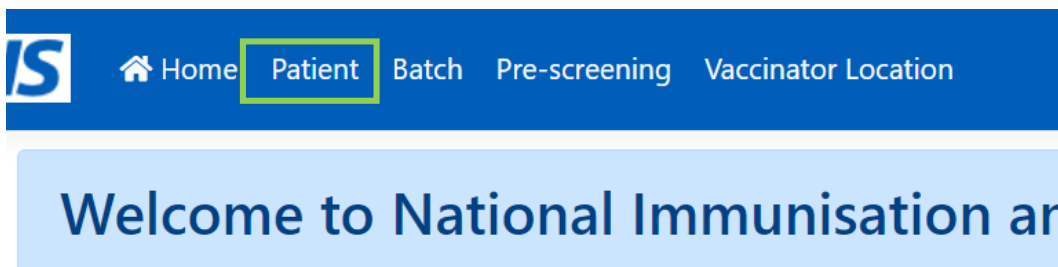


AUDIT: As with every add, edit or delete in a patient record, every search records an audit log of the user searching, the date and timestamp of that search as well as the NHS Number of the patient searched for.

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

Patient Search

NHS Number Forename Surname DOB Postcode

Patients

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

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

Please Note:

1. Due to PDS integration, you can use the patients 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 vaccine. 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

- 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.

Edit Patient

NHS Number

Forename:
Surname:
Gender:
Date Of Birth:
Postcode:

Email:
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:

Some of the patient details are missing!

Please complete the required fields and click save.

if **'Patient'** is selected – Staff details/requirements will disappear.



Once you have searched and found the details required the screen will be populated and you can then click **'Save'** to continue. The below sections will then show 'Pre-Screenings & Covid Vaccinations'.

In the case where incorrect patient details are populate, you will need to update your 'Spine' records. Once this has been done, please 'edit' patient record (demonstrated section 9). You can click on the magnifying glass next to patient NHS number to re-populate details.

If, when adding a patient, you receive a notification with a 'Server-side Error' message, this is likely caused by the patient already being on the system, either with no NHS number or a different NHS number. In the case that the patient is on the system without an NHS number, you should search by name or other demographic details to find the patient and add the NHS number by clicking the 'Update NHS number' box, filling in the NHS number, clicking on the magnifying glass, and then clicking Save.

Before being able to upload Covid vaccinations, users must select **'+ New Pre-screening'**

Pre-screenings

Covid Vaccinations

7. Pre-Screening Patient Validation

If you are submitting a vaccination for a newly added patients, you will be presented with the 'Covid Vaccination Pre-screening' page.

Pre-screening Captured Elsewhere? ☐ Yes ☒ No

Date

Prescreening Clinician

Booking Number

Please ask the individual presenting for vaccination these questions and record that they have received appropriate counselling as to the purpose of the vaccine and side effects.

1. Have you had any vaccination in the last 7 days? ☐ Yes ☐ No

2. Are you currently unwell with fever? ☐ Yes ☐ No

3. Have you ever had any serious allergic reaction to any ingredients of the Covid-19 vaccines, drug or other vaccine?# ☐ Yes ☐ No
See later for link to ingredients list.
If yes, to have further clinical evaluation

4. Have you ever had an unexplained anaphylaxis reaction?# ☐ Yes ☐ No
If yes, to have further clinical evaluation

Cautions – to have clinical evaluation prior to vaccination in accordance with [Immunisation against Infectious Diseases \(the Green Book\)](#)

5. Are you, or could you be pregnant? ☐ Yes ☐ No

6. Are you or have you been in a trial of a potential coronavirus vaccine?# ☐ Yes ☐ No

7. Are you taking anticoagulant medication, or do you have a bleeding disorder? ☐ Yes ☐ No

8. Do you currently have any symptoms of COVID-19 infection?## ☐ Yes ☐ No

If the answer to the first 4 questions is yes, then a further clinical review must take place.

If you or the person presenting for vaccination are uncertain as to the response made for any of the questions or the counselling, they should receive, they should be referred or brought to the attention of the clinical supervisor/lead clinician as required for further advice.

Please click [here](#) for specific advice on management of the cautions listed above.

Consented For Vaccination? ☒ Yes ☐ No

Consent Type

Pre-screening Outcome

[Save](#)

Towards the end of the pre-screening, there will be some mandatory Enhanced safety questions on the outcome of the pre-screening and the type of consent.

These details need to be filled out and 'Save' clicked prior to vaccinating the patient. You will then be able to add Covid Vaccination Record.

Two additional questions are now required to be completed at the start of pre-screening:

- Planned Vaccine to be given
- First Dose (Y/N)

Planned Vaccine Type	First Dose?
AstraZeneca 0.5ml dose	<input type="radio"/> Yes <input type="radio"/> No

Depending upon the combination of these selections, you will be asked to complete additional pre-screening questions.

Finally, a comments box for recording any decisions or observations is available and there is a declaration to be recorded that the patient is clinically suitable for the vaccination:

If you or the person presenting for vaccination are uncertain as to the response made for any of the questions or the counselling they should receive, they should be referred or brought to the attention of the clinical supervisor/lead clinician as required for further advice.

Cautions – to have clinical evaluation prior to vaccination in accordance with [Immunisation against Infectious Diseases \(the Green Book\)](#).

Please click [here](#) for specific advice on management of the cautions listed above.

Comment

Consented For Vaccination?	Consent Type
<input checked="" type="radio"/> Yes <input type="radio"/> No	-- Please Select --
Clinically Suitable?	Pre-screening Outcome
<input type="radio"/> Yes <input type="radio"/> No	-- Please Select --

8. Adding a Patient's vaccination record

Once you have clicked **'Save'** you will see this screen, below. The first row of data is pre-filled from the previous screens you have completed and cannot be amended at this stage.

If you have incorrect details and need a record deleting please email nivs@england.nhs.uk with details of the issue.

N.B. All fields marked/highlighted in **Red** are Mandatory (see Appendix 1).

Add Covid Vaccination

Pre-filled. Cannot be amended

Pre-screening

NHS Number	Name	Date Of Birth	Gender	Postcode
<input type="text" value="8888888888"/>	<input type="text" value="Mark Chapman"/>	<input type="text" value="18/12/1969"/>	<input type="text" value="Male"/>	<input type="text" value="LE1 6NB"/>

No National Immunisation Management Service record found!

