

National Immunisation & Vaccination System (NIVS)

User Guide



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1. Which Chapters are Relevant for each Role

Vaccinator	1, 2, 3, 4, 5, 6, 7, 15
Vaccinator Reporting	2, 3, 8, 9, 10, 15
Vaccinator Superuser	1, 2, 3, 4, 5, 6, 7, 8, 9, 13, 14, 15
School Age Vaccinator	2, 3, 11, 12, 15

2. Introduction to the NIVS System

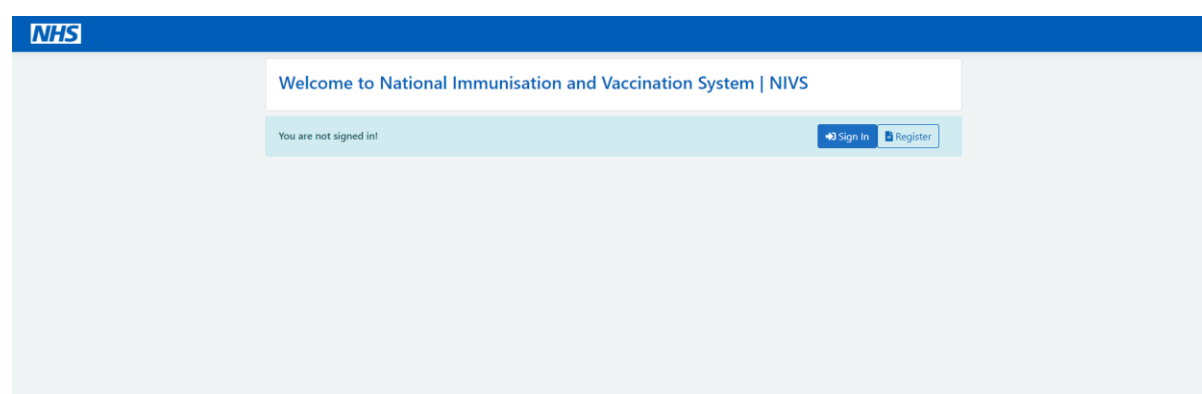
The National Immunisation and Vaccination System (NIVS) is used for recording Covid and Flu Vaccinations for healthcare workers and patients.

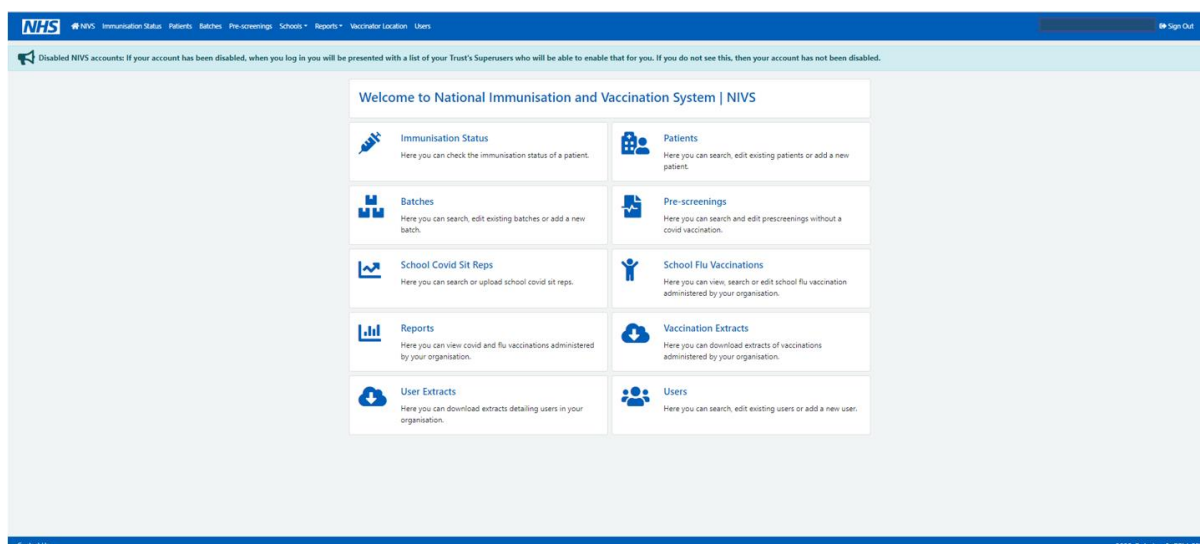
This document outlines the processes for gaining access to and using NIVS. It is designed as a simple guide to assist users in navigating through all steps of the process.

Any data shown in screen shots is not real data and has been created for training purposes only.

If you have any queries or issues with the system, please contact the NIVS helpdesk at the following email address: nivs@england.nhs.uk

The NIVS site can be found at the following web address: <https://nivs.ardengemcsu.nhs.uk/home>





Once your access has been approved and set up, the home screen will look like this:

Please note, you will NOT have all these options available. Depending on your role(s), you will have a combination of the following:

Vaccinator: Immunisation Status, Patients, Batches, Pre-screenings

School Vaccinator: School Covid Sitreps, School Flu Vaccinations

Vaccinator Reporting: Reports

Organisational Superuser: As per **Vaccinator**, with the addition of Users

3. Registering for a NIVS Account

Contacting superusers in first instance, if unsure, please contact helpdesk who will request access on your behalf from your trust's superusers (role selection and site selection plus general site overview)

Whilst you can click on Register on the NIVS homepage, this is **not** the quickest way to gain access.

3.1 How to register for an account

The easiest way to register for an account is for a 'Vaccinator Superuser' from your trust to create an account for you. This will automatically create a NIVS account for you. If you do not already have an OKTA account set up, you should receive an email from noreply@okta.com to activate your account and set your password. If you do not receive an activation email, please contact nivs@england.nhs.uk and we will assist you with account activation.

If you do not know who the Superusers for your trust are, please contact nivs@england.nhs.uk, and we will contact them for you and request that they create an account for you if they approve your access.

Please note that whilst there is an option to register for a NIVS account on the NIVS homepage, this is **not** the quickest way to gain access to the system.

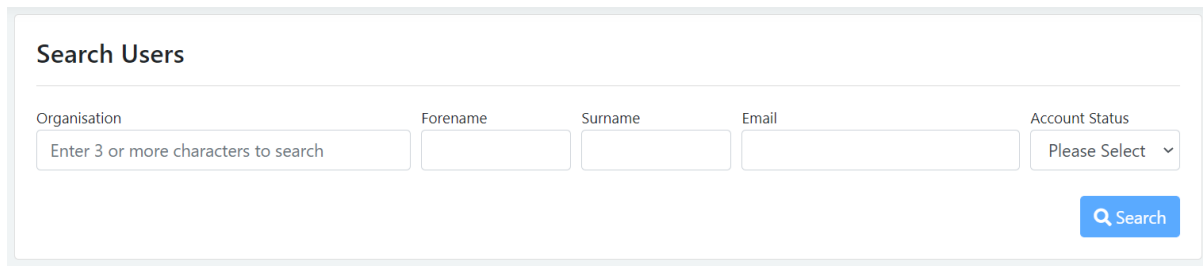
3.2 Requesting a Role

If you need to request a role, please contact the NIVS Helpdesk (nivs@england.nhs.uk) who will then advise you of the contact details for your organisation's Superuser(s). You will then need to contact

the Superuser to request your role. If the role you have requested is able to be approved, the Superuser will approve this within NIVS. This is the same process for every role you may require.

