

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

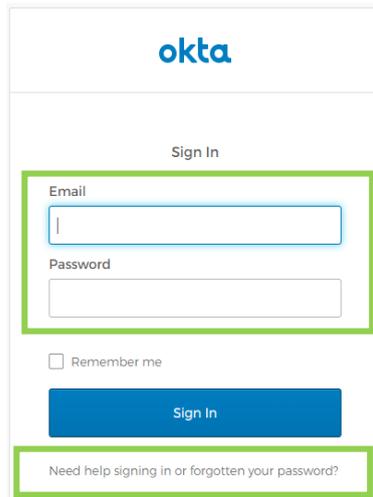
Once your account has been activated you can now begin to access NIVS.

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



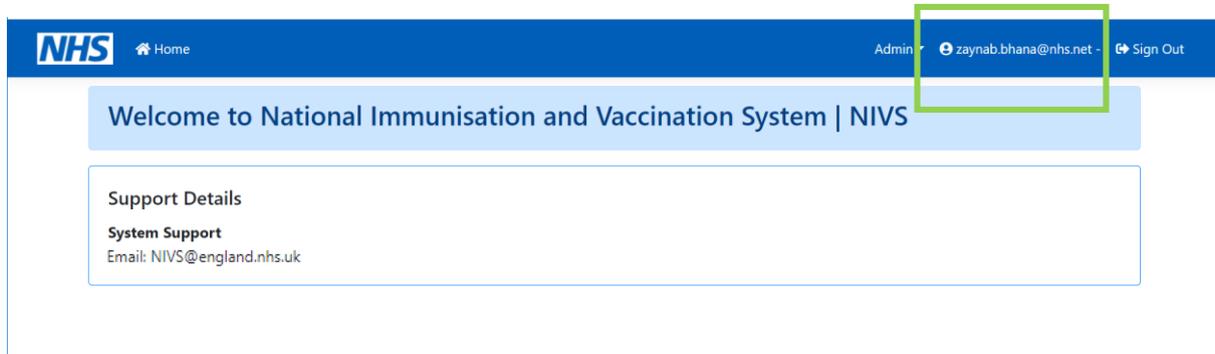
The image shows the Okta Sign In page. At the top is the Okta logo. Below it is the text "Sign In". There are two input fields: "Email" and "Password". Below the "Password" field is a checkbox labeled "Remember me". A blue "Sign In" button is below the checkbox. At the bottom of the form is a link that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

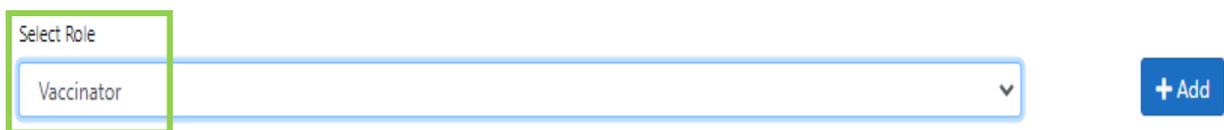
1. In the top right-hand corner of the screen, you will see your email address. Please click here to view your 'user profile'.



The image shows the top part of the NIVS user interface. On the left is the NHS logo and a "Home" link. On the right is the user's name "Admin" and email address "zaynab.bhana@nhs.net", with a "Sign Out" link. Below this is a blue banner that says "Welcome to National Immunisation and Vaccination System | NIVS". Underneath is a "Support Details" box containing "System Support" and "Email: NIVS@england.nhs.uk". A green box highlights the user's email address in the top right corner.

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. To the right of the dropdown is a blue button with a plus sign and the text "+ Add". A green box highlights the dropdown menu.