NIVS Dose 1 Administered Date	NIVS Dose 1 Vaccine Type	NIVS Dose 2 Administered Date	NIVS Dose 2 Vaccine Type
<input type="text" value="22/01/2021"/>	<input type="text" value="Talent 0.5ml dose solution for in"/>	<input type="text" value="19/01/2021"/>	<input type="text" value="Talent 0.5ml dose solution for in"/>

Vaccinated?

☒ Yes ☐ No

Date

Prescribing Method
☒ National Protocol (NP)
☐ Patient Group Directions (PGD)
☐ Patient Specific Directions (PSD)

Vaccinator
 Forename:
 Surname:
 Professional Body:
 ID:

Vaccinator Details are now mandatory. Vaccinator ID is your professional medical PIN

Vaccinator is the person who conducted nation *1

Clinician Drawing Up Vaccine

☒ Same As

Forename	Surname	Professional Body	ID	Qualified?
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="GMC (General Medical Council)"/>	<input type="text" value="123456"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Clinician - Clinician is the person who draws up/administrated the vaccine.

Responsible Clinician

Forename	Surname	Professional Body	ID
<input type="text" value="Anna"/>	<input type="text" value="Jones"/>	<input type="text" value="GMC (General Medical Council)"/>	<input type="text" value="654321"/>

Batch Number	Manufacturer	Batch Expiry Date	Defrost Expiry Date
<input type="text" value="PV4667"/>	<input type="text" value="Pfizer"/>	<input type="text" value="23/07/2021"/>	<input type="text" value="29/06/2021"/>

Vaccine Type	Vaccination Site	Dose
<input type="text" value="Pfizer 30micrograms/0.3ml dose"/>	<input type="text" value="Left Upper Arm"/>	<input type="text" value="First Dose"/>

Vaccinator Organisation	Vaccination Geo Site
<input type="text" value="Essex University Partnership Trust (EPUT)"/>	<input type="text" value="Site 1"/>

Has the patient received all the relevant post-vaccination information? *(Further guidance on what to expect after a vaccination can be found [here](#).)*
☐ Yes ☐ No

N.B: These cells will need to be populated before proceeding

Save

Please Note: When inputting the date, please select the correct date, which will then provide a drop down on '**Batch Number**'. By selecting the correct batch, this will populate Manufacturer, Batch Expiry Date and Vaccination type.

Due to feedback regarding the capture of the 'Prescribing Method'



***1** Vaccinator Information is automatically populated in line with the user account. If an admin person is uploading on behalf of vaccinator these details will need to be amended to the vaccinator name and details.

***2 Vaccinator & Clinician ID is the professional Pin number staff member holds.**

To support data entry, the system has been adapted to keep the last values entered for the 3 sets of Clinicians and pre-populate these in the vaccination record. Whilst this has to be entered on the first time you log in in a day, it will retain these values after the first record is completed. If you subsequently change the values, the system will retain those last values.

If you have selected an incorrect batch number, then re-select your vaccination date and the application will allow you to select a different batch number. Click **'Save'**

- If 'Clinician Drawing Up Vaccine Qualified' ticked NO. The below fields are required.

Vaccinator
Forename: John Surname: Smith Professional Body: -- Please Select -- ID:

Clinician Drawing Up Vaccine ☒ Same As Vaccinator
Forename: John Surname: Smith Professional Body: GMC (General Medical Council) ID: 123456
Qualified? ☐ Yes ☒ No

Supervising Clinician
Forename: Surname: Professional Body: -- Please Select -- ID:

Responsible Clinician
Forename: Anna Surname: Jones Professional Body: GMC (General Medical Council) ID: 654321

Batch Number: PV4667 Manufacturer: Pfizer Batch Expiry Date: 23/07/2021 Defrost Expiry Date: 29/06/2021

Vaccine Type: Pfizer 30micrograms/0.3ml dose Vaccination Site: Left Upper Arm Dose: Administration of first dose of SARS-CoV-2

Vaccinator Organisation: Essex University Partnership Trust (EPUT) Vaccination Geo Site: Site 1

Has the patient received all the relevant post-vaccination information? *(Further guidance on what to expect after a vaccination can be found [here](#).)*
☐ Yes ☐ No

Save




As shown on the screenshot below, users can now change the vaccinating organisation and location if entered in error, while adding vaccination details. In addition, the user who entered or last updated the vaccination record is displayed at the end of the page.

Created = Added by the user

Updated = Changed by the user

The screenshot shows a form for adding a vaccination record. At the top right, there is a 'Dose' dropdown menu with 'First Dose' selected. Below this, the form is divided into two rows of fields. The first row contains 'Vaccine Type' (AstraZeneca 0.5ml dose), 'Vaccination Site' (Left Thigh), and 'Dose' (Administration of first dose of SARS-CoV-2 vaccine). The second row contains 'Vaccinator Organisation' (SOUTH WARWICKSHIRE NHS FOUNDATION TRUST) and 'Vaccination Geo Site' (SOUTH WARWICKSHIRE HOSPITAL). At the bottom right, there is a blue 'Save' button. A green rectangular box highlights a message at the bottom left: 'Updated by mark.chapman1@nhs.net on 30/03/2021 03:10 PM'.

-  **Age Restrictions** - Due to new updates in the system, the application will now warn the user when a vaccine is being recorded against a patient who is between 16-17 where the vaccine has been identified as for only 18 year olds and over. Whilst it will not stop you recording the vaccination, the system will display a warning.

The screenshot shows the same vaccination record form as above, but with a warning message displayed. The 'Batch Number' field is filled with 'AZ43273', 'Manufacturer' is 'AstraZeneca', and 'Batch Expiry Date' is '13/09/2021'. The 'Vaccine Type' is 'AstraZeneca 0.5ml dose', 'Vaccination Site' is 'Left Thigh', and 'Dose' is 'First Dose'. The 'Vaccinator Organisation' is 'Essex University Partnership Trust (EPUT)' and 'Vaccination Geo Site' is 'CHELFORD COURT'. A yellow warning box with a triangle icon is displayed, containing the text: 'You have selected the AstraZeneca vaccine for a person under the age of 40. Pfizer and Moderna vaccines are preferred as recommended by JCVI. Please discuss the appropriateness of vaccination with AstraZeneca with the clinical lead at the vaccination site.'