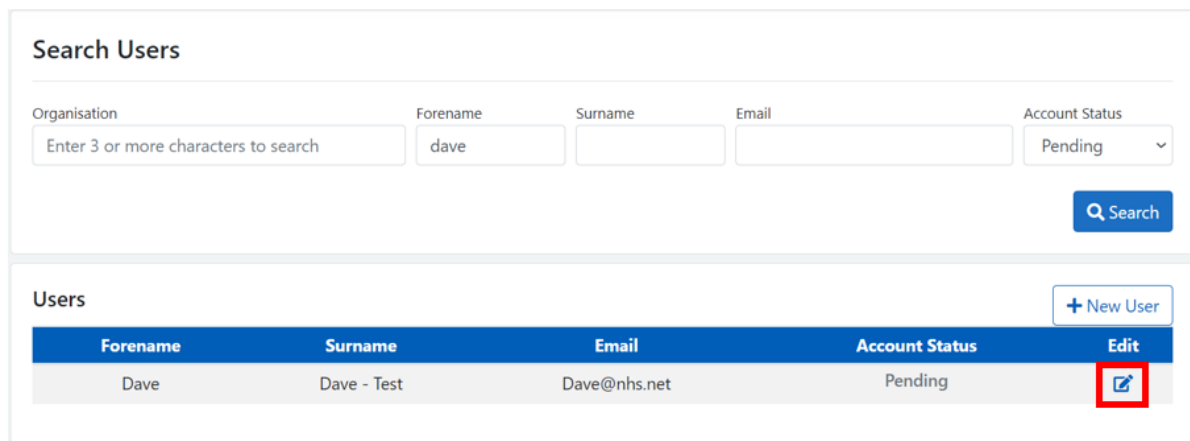
3.3 Superusers – Approval and Removal of Roles, and Enabling an Account

In order to edit a user's roles, you will need to select Users from the menu bar along the top of the screen. You will then be taken to a Search Users screen where you will be able to search for the user in question. You can also search for any pending users within your organisation.




The screenshot shows the 'Search Users' form. It has five input fields: 'Organisation' (with placeholder text 'Enter 3 or more characters to search'), 'Forename', 'Surname', 'Email', and 'Account Status' (a dropdown menu with 'Please Select' and a downward arrow). A blue 'Search' button with a magnifying glass icon is located at the bottom right of the form.

You will then be provided with a list of Users. Once you have found the user whose roles you need to amend, select the Edit button on the right-hand side aligning to their name.



The screenshot shows the 'Search Users' form with the 'Forename' field filled with 'dave' and the 'Account Status' dropdown set to 'Pending'. Below the form is a table titled 'Users' with a '+ New User' button in the top right corner. The table has five columns: 'Forename', 'Surname', 'Email', 'Account Status', and 'Edit'. The first row of data shows 'Dave' as the forename, 'Dave - Test' as the surname, 'Dave@nhs.net' as the email, and 'Pending' as the account status. The 'Edit' column for this row contains a blue pencil icon, which is highlighted with a red square.

Forename	Surname	Email	Account Status	Edit
Dave	Dave - Test	Dave@nhs.net	Pending	

You will then be taken to the Edit User page where you can approve any roles that they do not already have assigned and remove any roles they are currently assigned using the Click To Approve and Click to Remove buttons:

Edit User

Forename Dave	Surname Dave - Test	Email Dave@nhs.net
Organisation DAVID COOK PHYSIOTHERAPY LTD		Account Status Pending

[Save](#)

Roles

Available Roles	Click To Approve	Approved Roles	Click To Remove
		Vaccinator	
School Vaccinator			

You can also enable or disable accounts by changing the Account Status and clicking Save.

4. The Immunisation Status

The Immunisation Status section of NIVS will allow you to view the dates of Covid or Flu vaccinations of any patient, as well as the demographic information when the patient's NHS number is entered.

This allows you to search for patients and view some of their vaccination history without the need to do a full patient registration.

To view this information, you will need to search by entering either the patient's NHS number or **all** the following demographic information: Forename, Surname, Gender, Date of Birth, and Postcode.

After entering this, you will be able to see the following information:

NHS NIVS Immunisation Status Patients Batches Pre-screenings Schools Reports Vaccinator Location Users Admin James.lewis26@nhs.net Sign Out

Search Immunisation Status

NHS Number: 222222222 [Clear Search](#)

Immunisation Status

[Add Vaccination](#)

NHS Number	Name	Date Of Birth	Gender	Postcode
222222222	John Little	11/08/1971	Male	NN1 7TY

NIVS Immunisation Details

Most Recent Flu Date 25/10/2022	Most Recent Covid Dose 1 Date 06/06/2022	Most Recent Covid Dose 1 Vaccine Comirnaty 30micrograms/0.3ml dose (Pfizer)
Most Recent Covid Dose 2 Date 17/01/2022	Most Recent Covid Dose 2 Vaccine Vaxzevria 0.5ml dose (AstraZenec)	Most Recent Covid Booster Date 06/06/2022
		Most Recent Covid Booster Vaccine Comirnaty 30micrograms/0.3ml c

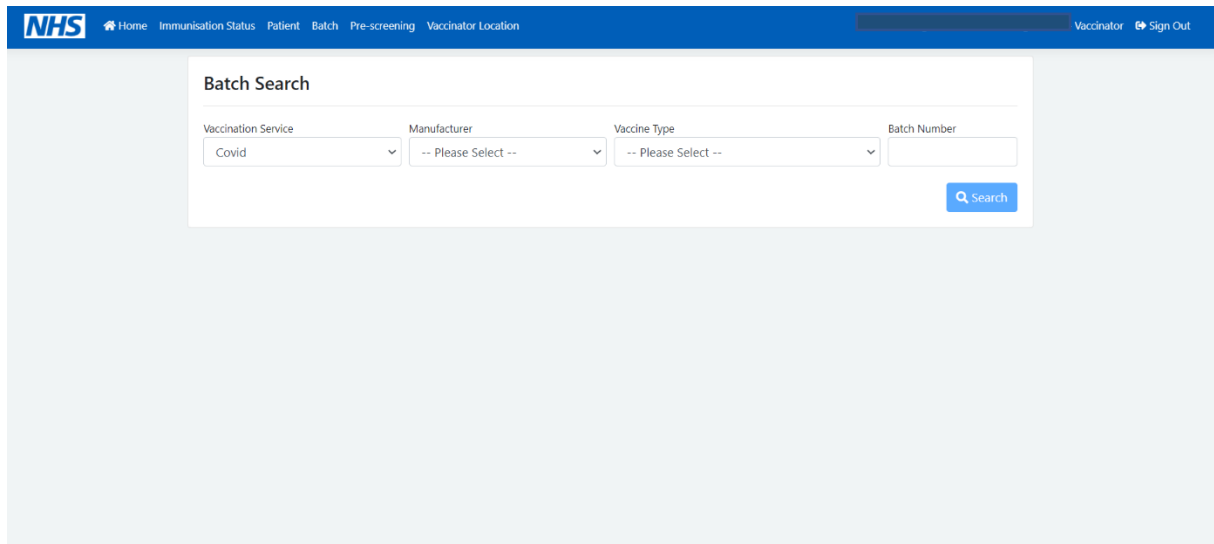
No National Immunisation Management Service record found!