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

Save

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

Select Role

Add

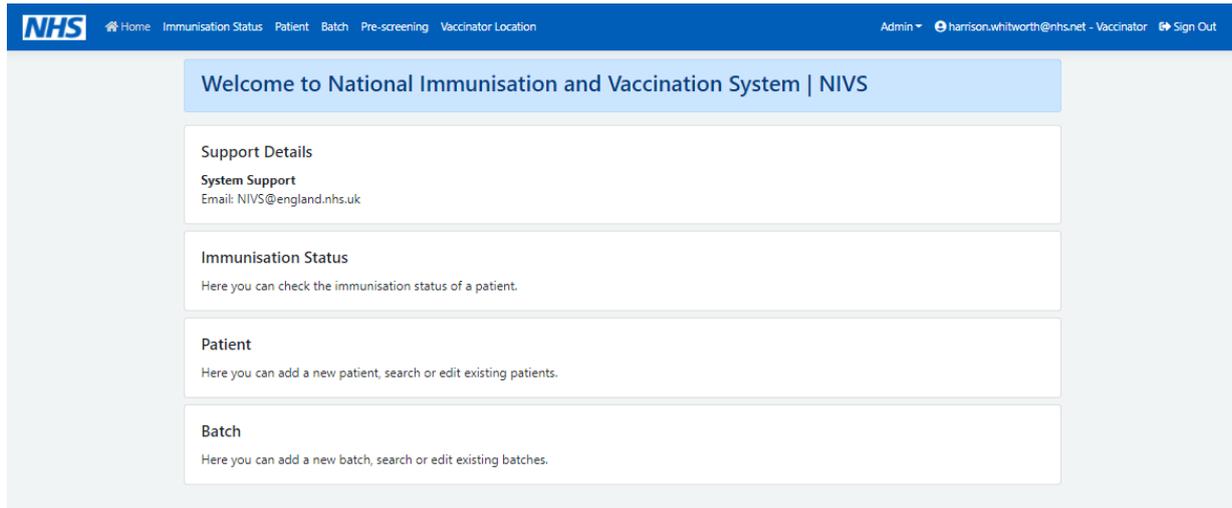
3. Select the role you wish to enter information from the drop-down menu and then select 'Save'. (Roles must be pre-approved for you to view them in this drop down).

4. Using NIVS

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

4.1 Home Page

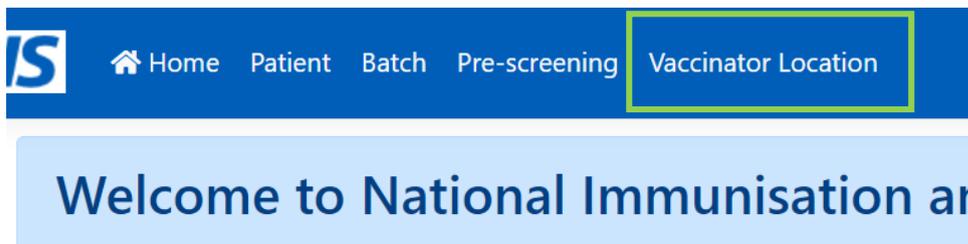
The NIVS home page displays the Arden & GEM CSU NIVS Helpdesk contact details in the event that you require system support. We are contactable via email nivs@england.nhs.uk or via phone 0121 611 0187.



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.

Organisation: Solent NHS Trust

Site: -- Please Select --
Oakley Road - Mass Vaccination Centre
Oakley Road - Hospital Hub
Basingstoke Fire Station
Hamble House, St James Hospital Site
Riverside Leisure Park

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

Organisation: Ess

Essex University Partnership Trust (EPUT)
Mid and South Essex University Hospitals Group

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

-- Please Select --
BASILDON UNIVERSITY HOSPITAL
SOUTHEND HOSPITAL

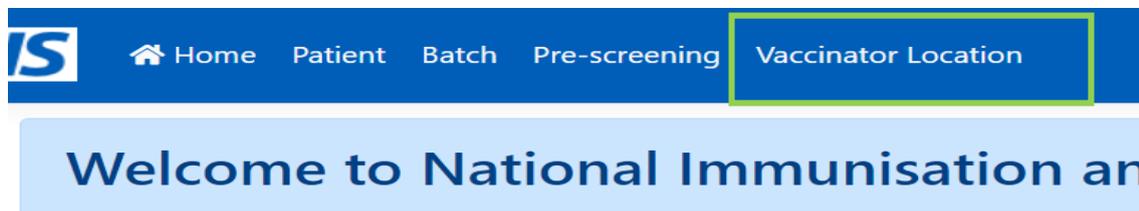
The system will then confirm these selections to you (see below) and this will enable you to continue adding batches and vaccinations.