If you have selected an incorrect batch number, then re-select your vaccination date and the application will allow you to select a different batch number. Click **'Save'**

Once saved, you will be taken to this next screen. Where you will be able to add a second Covid vaccination record or edit the first one to add an adverse reaction.

Edit 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

Pre-screenings

Covid Vaccinations

Date	Dose	Manufacturer	Vaccinator Organisation	Edit	Delete
08/12/2020	Administration of first dose of SARS-CoV-2 vaccine	AstraZeneca	Solent NHS Trust OAKLEY ROAD - MASS VACCINATION CENTRE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/02/2021	Administration of first dose of SARS-CoV-2 vaccine	AstraZeneca	SOUTH WARWICKSHIRE NHS FOUNDATION TRUST SOUTH WARWICKSHIRE HOSPITAL	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
25/02/2021	Administration of second dose of SARS-CoV-2 vaccine	AstraZeneca	SOUTH WARWICKSHIRE NHS FOUNDATION TRUST SOUTH WARWICKSHIRE HOSPITAL	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

These pre-populated fields cannot be edited. If data is incorrect, please email nivs@england.nhs.uk.

Vaccination Manufacturer and Organisation & site can now be viewed under Covid vaccinations.

To add a second or subsequent vaccinations, please select **'+New Pre-Screening'** and follow instructions as explained above (Point 6).

To edit/add an adverse reaction to a patient, please click the **'Edit'** icon. You will then be shown the following page.

8.1 Adding a dose amount


It is now possible to add a booster and a third dose under the Moderna (Spikevax) vaccine type.

Third doses are identified for those with immunodeficient disorders and constitute a Primary Course in the system.


A booster dose is available for anyone if they have been invited for a booster and is a half dose as illustrated in the screenshot below.

The dose amount for Moderna (Spikevax) has to be selected as illustrated below. For any of the other Vaccination types, (AstraZeneca or Pfizer (Comirnaty)), this will be pre-filled, see second screenshot.

Batch Number	Manufacturer	Batch Expiry Date	Defrost Expiry Date
5645456	Moderna	31/01/2022	03/10/2021
Vaccine Type		Vaccination Site	
Moderna 0.1mg/0.5ml dose		Left Upper Arm	
Dose	Dose Amount		
Booster Dose	-- Please Select -- -- Please Select -- 0.5ml (Primary Course) 0.25ml (Booster)		
Vaccinator Organisation			
SOUTH WARWICKSHIRE NHS FOUNDATION TRUST			


Batch Number	Manufacturer	Batch Expiry Date
AB1234	AstraZeneca	10/09/2022
Vaccine Type	Vaccination Site	
AstraZeneca 0.5ml dose	Left Upper Arm	
 You have selected a vaccine that is not the preferred vaccine for a booster dose. ONLY administer an AstraZeneca vaccination when an mRNA (Pfizer/Moderna) vaccine is contraindicated and when authorised by a lead clinician.		
Dose	Dose Amount	
Booster Dose	0.5ml	

When the full dose is selected further warnings appear on the screen:

Batch Number	Manufacturer	Batch Expiry Date	Defrost Expiry Date
5645456	Moderna	31/01/2022	03/10/2021
Vaccine Type	Vaccination Site		
Moderna 0.1mg/0.5ml dose	Left Upper Arm		
Dose	Dose Amount		
Booster Dose	0.5ml (Primary Course)  You have selected COVID-19 Vaccine Moderna. Patients receiving this vaccine as their booster should be given a 0.25ml (Booster) dose. A full dose, 0.5ml (Primary Course) should only be given if the patient has been identified as severely immunosuppressed and is receiving a third dose as part of their primary course. Please check and confirm that the correct dose has been administered		

AstraZeneca as a Booster Warning

AstraZeneca is not recommended as a booster vaccine type and a warning will appear if AZ is selected as a booster dose. See below for screenshot.

Batch Number	Manufacturer	Batch Expiry Date
AB1234	AstraZeneca	10/09/2022
Vaccine Type	Vaccination Site	
AstraZeneca 0.5ml dose	Left Upper Arm	
 You have selected a vaccine that is not the preferred vaccine for a booster dose. ONLY administer an AstraZeneca vaccination when an mRNA (Pfizer/Moderna) vaccine is contraindicated and when authorised by a lead clinician.		
Dose	Dose Amount	
Booster Dose	0.5ml	

9. Adding a patient with no NHS number

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.

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.

Add Patient

NHS Number

Forename Surname Date Of Birth Gender Postcode

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

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.

10. 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.

+ Add Manually

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 confirm you want to create a manual record

Checklist

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

Risks involved

- Risk 1.
- Risk 2.

↶ Cancel ✓ Confirm

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 Carer?

🔴 🔴 -- 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

↶ Cancel 💾 Save

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.

11. Editing a Patients vaccination record

Patient Records can be searched by clicking '**Patient**' on the homepage and searching identifying details. To edit a record, click on the edit function.

To edit patient, select patient on the home bar. Please then search for the desired record.

The screenshot shows the NIVC Patient Search interface. At the top is a blue navigation bar with the NHS logo and links: Home, Patient (highlighted with a green box), Batch, Pre-screening, and Vaccinator Location. Below this is a light blue banner that says "Welcome to National Immunisation and Vaccination Centre".

The main section is titled "Patient Search" with a person icon. It contains search fields for NHS Number, Forename (containing "zaynab"), Surname, DOB (with a date picker icon and placeholder "dd/mm/yyyy"), and Postcode. A green box highlights the "Search" button with a magnifying glass icon.

Below the search fields is a table titled "Patients" with a "+ New Patient" button. The table has columns for NHS Number, Name, DOB, Postcode, and Edit. It lists three records for "Zaynab Bhana" with different NHS numbers and DOBs.