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5. Batches

5.1 Checking Batches

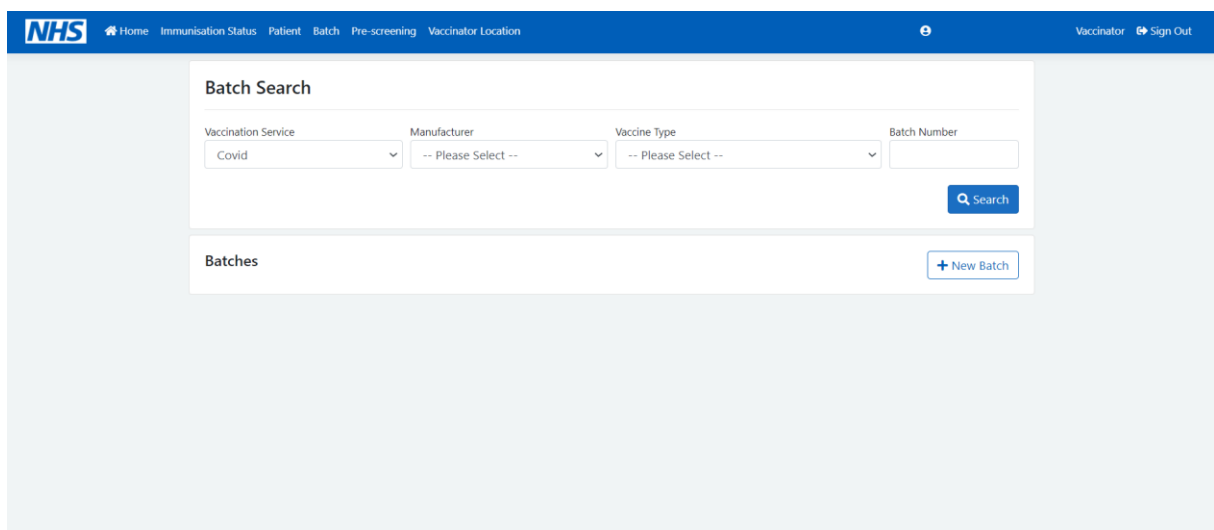
Before adding a vaccination, you may need to add the batch information onto the system. First, however, you will need to check if it has already been added. If you click on the **Batch** option on the home screen, you will find this page, from where you can search for batches that have already been added onto the system:



You will need to select Covid from the Vaccination Service option, and then select the Manufacturer and/or the Batch Number. You will then see a list of batches that adhere to these criteria.

5.2 Adding and Editing Batches

If you cannot find the relevant batch from the above search, you will need to add it. You can do so by clicking on **+New Batch**, which will appear when you have performed a search:



This will then bring up the following **Add Batch** page. You will need to complete all of the below fields, and then click Save for it to be added to the selectable batches.

Please note that the **Defrost Expiry Dates** option is only needed for **Pfizer** and **Moderna** vaccinations. Multiple defrost expiry dates can be added to each batch; it is **not** necessary to add a new batch for each defrost expiry date.

Batches can be edited by searching for them as per the first image and clicking on the edit box on the right-hand side. This will allow you to change the information found in the second image.

Additionally, when editing batches, they can be marked as **depleted**. This will mean that they do not appear in the Batch Number field (as shown in Section 6.2)

6. Adding a Patient

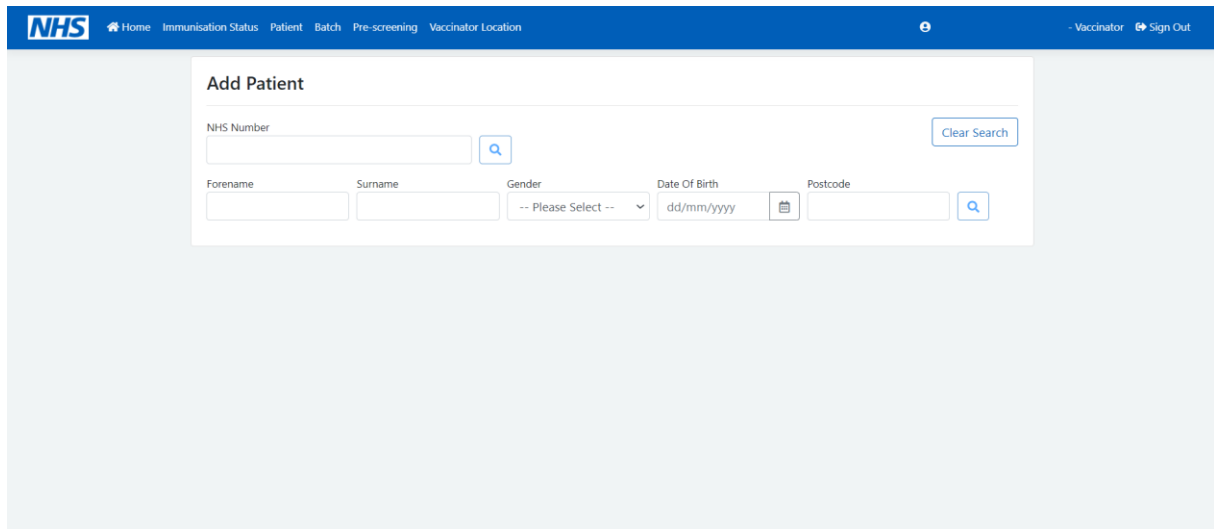
6.1 Searching for a Patient

The first thing to do before adding a patient is to search for them to see whether they are already on the system. You can do this by clicking on the **Patient** option on the home screen, and then searching via the options below. You can search via any of the options, although searching via more fields will narrow down the number of results considerably.

If they are already on the system, you can click the blue box on the right-hand side to add a vaccination. If not, you will need to add the patient onto the system.

6.2 Adding a Patient to the System

The easiest way to add a patient to the system is to click on **+New Patient** after completing a search, which will take you to this screen:



The screenshot shows the 'Add Patient' form within the NHS system. The form is titled 'Add Patient' and is located within a blue header bar that contains the NHS logo and navigation links: Home, Immunisation Status, Patient, Batch, Pre-screening, and Vaccinator Location. On the right side of the header, there are links for 'Vaccinator' and 'Sign Out'. The form itself has a white background and contains the following fields: 'NHS Number' (with a magnifying glass icon and a 'Clear Search' button), 'Forename', 'Surname', 'Gender' (a dropdown menu with '-- Please Select --'), 'Date Of Birth' (with a date picker icon and 'dd/mm/yyyy' format), and 'Postcode' (with a magnifying glass icon). The form is set against a light blue background.