NHS Home Patient Batch Vaccinator Location Admin mark.chapman@nhs.net NHS Staff Covid Sign Out

Hospital Hub - Mid and South Essex University Hospitals Group (BASILDON UNIVERSITY HOSPITAL) Change Vaccination Site

4.3 Changing your Vaccination Organisation and Site

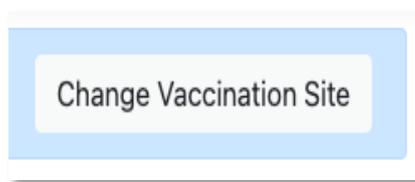
To change the site you are working at, either log off and log back in or select the '**Vaccinator Location**' button



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.

The screenshot shows the NHS NIVS interface. The top navigation bar includes 'Home', 'Patient', 'Batch', 'Pre-screening', and 'Vaccinator Location'. The 'Pre-screening' menu item is highlighted with a green box. Below the navigation bar is a welcome message: 'Welcome to National Immunisation and Vaccination System | NIVS'. The main content area is titled 'Pre-screening Search' and contains a search form with the following fields: NHS Number, Forename, Surname, and DOB (format: dd/mm/yyyy). Below these is a 'Pre-screening Date' field (format: dd/mm/yyyy) with a date picker icon and a checked 'All' checkbox. A 'Search' button is located to the right of the 'Pre-screening Date' field, also highlighted with a green box.

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 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	Edit
07/01/2021	Mark Chapman	Pfizer	COVID-19 mRNA Vaccine BNT162b2	Edit
15/01/2021	Mark Chapman	AstraZeneca	COVID-19 mRNA Vaccine BNT162b2	Edit
19/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	Edit
20/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	Edit
21/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	Edit
21/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	Edit
22/01/2021	Mark Chapman	AstraZeneca	Talent 0.5ml dose solution for injection multidose vials	Edit

Click edit for the correct record.

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

- 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'

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.

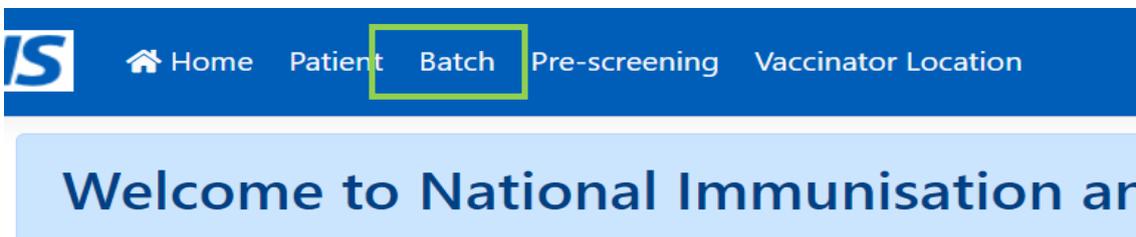


The **'Batch Expiry Date'** will be the overall expiry date of Vaccination batch.

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
v

-- Please Select --
v

Q Search

Batches
+ New Batch

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

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
v

Manufacturer

Moderna
v

Vaccine Type

Moderna 0.1mg/0.5ml dose
v

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.