NHS Number	Name	DOB	Postcode	Edit
9999999999	Zaynab Bhana	07/01/1999	LE5 5BP	Edit
3333333333	Zaynab Bhana	13/01/1999	LE5 5BP	Edit
2222222222	Zaynab Bhana	23/01/1997	LE5 5BP	Edit

Upon selecting the record and clicking the 'edit' icon, you will come across this page. Only Health Care Worker details can be amended. Demographic details cannot be amended manually.

To update 'incorrect' demographic details, please update your 'Spine' Records. You can then click the magnifying glass when 'editing' patient. This will re-populate the demographic details with the correct information (based on updates made to spine records).

Edit Patient

☐ Patient ☒ Health & Care Worker

Patient Details

NHS Number

222222222

Forename

Mark

Surname

Chapman

Gender

Male

Date Of Birth

18/12/1969

Postcode

LE1 6NB

Health Care Worker Details

Employee Number

66666666

Staff Organisation

Lewisham & Greenwich NHS Trust

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type
30/12/2020	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for i

Staff Role

✓ -- Please Select --

Additional Clinical Services

Additional Professional Scientific and Technical

Admin and Clerical

AHP (e.g. Physiotherapist)

Ambulance Service

Care Home Worker

Estates and Ancillary

Healthcare Assistants

Healthcare Scientists

Medical and Dental

Not Known

Nursing and Midwifery

Other

Social Care Worker

Student Doctors

Student Nurses

Edit Patient

☐ Patient ☒ Health & Care Worker

Patient Details

NHS Number

4444444444

Forename

Zaynab

Surname

Bhana

Gender

Female

Date Of Birth

02/01/2005

Postcode

LE5 5BP

Health Care Worker Details

Employee Number

1234323

Staff Organisation

Arden and GEM CSU

Staff Role


Student Nurses

 Save

Pre-screenings

[+ New Pre-screening](#)

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit
01/01/2021	Zaynab Bhana	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)	

A second vaccination can be added by selecting **‘+ Pre-screening’**, or an existing vaccination record can be amended, or an adverse reaction can be added.

Vaccinator
Forename: John Surname: Smith Professional Body: -- Please Select -- ID:

Clinician Drawing Up Vaccine ☐ Same As Vaccinator
Forename: John Surname: Smith Professional Body: GMC (General Medical Council) ID: 123456 Qualified? ☒ Yes ☐ No

Responsible Clinician
Forename: Anna Surname: Jones Professional Body: GMC (General Medical Council) ID: 654321

Batch Number: TE11111 Manufacturer: AstraZeneca Batch Expiry Date: 25/09/2021

Vaccine Type: AstraZeneca 0.5ml dose Vaccination Site: Left Upper Arm Dose: First Dose

Vaccinator Organisation: Essex University Partnership Trust (EPUT) Vaccination Geo Site: Site 1

Has the patient received all the relevant post-vaccination information? [\(Further guidance on what to expect after a vaccination can be found here.\)](#)
☒ Yes ☐ No

Save

Created by harrison.whitworth@nhs.net on 04/06/2021 13:28

Adverse Reactions

[+ New Adverse Reaction](#)

To add an adverse reaction, select **‘+new adverse reaction’** which will take you to this page. All mandatory fields will be marked in **Red**.

12. Adding Adverse Reaction data

Once a Covid Vaccination is recorded the option to add adverse reactions 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.

Adverse Reactions

[+ New Adverse Reaction](#)

To add an Adverse reaction, select **‘+new adverse reaction’** which will take you to this page. All mandatory fields will be marked in red.

Add Adverse Reaction

Reaction Type

-- Please Select --

Reaction

-- Please Select --

Reaction Severity

-- Please Select --

Reporting Clinician

Criticality

-- Please Select --

Verification Status

-- Please Select --

Date First Experienced

dd/mm/yyyy

Comment

Save

13. Adding a second Vaccination

As the roll-out for the second vaccination has gone live, please follow these steps to add a second vaccination to a patient.

Login to NIVS and fill out your Vaccinator Location

Home
Immunisation Status
Patient
Batch
Pre-screening
Vaccinator Location

Croydon Health Services NHS Trust (CROYDON UNIVERSITY HOSPITAL)
Change Vaccination Site

You can then search for existing patient record. If a patient's first vaccination has been inputted to NIVS, you can search via the Patient search section

Enter details and click search. Any existing patient records will appear. Click 'edit' on the correct record.

Patient Search

NHS Number

Forename

Zaynab

Surname

DOB

dd/mm/yyyy

Postcode

Search

Patients

+ New Patient

NHS Number	Name	DOB	Postcode	Edit	Delete
4444444444	Zaynab Bhana	02/01/2005	LE5 5BP	<div style="border: 2px solid green; padding: 2px;">✎</div>	<div>🗑️</div>
2222222222	Zaynab Bhana	03/01/2005	LE5 5BP	<div>✎</div>	<div>🗑️</div>

This will take you to the patient record. The first vaccination record will show under 'Covid Vaccinations'.


Edit Patient

Health Care, Social Care or Care Home Worker?


☒ Yes ☐ No

Patient Details


NHS Number

2222222222 

Forename Surname Gender Date Of Birth Postcode

Zaynab Bhana Female 03/01/2005  LE5 5BP

Email Carer?


-- Please Select -- 


Lives In Residential Care Home For Elderly? Works In Residential Care Home For Elderly?

☐ Yes ☐ No ☐ Yes ☐ No

Health Care, Social Care or Care Home Worker Details

Employee Number Staff Organisation Staff Role



123456 Arden and GEM CSU Healthcare Assistants 

 Save

Pre-screenings

[+ New Pre-screening](#)

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
01/01/2021	Zaynab Bhana	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)		

To add a **Second Vaccination**, Please, click '+ New Pre-screening'. The pre-screening record is mandatory to add a vaccination. Fill out pre-screening section and click save, to be able to add vaccination.

Please do not edit first vaccination record when adding second vaccination.



A pre-screening record will have been done for the first vaccination. Once a vaccination record is inputted, the pre-screening record disappears. It is mandatory to add a new pre-screening, prior to uploading a second vaccination as the questions still apply.


Add Pre-screening

NHS Number	Name	Date Of Birth	Gender	Postcode
2222222222	Zaynab Bhana	03/01/2005	Female	LE5 5BP

No National Immunisation Management Service record found!