There are two options for adding the patient's details on this screen – the easiest is to fill in the patient's NHS number and click on the magnifying glass next to this field, which will automatically complete the demographic information with the information held on the NHS spine records. Alternatively, you can fill in **all** the demographic fields and then click on the magnifying glass next to the postcode field, which will add in the NHS number, again by searching from spine records.

If, when clicking on the magnifying glass, you see a red **Server-side error** notification, please see section 6.4 for more guidance.

6.3 Adding a Patient without an NHS number

If a patient does not have an NHS number, you should fill in the demographic information as above, and if the below message appears, you can enter the details manually by clicking on **+Add Manually**.

No patient record can be matched

- Double check the information.
- Check spelling.
- Try a postcode from a previous address.

+ Add Manually

After clicking **+Add Manually**, you will see this screen:

Add Patient Confirmation

Please confirm you want to create a manual record


Checklist

- Double check the information.
- Check spelling.
- Try a postcode from a previous address.

Risks involved

- Not having the NHS Number prevents the system from displaying any previous vaccination record, therefore increasing the risk of duplicate vaccinations.
- The NHS Number is required to identify which GP Practice the patient is registered with. Adding the NHS Number will update the patients GP Record.
- The NHS Number is used to identify patients who have had the vaccine and to ensure they are invited for a second dose. Having the NHS number prevents them from being invited for a first dose more than once.

 Cancel

 Confirm

You should then click **Confirm** if you have read the warning message, and complete the demographic information and questions that were shown in section 5.1.

6.4 Troubleshooting in the case of a server-side error

If you receive a server-side error when adding a patient, then this is likely because the patient has already been entered onto the system, either with a different NHS number or manually without an NHS number. In this case, you will need to search for the patient via **demographic information**.

If the patient then appears without an NHS number, you can go to this patient's page, click on Update NHS Number, fill it in, click on the magnifying glass, and then click Save. This will then allow you to add the vaccination to this patient's record.

If it has been entered under a different NHS number, you will need to speak to your trust's superuser to resolve this, as they will be able to delete the incorrect NHS number or speak to NHS Digital to resolve the issue if it has been added via a different system. If you do not know who your trust's superuser is, please contact nivs@england.nhs.uk and we will let you know who this is.

7. Adding a Vaccination

7.1 Completing Pre-screening Questions

The first part of adding a Covid vaccination is completing the Pre-screening questions. For this, you will need to go onto the patient's profile and select **+New Pre-screening**, as below.

Having clicked on this, you will need to fill in the pre-screening questions and information as shown in the image on the next page.

All fields with a red asterisk next to the question are mandatory, as are all button-style Yes/No Questions.

If you select Yes to any of the questions, the comments box will show as a mandatory field, whilst it is only optional if all pre-screening questions are selected as “No”.

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

☒ Yes ☐ No



Cautions apply to vaccine use - Clinical evaluation required prior to vaccination in accordance with [Immunisation against infectious Diseases \(The Green Book\)](#).

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.

If as a Clinician you are unsure follow your local operational policy and seek advice before recording a valid response.

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 *

Once the pre-screening form has been completed, you should select the **Save** button, which will take you to the **Add Covid Vaccination** page.

NHS
NIVS
Immunisation Status
Patients
Batches
Pre-screenings
Schools
Reports
Vaccinator Location
Users
Admin
James.Lewis26@nhs.net
Sign Out

Add Pre-screening

NHS Number222222222
NameZaynab Bhana
Date Of Birth03/01/2005
GenderFemale
PostcodeLE5 5BP

NIVS Immunisation Details

Most Recent Flu Date25/10/2022
Most Recent Covid Dose 1 Date06/06/2022
Most Recent Covid Dose 1 VaccineComirnaty 30micrograms/0.3ml dose (Pfizer)

Most Recent Covid Dose 2 Date17/01/2022
Most Recent Covid Dose 2 VaccineVaxzevria 0.5ml dose (AstraZeneca)
Most Recent Covid Booster Date06/06/2022
Most Recent Covid Booster VaccineComirnaty 30micrograms/0.3ml dose (Pfizer)

No National Immunisation Management Service record found!

Eligibility Type *
-- Please Select --

Planned Vaccine Type *
-- Please Select --
Dose *
-- Please Select --

Date *
dd/mm/yyyy
Prescreening Clinician *
Booking Number

Is the individual currently unwell with a fever, or having any symptoms of COVID-19 infection? *
Yes No

Has the individual been vaccinated against shingles in the last 7 days? *
Yes No

Does the individual have a history of any of the following? *

- Anaphylaxis
- Reaction to a previous dose of COVID-19 vaccine
- Significant unexplained allergies

Yes No

Has the individual informed you they are currently or have been in a trial of a potential coronavirus vaccine? *
Yes No

Has the individual been previously diagnosed with COVID-19 vaccine-related myocarditis or pericarditis? *
Yes No

Does the individual have a history of capillary leak syndrome? *
Yes No

Does the individual have a history of Idiopathic Thrombocytopenia (ITP)? *
Yes No

Has the individual indicated they are, or could be pregnant? *
Not Stated Yes No

Is the individual taking anticoagulant medication, or do they have a bleeding disorder? *
Yes No

Comment

Consented For Vaccination?
Yes No
Consent Type *
-- Please Select --

Clinically Suitable? *
Yes No
Pre-screening Outcome *
-- Please Select --

Save

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7.2 Completing a Vaccination Form

The next image is the vaccination details which will need to be completed. Again, all fields with red lines on the left-hand sides and any Yes/No questions are mandatory.

After selecting the date of the vaccination, the Batch Number field will become a drop-down list. This will only show batches which have not been marked as depleted and have valid expiry (and if relevant, defrost expiry) dates.

NHS NIVS Immisation Status Patients Batches Pre-screenings Schools Reports Vaccinator Location Users Admin James.Jewns26@nhs.uk Sign Out

Add Covid Vaccination Pre-screening

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

NIVS Immunisation Details

Most Recent Flu Date: 25/10/2022 Most Recent Covid Dose 1 Date: 06/06/2022 Most Recent Covid Dose 1 Vaccine: Cominaty 30micrograms/0.3ml dose (Pfizer)

Most Recent Covid Dose 2 Date: 17/01/2022 Most Recent Covid Dose 2 Vaccine: Vaxzevria 0.5ml dose (AstraZenec) Most Recent Covid Booster Date: 06/06/2022 Most Recent Covid Booster Vaccine: Cominaty 30micrograms/0.3ml dose (Pfizer)

No National Immunisation Management Service record found!