The screenshot shows the NHS NIVS application interface. At the top is a blue navigation bar with the NHS logo and menu items: Home, Immunisation Status (highlighted with a green box), Patient, Batch, Pre-screening, and Vaccinator Location. Below the navigation bar is a light blue banner that reads "Welcome to National Immunisation and Vaccination System | NIVS". The main content area consists of four white boxes with blue borders. The first box is titled "Support Details" and contains "System Support" and the email "agem.nivs-covid@nhs.net". The second box is titled "Immunisation Status" (highlighted with a green box) and contains the text "Here you can check the immunisation status of a patient." The third box is titled "Patient" and contains "Here you can add a new patient, search or edit existing patients." The fourth box is titled "Batch" and contains "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

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

NHS Number	Name	Date Of Birth	Gender	Postcode
9449303894	LINSAY HAWKER	26/11/1986	Not Specified	KT10 9AZ

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
4557656536

Forename: Markus Surname: Chapman Gender: Male Date Of Birth: 04/01/1984 Postcode: CV99 9TU

Email: Carer?: -- Please Select --
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: GP - London Region Staff Role: GP

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
9449303894

Immunisation Status

NHS Number: 9449303894 Name: LINSAY HAWKER Date Of Birth: 26/11/1986 Gender: Not Specified Postcode: KT10 9AZ

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

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

Pre-screenings

Covid Vaccinations

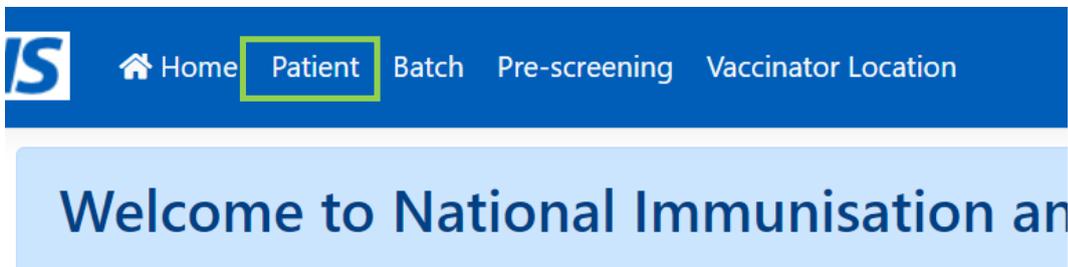


AUDIT: As with every add, edit or delete in a patient record, every search records an audit log of the user searching, the date and timestamp of that search as well as the NHS Number of the patient searched for.

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
9657131561

Forename: Terry Surname: JORIE Gender: Male Date Of Birth: 01/09/1949 Postcode: DN17 1EY

Email:

Carer?: -- Please Select --
This field is required

Lives In Residential Care Home For Elderly? Yes No
This field is required

Works In Residential Care Home For Elderly? Yes No
This field is required

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

Employee Number:

Staff Organisation: Enter 3 or more characters to search
This field is required

Staff Role: -- Please Select --
This field is required

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: dd/mm/yyyy

Prescreening Clinician: [Text Input]

Booking Number: [Text Input]

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.
If yes, to have further clinical evaluation Yes No

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: -- Please Select --

Pre-screening Outcome: -- Please Select --

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 Yes 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

Yes No -- Please Select --

Clinically Suitable? Pre-screening Outcome

Yes No -- Please Select --

[Save](#)

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

Personal Details: NHS Number: 8888888888, Name: Mark Chapman, Date Of Birth: 18/12/1969, Gender: Male, Postcode: LE1 6NB

NIVS Record: No National Immunisation Management Service record found!