NIVS Dose 1 Administered Date	NIVS Dose 1 Vaccine Type	NIVS Dose 2 Administered Date	NIVS Dose 2 Vaccine Type
01/01/2021	Talent 0.5ml dose solution for inj		

Pre-screening Captured Elsewhere? ☐ Yes ☒ No

Date 

Prescreening Clinician

Booking Number

Please ask the individual presenting for vaccination these questions and record that they have received appropriate counselling as to the purpose of the vaccine and side effects.

1. Have you had any vaccination in the last 7 days? ☐ Yes ☐ No
2. Are you currently unwell with fever? ☐ Yes ☐ No
3. Have you ever had any serious allergic reaction to any ingredients of the Covid-19 vaccines, drug or other vaccine?#
See later for link to ingredients list. ☐ Yes ☐ No
If yes, to have further clinical evaluation
4. Have you ever had an unexplained anaphylaxis reaction?#
If yes, to have further clinical evaluation ☐ Yes ☐ No

Cautions – to have clinical evaluation prior to vaccination in accordance with [Immunisation against Infectious Diseases \(the Green Book\)](#)

5. Are you, or could you be pregnant? ☐ Yes ☐ No
6. Are you or have you been in a trial of a potential coronavirus vaccine?# ☐ Yes ☐ No
7. Are you taking anticoagulant medication, or do you have a bleeding disorder? ☐ Yes ☐ No
8. Do you currently have any symptoms of COVID-19 infection?## ☐ Yes ☐ No

If the answer to the first 4 questions is yes, then a further clinical review must take place.


If you or the person presenting for vaccination are uncertain as to the response made for any of the questions or the counselling, they should receive, they should be referred or brought to the attention of the clinical supervisor/lead clinician as required for further advice.

Please click [here](#) for specific advice on management of the cautions listed above.

Consented For Vaccination? ☒ Yes ☐ No

Consent Type

Pre-screening Outcome



By clicking save, this will automatically take you to add vaccination.

Prescribing Method

- ☒ National Protocol (NP)
☐ Patient Group Directions (PGD)
☐ Patient Specific Directions (PSD)

Vaccinator

Forename	Surname	Professional Body	ID
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>

Clinician Drawing Up Vaccine

☐ Same As Vaccinator

Forename	Surname	Professional Body	ID	Qualified?
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="GMC (General Medical Council)"/>	<input type="text" value="123456"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Responsible Clinician

Forename	Surname	Professional Body	ID
<input type="text" value="Anna"/>	<input type="text" value="Jones"/>	<input type="text" value="GMC (General Medical Council)"/>	<input type="text" value="654321"/>

Batch Number	Manufacturer	Batch Expiry Date
<input type="text" value="TE11111"/>	<input type="text" value="AstraZeneca"/>	<input type="text" value="25/09/2021"/>
Vaccine Type	Vaccination Site	Dose
<input type="text" value="AstraZeneca 0.5ml dose"/>	<input type="text" value="Left Upper Arm"/>	<input type="text" value="First Dose"/>
Vaccinator Organisation	Vaccination Geo Site	
<input type="text" value="Essex University Partnership Trust (EPUT)"/>	<input type="text" value="Site 1"/>	

Has the patient received all the relevant post-vaccination information? (Further guidance on what to expect after a vaccination can be found [here](#).)

☒ Yes ☐ No

 Save

Fill out vaccination details and select 'Administration of second dose of SARS-CoV-2 Vaccine' then save.

Please ensure you select the second dose.

Pre-screening done prior to second vaccination

If the second pre-screening has been done, prior to the second vaccination, this will appear on patient record. You can search via the pre-screening functionality on NIVS.

Untick 'all' and fill in details to search for a specific record or click search with the 'all' box ticked.

Pre-screening Search

NHS Number

Forename

Surname

DOB

dd/mm/yyyy

dd/mm/yyyy

☒ All

Search

Pre-screenings

NHS Number	Name	DOB	Pre-screening Date	Consent Type	Pre-screening Outcome	Select
222222222	Zaynab Bhana	03/01/2005	03/02/2021	Informed consent given for treatment	Approved for Vaccination	Select

This will bring up all pre-screening records.

Select the correct record, which will take you to the pre-screening. Check all details are correct before clicking save to proceed to vaccination.

13.1 Pre-screening record on patient records.

When editing patient, if a pre-screening record has been done and no vaccination has been completed for it, the pre-screening record will appear on the patient record. Once a vaccination has been done, this pre-screening record will disappear.

Edit Patient

Health Care, Social Care or Care Home Worker?

☒ Yes ☐ No

Patient Details

NHS Number

222222222

Search

Forename

Surname

Gender

Date Of Birth

Postcode

Zaynab

Bhana

Female

03/01/2005

LES SBP

Email

Carer?

Lives In Residential Care Home For Elderly?

Works In Residential Care Home For Elderly?

☐ Yes ☐ No

☐ Yes ☐ No

Health Care, Social Care or Care Home Worker Details

Employee Number

Staff Organisation

Staff Role

123456

Arden and GEM CSU

Healthcare Assistants

Save

Pre-screenings

Pre-screening Date	Consent Type	Pre-screening Outcome	Select	Delete
01/02/2021	Informed consent given for treatment	Approved for Vaccination	Select	Delete

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
25/12/2020	Zaynab Bhana	Pfizer	COVID-19 mRNA Vaccine BNT162b2	Edit	Delete

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Select the pre-screening, and double check all details are correct before clicking save to proceed to add second vaccination

Edit Pre-screening

NHS Number

2222222222

Name

Zaynab Bhana

Date Of Birth

03/01/2005

Gender

Female

Postcode

LE5 5BP

No National Immunisation Management Service record found!

NIVS Dose 1 Administered Date

25/12/2020

NIVS Dose 1 Vaccine Type

COVID-19 mRNA Vaccine BNT16

NIVS Dose 2 Administered Date

NIVS Dose 2 Vaccine Type

Pre-screening Captured Elsewhere?