Vaccinated? ☒ Yes ☐ No Date: dd/mm/yyyy

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

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: Defrost Expiry Date:

Vaccine Type: Vaccination Site:

Dose: Dose Amount:

Vaccinator Organisation: Croydon Health Services NHS Trust Vaccination Geo Site: CROYDON UNIVERSITY HOSPITAL

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

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Please find below definitions for some of the above fields:

Vaccinator – the person who is **administering** the vaccination

Clinician Drawing Up Vaccine – the person who **draws up** the vaccination (please note that if this person is not qualified, then you will need to fill in the details of the Supervising Clinician – this will appear when Qualified? – No is selected)

Responsible Clinician – the person who has **overall responsibility** for the clinic which where the vaccination is taking place.

For third doses which are **not** booster doses (e.g. for immunosuppressed patients), then you will need to select Booster Dose in the Dose field. If it is a Moderna vaccination, then in this case you should select **0.5ml (Primary Course)** in the Dose Amount field. For Pfizer or AstraZeneca vaccinations, this should be saved as a standard booster dose.

7.3 Adverse Reactions

Once a vaccination has been saved, there is the option to add a record of an adverse reaction. To add this, you should click on the saved vaccination and scroll to the bottom to find this:

Adverse Reactions

[+ New Adverse Reaction](#)

You will then be prompted to fill in the following information:

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

Was this part of a Co-Administration event? *

☐ Yes ☐ No

Please complete a MHRA Yellow Card report on the following page: <https://coronavirus-yellowcard.mhra.gov.uk/>

Comment

Save

As above, all fields with red lines are mandatory. You should click Save to add the reaction record to the vaccination record.

8. Vaccinations Administered Overview

This is the option that will need to be clicked on to access the reporting function of the site.

NHS

NIVS Reports

Sign Out

Welcome to National Immunisation and Vaccination System | NIVS

Reports

Here you can view or download extracts of covid and flu vaccinations administered by your organisation.

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The Vaccination Administered Dashboard will provide data on vaccinations within your organisation. Click **Run Report** for the dashboard to update and then Refresh to include up to date data.

Vaccinations Administered

Refreshed on: 17/02/2022 15:48

Refresh

	Today	Yesterday	Total To Date	Information
Health & Care Worker - NHS Staff (By my organisation)	0	0	0	i
Health & Care Worker - NHS Staff (In my organisation)	0	0	0	i
Health & Care Worker - Local Authority	0	0	0	i
Health & Care Worker - Care Homes	0	0	2	i
Patients - 80 & Over	0	0	0	i
Patients - Under 80	0	0	12	i
Number of first doses	0	0	10	i
Number of second doses	0	0	3	i
Number of Pfizer vaccines	0	0	6	i
Number of AstraZeneca vaccines	0	0	7	i
Number of vaccinated records	0	0	15	i
Number of not vaccinated records	0	0	1	i

Common Filters

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

8.1 Explanation of the Overview Sections

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

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

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

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

Health & Care Worker – Local Authority

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

Health & Care Worker – Care Home Worker

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

captured when a patient is registered into NIVS, this has an associated organisation type code. This is Care Home for Care Home Staff

Patients 80 and Over

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

Patients under 80

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

Number of First Doses

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

Number of Second Doses

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

Number of Pfizer

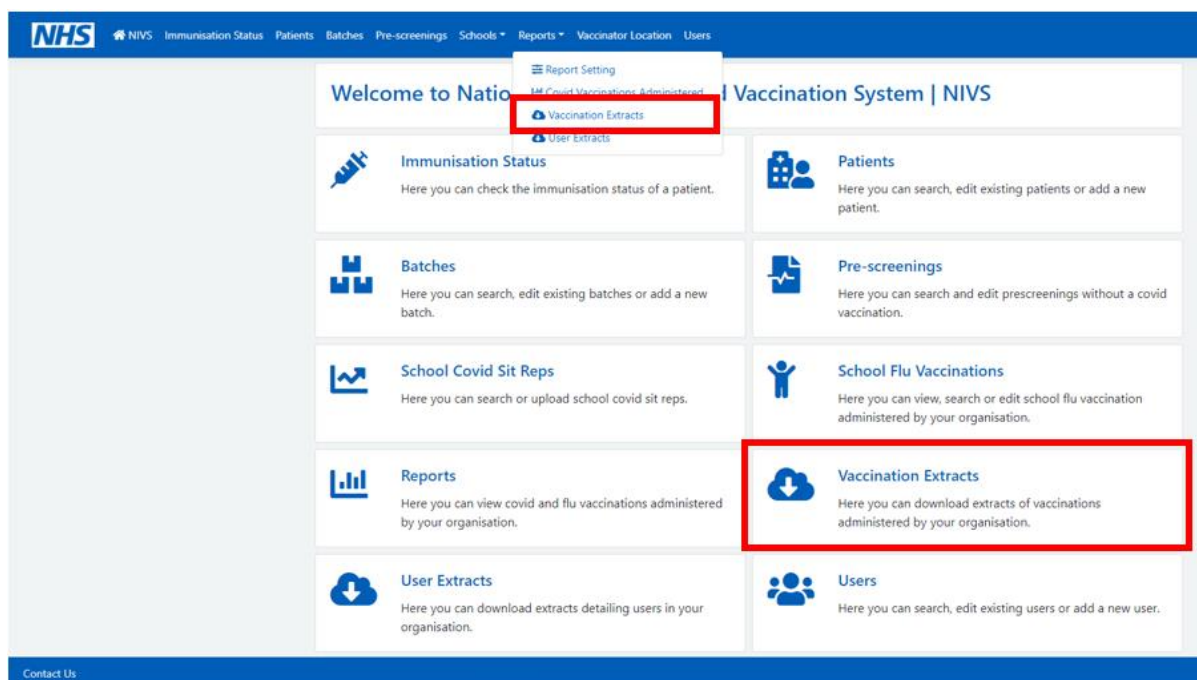
This report identifies all vaccination records that have been recorded with an administration of the Pfizer vaccine

Number of AstraZeneca

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

9. Downloading Reporting Extracts

There are two areas in which you can download an extract – from the homepage selecting Vaccination Extracts, or from the top bar (Reports -> Vaccination Extracts).



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

The screenshot shows the 'Vaccination Extracts' page. The 'Extract Type' dropdown menu is open, showing options for selecting data to download. The 'Date From' and 'Date To' fields are also visible. The 'Download' button is highlighted with a blue rectangle.

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



Please note: You can only download reports within a two-week date limit. This can be any two weeks from 25/08/2022 but there is a download extract size limit

9.1 Extract Type

All Covid vaccination events recorded for your organisation:

This report extracts all patients that your organisation has vaccinated. As part of the vaccination record, the code of the vaccinating organisation is recorded. This is based upon the organisation selected prior to the session for vaccinating. You can either select a filtered list based on the patient vaccination date. This data set has the extended detail for all the data recorded against their vaccination. There is a two-week maximum file size for this extract.