NIVS Dose 1: Administered Date: 22/01/2021, Vaccine Type: Talent 0.5ml dose solution for in

NIVS Dose 2: Administered Date: 19/01/2021, Vaccine Type: Talent 0.5ml dose solution for in

Vaccinated? Yes No. Date: dd/mm/yyyy

Prescribing Method: National Protocol (NP), Patient Group Directions (PGD), Patient Specific Directions (PSD)

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

Vaccinator is the person who conducted nation *1

Vaccinator: Forename: John, Surname: Smith, Professional Body: -- Please Select --, ID: [Empty]

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

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

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

Vaccine Details: 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: 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

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	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 checked="" 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 type="radio"/> Yes <input checked="" type="radio"/> No
Supervising Clinician				
Forename	Surname	Professional Body	ID	
<input type="text"/>	<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text"/>	
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="Administration of first dose of SARS-CoV-"/>		
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? <i>(Further guidance on what to expect after a vaccination can be found here.)</i>				
<input type="radio"/> Yes <input type="radio"/> No				
<input type="button" value="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

Vaccine Type: AstraZeneca 0.5ml dose
Vaccination Site: Left Thigh
Dose: Administration of first dose of SARS-CoV-2 vaccine
Vaccinator Organisation: SOUTH WARWICKSHIRE NHS FOUNDATION TRUST
Vaccination Geo Site: SOUTH WARWICKSHIRE HOSPITAL

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.

Batch Number: AZ43273
Manufacturer: AstraZeneca
Batch Expiry Date: 13/09/2021
Vaccine Type: AstraZeneca 0.5ml dose
Vaccination Site: Left Thigh
Dose: First Dose
Vaccinator Organisation: Essex University Partnership Trust (EPUT)
Vaccination Geo Site: CHELFORD COURT

Warning: 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
8888717625

Forename: Mark Surname: Chapman Gender: Male Date Of Birth: 10/10/1989 Postcode: CV33 8RT

Email: Ethnicity: White - British 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? 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.

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 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?

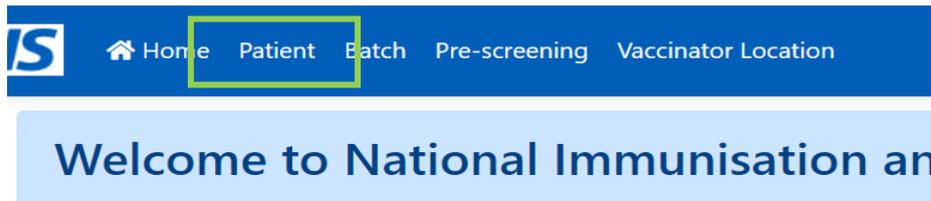
Yes No Yes No Yes No

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.



👤 Patient Search

NHS Number Forename Surname DOB Postcode

Patients

NHS Number	Name	DOB	Postcode	Edit
999999999	Zaynab Bhana	07/01/1999	LE5 5BP	<input type="button" value="✎"/>
333333333	Zaynab Bhana	13/01/1999	LE5 5BP	<input type="button" value="✎"/>
222222222	Zaynab Bhana	23/01/1997	LE5 5BP	<input type="button" value="✎"/>

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
2222222222 

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

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

Covid Vaccinations

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

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: Surname: Professional Body: ID:

Clinician Drawing Up Vaccine Same As Vaccinator

Forename: Surname: Professional Body: ID: Qualified?: Yes No

Responsible Clinician

Forename: Surname: Professional Body: ID:

Batch Number: Manufacturer: Batch Expiry Date:

Vaccine Type: Vaccination Site: Dose:

Vaccinator Organisation: Vaccination Geo Site:

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

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

Adverse Reactions

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

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

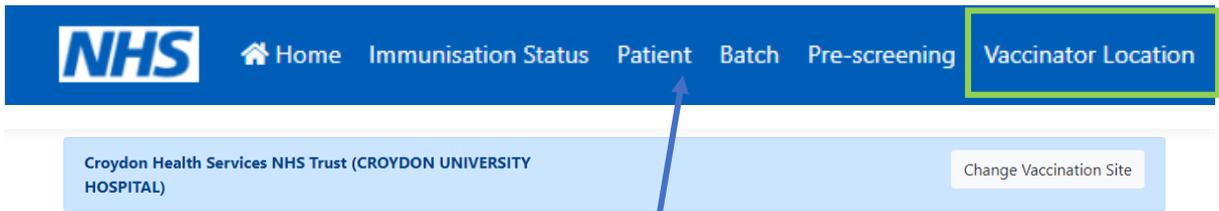
Add Adverse Reaction

Reaction Type	Reaction	Reaction Severity
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>
Reporting Clinician	Criticality	Verification Status
<input type="text"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>
Date First Experienced		<input type="text" value="dd/mm/yyyy"/>
<div style="border: 1px solid #ccc; height: 60px; margin-top: 10px;"> Comment </div>		
<input type="button" value="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



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.

Search

Patient Search

NHS Number Forename Surname DOB Postcode

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 vaccination record will show under 'Covid Vaccinations'.

Edit Patient

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

Patient Details

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 Details

Employee Number Staff Organisation Staff Role

Pre-screenings

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)	<input type="button" value="E"/>	<input type="button" value="D"/>

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
222222222	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?# 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:

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

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

13

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:

Pre-screening Date: All

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	<input type="button" value="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:

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 Details

Employee Number: Staff Organization: Staff Role:

Pre-screenings

Pre-screening Date	Consent Type	Pre-screening Outcome	Select	Delete
01/02/2021	Informed consent given for treatment	Approved for Vaccination	<input type="button" value="Select"/>	<input type="button" value="Delete"/>

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
25/12/2020	Zaynab Bhana	Pfizer	COVID-19 mRNA Vaccine BNT162b2	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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	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
25/12/2020	COVID-19 mRNA Vaccine BNT16		

Pre-screening Captured Elsewhere? 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? 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: Informed consent given for treatment

Pre-screening Outcome: Approved for Vaccination

Save

This will take you to add vaccination.

Vaccinator

Forename	Surname	Professional Body	ID
<input type="text" value="Ellis"/>	<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="Ellis"/>	<input type="text" value="Smith"/>	<input type="text" value="GDC (General Dental Council)"/>	<input type="text" value="123444"/>	<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"/>

 Previous dose administered less than 12 weeks ago!

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



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

LES 5BP

Email

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

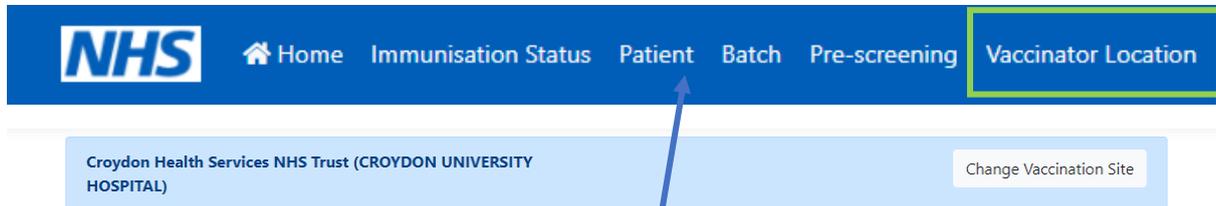
Covid Vaccinations

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



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

Patients

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

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

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 Details

Employee Number: Staff Organisation: Staff Role:

Pre-screenings

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)	<input type="button" value="E"/>	<input type="button" value="D"/>

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
222222222	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.

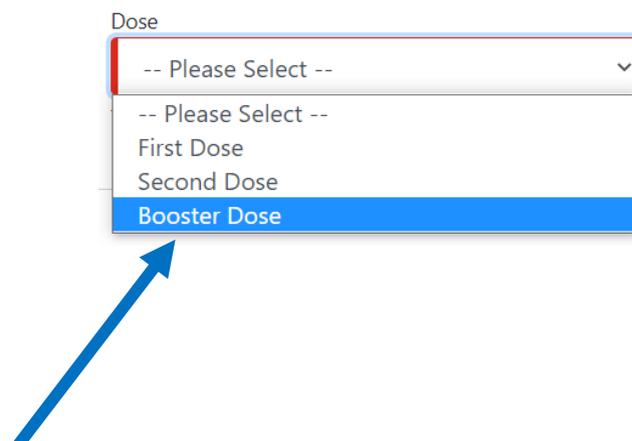
Please click [here](#) for specific advice on management of the cautions listed above.