O Yes

☒ No

Date

01/02/2021

Prescreening Clinician

Lisa

Booking Number

Please ask the individual presenting for vaccination these questions and record that they have received appropriate counselling as to the purpose of the vaccine and side effects.

1. Have you had any vaccination in the last 7 days?

O Yes

☒ No

2. Are you currently unwell with fever?

O Yes

☒ No

3. Have you ever had any serious allergic reaction to any ingredients of the Covid-19 vaccines, drug or other vaccine?*

O Yes

☒ No

See later for link to ingredients list.

4. Have you ever had an unexplained anaphylaxis reaction?*

O Yes

☒ No

If yes, to have further clinical evaluation

Cautions – to have clinical evaluation prior to vaccination in accordance with [Immunisation against Infectious Diseases \(the Green Book\)](#)

5. Are you, or could you be pregnant?

O Yes

☒ No

6. Are you or have you been in a trial of a potential coronavirus vaccine?#

O Yes

☒ No

7. Are you taking anticoagulant medication, or do you have a bleeding disorder?

O Yes

☒ No

8. Do you currently have any symptoms of COVID-19 infection?***

O Yes

☒ No

If the answer to the first 4 questions is yes, then a further clinical review must take place.

If you or the person presenting for vaccination are uncertain as to the response made for any of the questions or the counselling, they should receive, they should be referred or brought to the attention of the clinical supervisor/lead clinician as required for further advice.

Please click [here](#) for specific advice on management of the cautions listed above.

Consented For Vaccination?

☒ Yes

☐ No

Consent Type

Informed consent given for treatment

Pre-screening Outcome

Approved for Vaccination

Save

This will take you to add vaccination.

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Vaccinator

Forename: Ellis Surname: Smith Professional Body: -- Please Select -- ID:

Clinician Drawing Up Vaccine ☒ Same As Vaccinator

Forename: Ellis Surname: Smith Professional Body: GDC (General Dental Council) ID: 123444 Qualified? ☒ Yes ☐ No

Responsible Clinician

Forename: Anna Surname: Jones Professional Body: GMC (General Medical Council) ID: 654321

Batch Number: TE11111 Manufacturer: AstraZeneca Batch Expiry Date: 25/09/2021

Vaccine Type: AstraZeneca 0.5ml dose Vaccination Site: Left Upper Arm Dose: Administration of second dose of SARS-C

⚠ Previous dose administered less than 12 weeks ago!

Vaccinator Organisation: Essex University Partnership Trust (EPUT) Vaccination Geo Site: Site 1

Has the patient received all the relevant post-vaccination information? *(Further guidance on what to expect after a vaccination can be found [here](#).)*

☒ Yes ☐ No



A pop up may appear as prompt. The record will still save. Once saved the patient record will show as having 2 vaccinations and any pre-screening record will disappear.

Edit Patient

Health Care, Social Care or Care Home Worker?

☒ Yes ☐ No

Patient Details

NHS Number

2222222222



Forename

Zaynab

Surname

Bhana

Gender

Female



Date Of Birth

03/01/2005

Postcode

LE5 5BP

Carer?

-- Please Select --



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 Details

Employee Number

123456

Staff Organisation

Arden and GEM CSU

Staff Role

Healthcare Assistants



Save

Pre-screenings

[+ New Pre-screening](#)

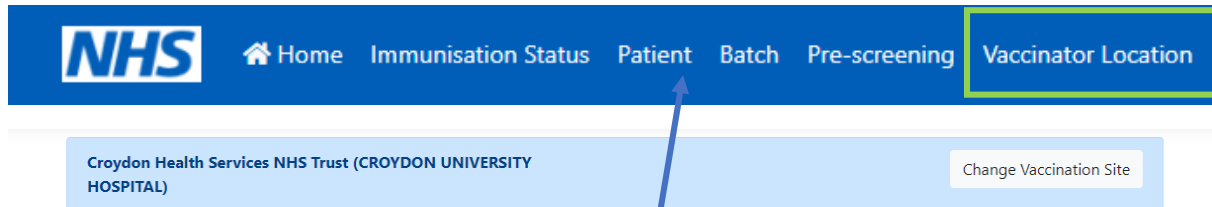
Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
25/12/2020	Zaynab Bhana	Pfizer	COVID-19 mRNA Vaccine BNT162b2		
04/02/2021	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)			

13.2 Adding a booster

As the roll-out for the booster has gone live, please follow these steps to add a booster a patient.

Login to NIVS and fill out your Vaccinator Location

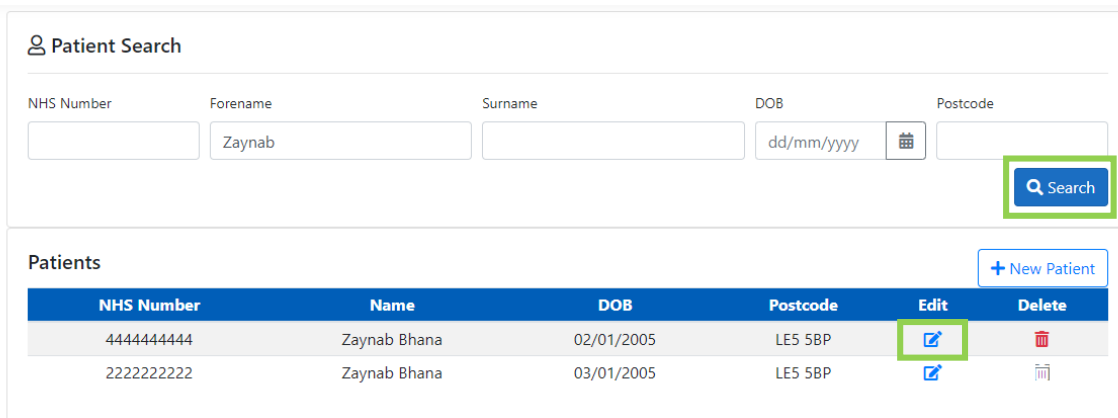


NHS Home Immunisation Status Patient Batch Pre-screening Vaccinator Location

Croydon Health Services NHS Trust (CROYDON UNIVERSITY HOSPITAL) Change Vaccination Site

You can then search for existing patient record. If a patient's first and second vaccination has been inputted to NIVS, you can search via the Patient search section

Enter details and click search. Any existing patient records will appear. Click 'edit' on the correct record.