All Covid vaccination events recorded for employees of your organisation:

This report extracts all patients recorded on NIVS who have been saved as being an employee of your organisation. This may help you to identify the vaccination status of employees at your organisation. There is a two-week maximum file size for this extract.

Patients with multiple Covid vaccinations on the same day:

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

Patients without any Covid vaccination activity:

This extract will show all patients saved on the system who do not have a Covid pre-screening or vaccination recorded.

Patients with Covid pre-screening and no vaccination:

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

Patients due a second Covid vaccination dose:

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

All Flu vaccination events recorded by your organisation:

This report extracts all patients that your organisation has vaccinated. As part of the vaccination record, the code of the vaccinating organisation is recorded. This is based upon the organisation selected prior to the session for vaccinating. You can either select a filtered list based on the patient vaccination date. This data set has the extended detail for all the data recorded against their vaccination. There is a two-week maximum file size for this extract.

All flu vaccinations events recorded for employees of your organisation:

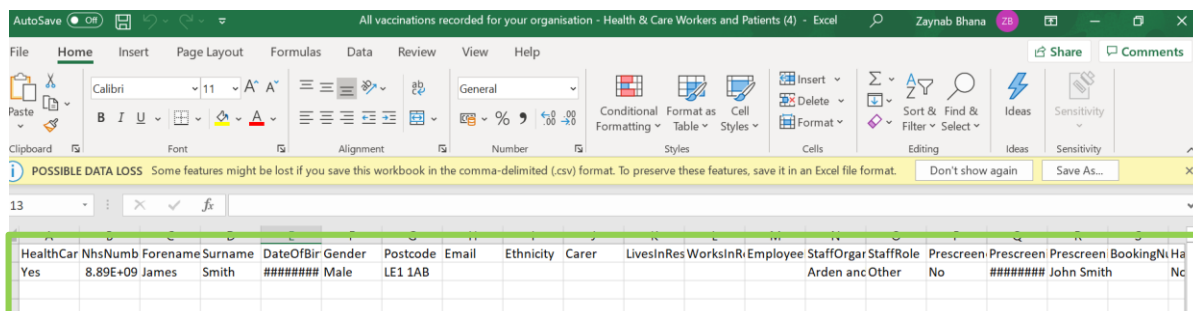
This report extracts all patients recorded on NIVS who have a flu vaccination saved on their patient screen and who have been saved as being an employee of your organisation. This may help you to identify the vaccination status of employees at your organisation. There is a two-week maximum file size for this extract.

Patients with multiple Flu vaccinations on the same day

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

10. Reporting Extract CSV Files

The download will appear in an excel csv format



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

10.1 Technical Specification

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

CovidVaccinationId
HealthCareWorker
NHSNumber
Forename
Surname
DateOfBirth
Gender
Postcode
Carer
LivesInResidentialCareHome
WorksInResidentialCareHome
EmployeeNumber
StaffOrganisation
StaffOrganisationType
StaffRole
PlannedVaccineType
FirstDose
HasExperiencedAnUrticarialItchySkinReactionFollowingCovid19Vaccine
PrescreenedCapturedElsewhere
PrescreeningDate
PrescreeningClinician
BookingNumber
CurrentlyUnwellWithFever
HadSeriousAllergicReactionToVaccineOrDrugIngredients
HadUnexplainedAnaphylaxisReaction
HasHistoryOfHeparinInducedThrombocytopeniaAndThrombosis

HasExperiencedMajorVenousAndOrArterialThrombosisOccurringWithThrombocytopeniaFollowingCovid19Vaccine
HasHistoryOfCapillaryLeakSyndrome
HadAnyVaccinationInLast7Days
IsOrCouldBePregnant
IsOrWasInCoronavirusVaccineTrial
TakingAnticoagulantOrHasBleedingDisorder
HasCovidSymptoms
Comment
UnderstandsVaccinationBenefits
ConsentedForVaccination
ConsentType
NameOfPersonConsenting
RelationshipToPatient
NameOfConsentResponsibleClinician
ConsentResponsibleClinicianId
ConsentResponsibleClinicianProfessionalCode
ClinicallySuitable
PrescreeningOutcome
Vaccinated
Date
CovidNotVaccinatedReason
PrescribingMethod
VaccinatorForename
VaccinatorSurname
VaccinatorProfessionalBody
VaccinatorId
ForenameOfClinicianDrawingUpVaccine
SurnameOfClinicianDrawingUpVaccine
ProfessionalBodyOfClinicianDrawingUpVaccine
IdOfClinicianDrawingUpVaccine
ClinicianDrawingUpVaccineQualified
SupervisingClinicianForename
SupervisingClinicianSurname
SupervisingClinicianProfessionalBody
SupervisingClinicianId
ResponsibleClinicianForename
ResponsibleClinicianSurname
ResponsibleClinicianProfessionalBody
ResponsibleClinicianId
BatchNumber
BatchExpiryDate
DefrostExpiryDate
VaccineManufacturer
VaccineType
VaccinationSite
CovidDose
DoseAmount
AdverseReactionCount
VaccinatorOrganisation

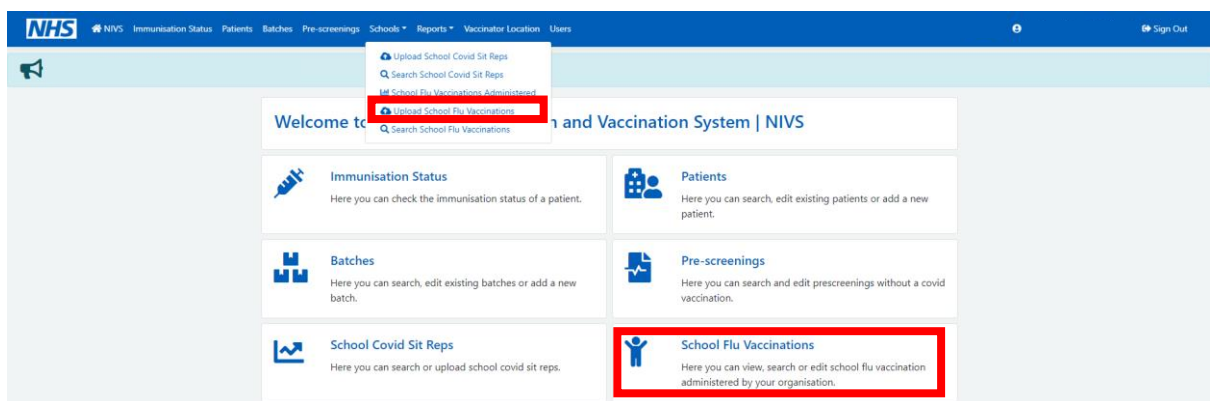
VaccinatorOrganisationType
VaccinationGeoSite
CovidVaccinationService
ReceivedRelevantInformation
EventDateTime
EventType
EventByUser

11. Uploading School Flu Vaccination Files

To upload vaccinations, please fill in the CSV file template with the information based in the technical specification. If you do not have the technical specification, please email us at nivs@england.nhs.uk.