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 i

NHS Number

Forename Surname Date Of Birth Gender Postcode

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

Immunisation Status Search i

NHS Number

Immunisation Status

NHS Number	Name	Date Of Birth	Gender	Postcode
<input type="text" value="4444444444"/>	<input type="text" value="Luke Smith"/>	<input type="text" value="02/02/2016"/>	<input type="text" value="Male"/>	<input type="text" value="ZZ99 3VZ"/>

No National Immunisation Management Service record found!

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

Immunisation Status Search i

Forename Surname Date Of Birth Gender Postcode

Immunisation Status

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

Immunisation Status Search

NHS Number

Forename Surname Date Of Birth Gender Postcode

dd/mm/yyyy -- Please Select

Immunisation Status [Add Vaccination](#)

NHS Number: 5555555555 Name: Franklintest Watsonstewst 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: 4444444444

Forename: Luke Surname: Smith Gender: Male Date Of Birth: 02/02/2016 Postcode: ZZ99 3VZ

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

[Save](#)

Pre-screenings [+ New Pre-screening](#)

Covid Vaccinations

Date	Vaccinator Name	Manufacturer	Vaccine Type	Edit	Delete
03/02/2021	AstraZeneca	Talnet 0.5ml dose solution for injection multidose vials (Secretary of State for Health)		✎	✖

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.

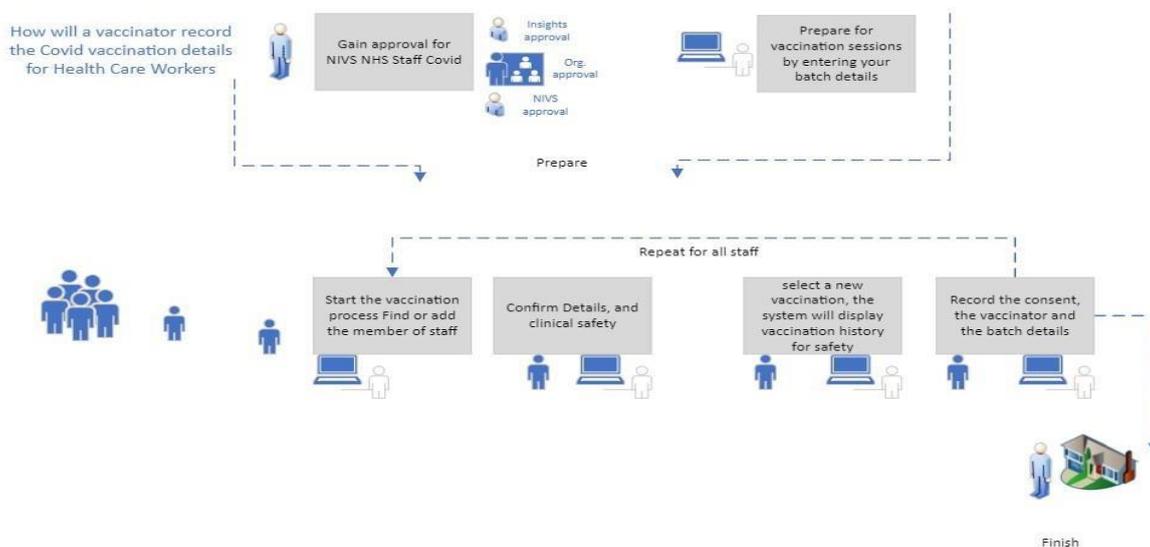
Due to the sensitive nature of this role, this access can only be granted to your organisation SPOCs or any request that has come from a SPOC.

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