Patient Search

NHS Number Forename Surname DOB Postcode

Zaynab dd/mm/yyyy

Patients

NHS Number	Name	DOB	Postcode	Edit	Delete
4444444444	Zaynab Bhana	02/01/2005	LE5 5BP	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2222222222	Zaynab Bhana	03/01/2005	LE5 5BP	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

This will take you to the patient record. The first and second vaccination records will show under 'Covid Vaccinations'.

Edit Patient

Health Care, Social Care or Care Home Worker?

☒ Yes ☐ No

Patient Details

NHS Number

222222222

Forename Surname Gender Date Of Birth Postcode

Zaynab Bhana Female 03/01/2005 LE5 5BP

Email Carer?

-- Please Select --

Lives In Residential Care Home For Elderly? Works In Residential Care Home For Elderly?

☐ Yes ☐ No ☐ Yes ☐ No

Health Care, Social Care or Care Home Worker Details

Employee Number Staff Organisation Staff Role

123456 Arden and GEM CSU Healthcare Assistants

Save

Pre-screenings

+ New Pre-screening

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
01/01/2021	Zaynab Bhana	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)		

To add a **booster**, Please, click '+ New Pre-screening'. The pre-screening record is mandatory to add a vaccination. Fill out pre-screening section and click save, to be able to add the booster.


Add Pre-screening

NHS Number	Name	Date Of Birth	Gender	Postcode
2222222222	Zaynab Bhana	03/01/2005	Female	LE5 5BP

No National Immunisation Management Service record found!

NIVS Dose 1 Administered Date	NIVS Dose 1 Vaccine Type	NIVS Dose 2 Administered Date	NIVS Dose 2 Vaccine Type
01/01/2021	Talent 0.5ml dose solution for inj		

Pre-screening Captured Elsewhere? ☐ Yes ☒ No

Date 

Prescreening Clinician

Booking Number

Please ask the individual presenting for vaccination these questions and record that they have received appropriate counselling as to the purpose of the vaccine and side effects.

1. Have you had any vaccination in the last 7 days? ☐ Yes ☐ No
2. Are you currently unwell with fever? ☐ Yes ☐ No
3. Have you ever had any serious allergic reaction to any ingredients of the Covid-19 vaccines, drug or other vaccine?#
See later for link to ingredients list. ☐ Yes ☐ No
If yes, to have further clinical evaluation
4. Have you ever had an unexplained anaphylaxis reaction?#
If yes, to have further clinical evaluation ☐ Yes ☐ No

Cautions – to have clinical evaluation prior to vaccination in accordance with [Immunisation against Infectious Diseases \(the Green Book\)](#)

5. Are you, or could you be pregnant? ☐ Yes ☐ No
6. Are you or have you been in a trial of a potential coronavirus vaccine?# ☐ Yes ☐ No
7. Are you taking anticoagulant medication, or do you have a bleeding disorder? ☐ Yes ☐ No
8. Do you currently have any symptoms of COVID-19 infection?## ☐ Yes ☐ No

If the answer to the first 4 questions is yes, then a further clinical review must take place.


If you or the person presenting for vaccination are uncertain as to the response made for any of the questions or the counselling, they should receive, they should be referred or brought to the attention of the clinical supervisor/lead clinician as required for further advice.

Please click [here](#) for specific advice on management of the cautions listed above.

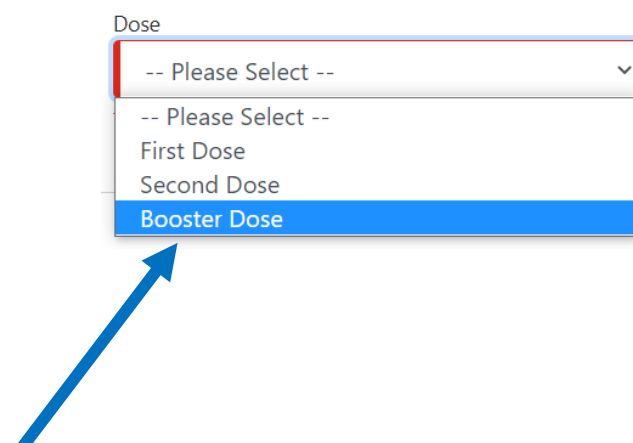
Consented For Vaccination? ☒ Yes ☐ No

Consent Type

Pre-screening Outcome



By clicking save, this will automatically take you to add vaccination.



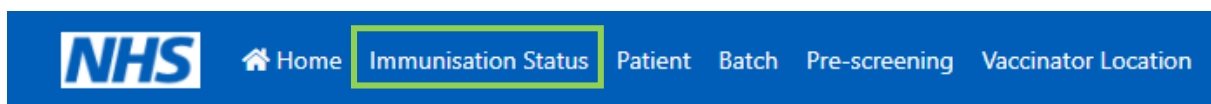
Fill out vaccination details and select 'Booster Dose' then save.

Please ensure you select the booster

Vaccinator					
Forename	Surname	Professional Body	ID		
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>		
Clinician Drawing Up Vaccine <input type="checkbox"/> Same As Vaccinator					
Forename	Surname	Professional Body	ID	Qualified?	
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="GMC (General Medical Council)"/>	<input type="text" value="123456"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Responsible Clinician					
Forename	Surname	Professional Body	ID		
<input type="text" value="Anna"/>	<input type="text" value="Jones"/>	<input type="text" value="GMC (General Medical Council)"/>	<input type="text" value="654321"/>		
Batch Number		Manufacturer	Batch Expiry Date		
<input type="text" value="TE11111"/>		<input type="text" value="AstraZeneca"/>	<input type="text" value="25/09/2021"/>		
Vaccine Type		Vaccination Site	Dose		
<input type="text" value="AstraZeneca 0.5ml dose"/>		<input type="text" value="Left Upper Arm"/>	<input type="text" value="Administration of second dose of SARS-C"/>		

13.3 Patient vaccinated elsewhere


If a patient has been vaccinated elsewhere, you can now search this via immunisation search.



You can search via NHS number or demographic details. If a record is located, it will show.