Once you have filled in the CSV file, you will need to submit the CSV file using the upload function, following either of the 2 steps below:

1. Click on **Upload School Flu Vaccinations** under the **Schools** dropdown on the top banner.
2. Click on the **School Flu Vaccinations** box, and then click on **Upload School Flu Vaccinations** on the subsequent screen.



School Flu Vaccinations Administered

[Search School Flu Vaccinations](#)
[Upload School Flu Vaccinations](#)

School Name/URN

Enter 3 or more school name characters or 6 digit URN to search

☐ All

Following either of the steps above will take you to this screen below, where you can upload the vaccination file:

Upload School Flu Vaccinations

School Flu Vaccinations Administered | Search School Flu Vaccinations

Choose file

No file chosen

Clear

The system will validate your file, highlighting any identified errors. These will need to be corrected before you are able to upload.

File validation failed! Please correct the errors and try again.

Row	Error
8	Incorrect "ANATOMICAL_SITE". Allowed options are: "Left Buttock", "Right Buttock", "Left Thigh", "Nasal", "Oral", "Left Upper Arm", "Right Upper A

You can see from the example above that, if there are any errors, it will highlight which row the error is on and the field that needs attention.

Once this has been corrected you will get a message, saying the file has passed validation, as per below. REMEMBER to press the Upload button

Upload School Flu Vaccinations

Choose file

Training - FAKE DATA - School_Bulk_Upload CORRECT.csv

Clear

File validation passed successfully. Please click the upload button to complete the process.

Upload

11.1 Editing School Records

To edit a school record that has been uploaded incorrectly, you will need to click on this option on the homepage:



School Flu Vaccinations

Here you can view, search or edit school flu vaccination administered by your organisation.

Once you have clicked on this, you will need to click on Search School Flu Vaccinations, as below:

School Flu Vaccinations Administered

[Search School Flu Vaccinations](#) [Upload School Flu Vaccinations](#)

School Name/URN

Enter 3 or more school name characters or 6 digit URN to search

☐ All

You will be directed to this page, where you will be able to search for the record that needs editing by entering the demographic details and selecting search.

School Flu Vaccination Search

NHS Number

Forename

Surname

Date Of Birth

dd/mm/yyyy

Postcode

NOTE: You can search using partial demographic data.

Once you found the record that you want to edit, select the correct version, and edit by selecting the last blue box at the end of the record

School Flu Vaccination Search

NHS Number

Forename

Surname

Date Of Birth

dd/mm/yyyy

Postcode

School Flu Vaccinations

NHS Number	Name	Date Of Birth	Postcode	Vaccinated Date	Edit
	Katelyn Sheppard	12/06/2012	S43 2BN	19/10/2021	<input type="button" value="Edit"/>
	Katelyn Sheppard	13/06/2012	RH17 7RS	19/10/2021	<input type="button" value="Edit"/>

You are then able to edit the record you want and change the details that have been entered by mistake. Once you have finished, select Save.

Edit School Flu Vaccination

School: New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chesterfield NHS Number:

Forename: Katelyn Surname: Sheppard Gender: Male Date Of Birth: 12/06/2012 Postcode: S43 2BN

Vaccinated? ☒ Yes ☐ No Date Of Vaccination: 19/10/2021

Vaccine Manufacturer: Seqirus Vaccine Type: QIVc Batch Number: 12345678 Anatomical Site: Right Buttock

Performing Professional Forename: John Performing Professional Surname: Moore Consent: Consent given by person with parental responsibility

[Save](#)

11.2 School Flu Vaccination details for your Organisation

On the home page for school age vaccinator, there is now the option to see the total School flu vaccinations for your organisation.

School Flu Vaccinations Administered

[Search School Flu Vaccinations](#) | [Upload School Flu Vaccinations](#)

School Name/URN: Enter 3 or more school name characters or 6 digit URN to search ☐ All

You can search for the school's name or URN number. This will then bring you back the details of the first and last vaccination dates and the total count.

School Flu Vaccinations Administered

[Search School Flu Vaccinations](#) | [Upload School Flu Vaccinations](#)

School Name/URN: New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chesterfield ☐ All

School	First Vaccinated Date	Last Vaccinated Date	Uploaded Count	Vaccinated Count
Total			47	34
New Whittington Community Primary School	14/08/2021	27/06/2022	47	34

12. Uploading Covid Sitreps

To enter the Covid Sit Reps you will need the School Age Vaccinator Role.

You will have been provided with a blank CSV file to complete, with all the data to be captured in the Sit Rep.

Search School Covid Sit Reps

Upload School Covid Sit Reps

School Name/URN

Enter 3 or more school name characters or 6 digit URN to search

☐ All

To upload your completed file, simply click on the “upload Covid Sit Reps”, as highlighted above.

You will then be brought to this page.

Upload School Covid Sit Reps

Search School Covid Sit Reps

Choose file

No file chosen

Clear

You should then upload your CSV file from your computer. NIVS will perform a validation check on the data you are trying to upload. If there are any errors, these will be highlighted, as per screen shot below.

Upload School Covid Sit Reps

Choose File

Test Data for Sitrep.csv

Clear

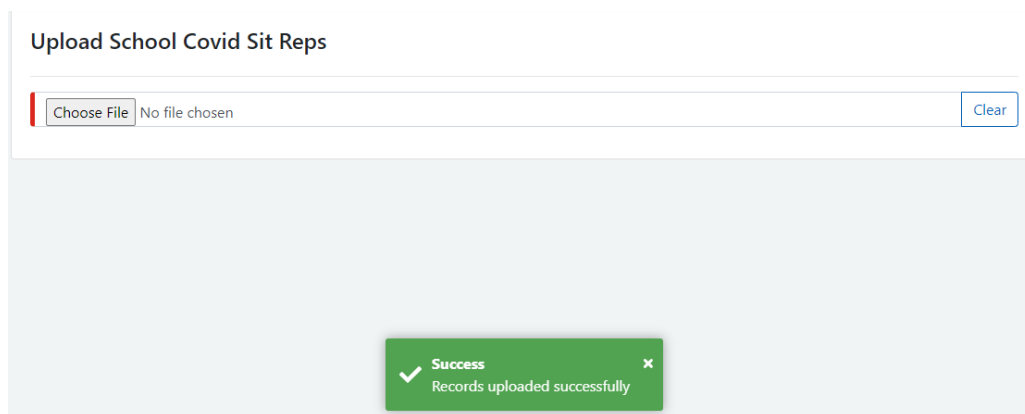
File validation failed! Please correct the errors and try again.

Row	Error
4	Missing or incorrect "ODS code".
5	Missing or incorrect "ODS code".
6	Missing or incorrect "ODS code".

The rows with the errors in will be highlighted, and the error per row displayed.

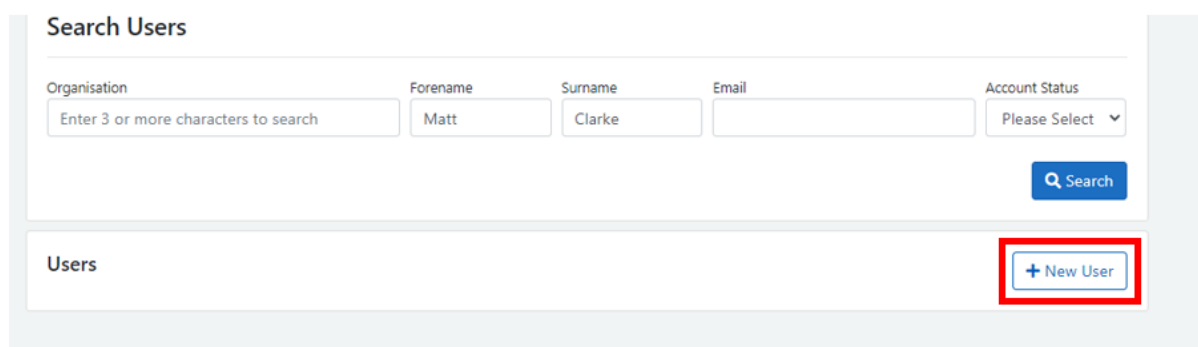
Once all errors have been corrected, you can upload your file again. To complete the process, don't forget to press **Upload**.

A successful upload looks like the screen shot below.

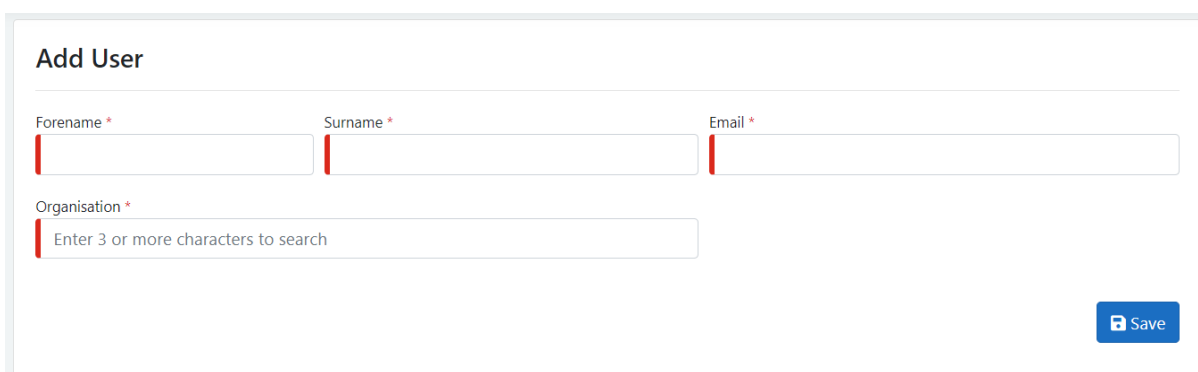


13. Adding New Users

To add a new user onto NIVS you will first need to check that they do not already have an account by clicking Users in the menu bar at the top of the screen and entering the user's details into the User Search. If they do not appear in the list of Users below the search fields then you can add them



You will then be taken to the Add New User page where you will need to fill in all fields before clicking Save.



NOTE: Only nhs.net email addresses should be added into NIVS.

14. Deleting Patients, Vaccinations and Pre-Screenings

14.1 Deleting a Pre-screening

To delete a pre-screening, please search for the correct patient.

Patient Search

NHS Number

Forename

Surname

DOB

Postcode

Zaynab

dd/mm/yyyy

Search

Patients

New Patient

NHS Number	Name	DOB	Postcode	Edit	Delete
4444444444	Zaynab Bhana	02/01/2005	LE5 5BP		
2222222222	Zaynab Bhana	03/01/2005	LE5 5BP		

If the patient has a pre-screening record or a vaccination record the Delete icon will appear greyed out. Please Click on the edit icon to delete the pre-screening record.

Click on the red delete Icon to delete the Pre-screening record.

Pre-screenings				
Pre-screening Date	Consent Type	Pre-screening Outcome	Select	Delete
03/02/2021	Informed consent given for treatment	Approved for Vaccination	Select	

This will take you to the pre-screening record where you will be shown the below message. You can then click delete or cancel.

Are you sure you want to delete this Pre-screening?

Cancel

Delete


14.2 Deleting a Vaccination Record


To delete a vaccination record, click on the red delete icon.

Covid Vaccinations					
Date	Dose	Vaccine Type	Vaccinator Organisation	Edit	Delete
19/01/2022	First Dose	Comirnaty 30micrograms/0.3ml dose (Pfizer)	Croydon Health Services NHS Trust CROYDON UNIVERSITY HOSPITAL		
25/12/2020	First Dose	Comirnaty 30micrograms/0.3ml dose (Pfizer)	Croydon Health Services NHS Trust CROYDON UNIVERSITY HOSPITAL		

This will take you to the vaccination record, where you will be shown this message to confirm. You can then Click delete or Cancel request.

Are you sure you want to delete this Covid Vaccination? Deleting the vaccination will also delete the Pre-screening associated with it!

 Cancel

 Delete




N.B. If a vaccination record has had an Adverse Reaction record you will not be able to delete that vaccination record. The delete icon will appear greyed out.

14.3 Deleting a Patient

To delete a patient, please search for the correct patient. To delete a patient the icon will appear red.

A patient record can only be deleted if they do not have a pre-screening record or a vaccination record.

 Patient Search

NHS Number

Forename


Surname

DOB


Postcode





zaynab

dd/mm/yyyy

 Search

Patients

 + New Patient

NHS Number	Name	DOB	Postcode	Edit	Delete
4444444444	Zaynab Bhana	02/01/2005	LE5 5BP		
2222222222	Zaynab Bhana	03/01/2005	LE5 5BP		

By clicking on the delete icon. This will take you to the patient record, where you will see this message below. You can then delete the patient record or cancel request.

Are you sure you want to delete this Patient?

 Cancel

 Delete



N.B. Once a record has been deleted, it cannot be retrieved.

15. Contact Details

For most queries, you should email the helpdesk with any screenshots or descriptions of any issues you are experiencing. We are also contactable by phone.

Email: nivs@england.nhs.uk

Phone: 0121 611 0187

Helpdesk Operating Hours: Monday to Friday: 08:00 – 18:00, Saturday and Sunday: 08:00 - 16:00

You can find further supporting documentation on the Arden & GEM website:

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

Version	Date	Author	Approved By	Description
1.0	18/04/2022	Harrison Whitworth		Initial Version
1.1	19/04/2022	Sarah Berry		Updated version
1.2	18/08/2022	Harrison Whitworth	Vicky Nelson	Updated screenshots
1.3	15/09/2022	Sarah Berry		Updated version
1.4	12/12/2022	Harrison Whitworth	Vicky Nelson	Vaccination history update
1.5	29/12/2022	Harrison Whitworth	Vicky Nelson	Updated screenshots
1.6	14/02/2023	James Lewis	Vicky Nelson	Updated screenshots