Immunisation Status Search


NHS Number



Forename

Surname

Date Of Birth




Gender

-- Please Select --

▼


Postcode



As demonstrated this patient does not have a vaccination record. You can add vaccination by clicking 'Add Vaccination'.

Immunisation Status Search

NHS Number



Immunisation Status

Add Vaccination

NHS Number

Name

Date Of Birth

Gender

Postcode

No National Immunisation Management Service record found!


If a record is not located. You can click 'add patient'

Immunisation Status Search

Forename

Surname

Date Of Birth




Gender

Female

▼

Postcode



Immunisation Status

Add Patient

If a patient has already received a first vaccination, this will be shown.

Immunisation Status Search

NHS Number

Forename
Surname
Date Of Birth

Gender
-- Please Select
Postcode

Immunisation Status

Add Vaccination

NHS Number
5555555555
Name
Franklintest Watsontewst
Date Of Birth
18/11/2016
Gender
Not Known
Postcode
ZZ99 3VZ

Appointment Booked?
No
Covid Vaccine Types
Pfizer 30micrograms/0.3ml dose, AstraZeneca 0.5ml dose
Most Recent Flu Vaccine Administered Date

Most Recent Covid Vaccine Dose 1 Administered Date
09/01/2021
Most Recent Covid Vaccine Dose 1 Administered Type
Pfizer 30micrograms/0.3ml dose
Most Recent Covid Vaccine Dose 2 Administered Date

Click 'Add Vaccination' to proceed. This will take you to the patient record, where you can '+ New Pre-screening' for second vaccination.

Edit Patient

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

Patient Details

NHS Number

Forename
Surname
Gender
Male
Date Of Birth

Postcode

Email
Carer?
No

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 Details

Employee Number
Staff Organisation
1 CRANLEIGH GARDENS-1 CRANLEIGH GARDENS
Staff Role
Student Doctors

Pre-screenings

+ New Pre-screening

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
03/02/2021	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials (Secretary of State for Health)		<input type="button" value="🔗"/>	<input type="button" value="🗑"/>

Please do not edit the first vaccination record.



If the patient has not been uploaded to NIVS previously, you will need to fill in patient details, before proceeding to add pre-screening and add second covid vaccination.

14. Deleting a pre-screening record, patient record or patient vaccination record.

This is a new functionality that can only be done by a **superuser** within your organisation.

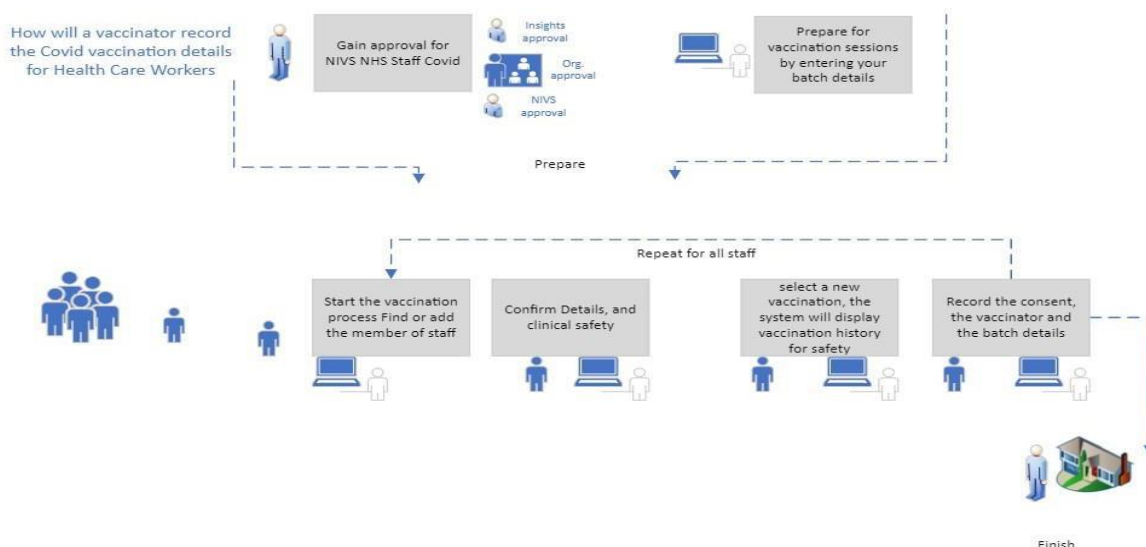
Due to the sensitive nature of this role, this access can only be granted to your organisation SPOCs or any request that has come from a SPOC.

Please note We can only grant access to 3 users within this organisation. Any further requests from users will be rejected.

You will no longer need to contact the helpdesk to amend/delete records.

15. Covid Vaccination Journey

This diagram illustrates a high-level overview of the process.



16. 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

17. 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.

18. Appendix

For a breakdown of the mandatory data capture fields within NIVS, please see the Covid Capture Mandated Fields document which can be found here: <https://www.ardengemcsu.nhs.uk/nivs>

Version	Version Date	Author/Changes	Description
1.0	16.12.2020	Zaynab Bhana	Initial version
2.0	04.01.2021	Elizabeth Rushton	Updates Included
3.0	20.01.2021	Diane Clark	Updated detail. New format
4.0	26/01/2021	Zaynab Bhana	Updated
V.5	11/02/2021	Zaynab Bhana	Updated approved by Elizabeth Rushton
V.6	15/02/2021	Zaynab Bhana	System updates – Approved by ER
V7	16/02/2021	Zaynab Bhana	Adding second vaccination updates. Approved by ER
V8	31/03/2021	Zaynab Bhana	Updates – Approved by ER
V9	12/04/2021	Zaynab Bhana	Updated
V10	26/05/2021	Harrison Whitworth	Updated for new NIVS changes
V11	04/06/2021	Harrison Whitworth	Updated to reflect new layout Changes
V12	16/06/2021	Harrison Whitworth	Updated Contact Email Address
V13	19/08/2021	Harrison Whitworth	Updated screenshots to reflect new site layout

V14	30/09/2021	Helen Rodgers	Updated Screenshots
V15	20/10/2021	Helen Rodgers	Booster Guidance
V16	03/11/2021	Helen Rodgers	Vaccine name changes