



National Immunisation & Vaccination System (NIVS) User Guide







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Which Chapters are Relevant for each Role

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

1. Introduction to the NIVS System

The National Immunisation and Vaccination System (NIVS) is used for recording Covid, Flu, and HPV 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. For school vaccinator, the HPV and Flu input is done via bulk upload.

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

NHS		
	Welcome to National Immunisation and Vaccination System NIVS	5
	You are not signed int	🔹 Sign In 📑 Register

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, Flu and HPV vaccinations.

Vaccinator Reporting: Reports

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

2. 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.

2.1 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 <u>noreply@okta.com</u> to activate your account and set your password. If you do not receive an activation email, please contact <u>nivs@england.nhs.uk</u> and we will assist you with account activation.

If you do not know who the Superusers for your trust are, please contact <u>nivs@england.nhs.uk</u>, 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.

2.2 Requesting a Role

If you need to request a role, please contact the NIVS Helpdesk (<u>nivs@england.nhs.uk</u>) 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.

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

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.

Search Users				
Organisation Enter 3 or more characters to search	Forename	Surname	Email	Account Status Please Select ~
				Q Search

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.

Search Users							
Organisation		Forename	Surname	Email		Account Status	;
Enter 3 or more characters to	search	dave				Pending	~
						Q Se	earch
Users						+ New	User
Forename	Surname		Email		Account Status	E	dit
Dave	Dave - Test	:	Dave@nhs.net		Pending	G	8

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 Üser			
Forename	Surname	Email	
Dave	Dave - Test	Dave@nhs.net	
Organisation		Account Status	
DAVID COOK PHYSIOTHERAPY	LTD	Pending	~
			Save
Roles			
Available Roles	Click To Approve	Approved Roles	Click To Remove
		Vaccinator	0
School Vaccinator	1¢		

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





3. Vaccinator Location

The Vaccinator location appears when you log in and select either Immunisation Status, Patients, Batches or Pre-Screening.

Here it will request the Organisation, the Vaccination Geo site, and the Care model. Once this has been selected, it is set for the time you are logged in. To change a Care model option or hub you will need to log out and log back in again.

anends anones rresulterings Johons Reports Paculation Location	1 - Gees	
Vaccinator Location		
Please confirm the Vaccinator Organisation, Vaccination	Geo Site and Care Model before proceeding with vaccinations.	
Vaccinator Organisation	Vaccination Geo Site	
Essex University Partnership Trust (EPUT)	CHELFORD COURT	~
Care Model *		
Please Select	*	
Please Solect Hospital Hub Vaccination Centre Care Home Home Of Housebound Patient Off-site Outreach Event		

The Care Model will give you 5 options for the location type of vaccinations to be recorded. Select the required model and confirm.

If you are selecting the 'Care Home' option, then you will be required to input the name of the care home as shown below. When you start to type the name, NIVS will display the available options based on your search.

Vaccinator Location		
Please confirm the Vaccinator Organisation, Vaccination (5eo Site and Care Model before proceeding with vac	inations.
Vaccinator Organisation	Vaccination Geo Site	
Essex University Partnership Trust (EPUT)	CHELFORD COURT	*
Care Model		
Care Home	~	
Care Home Details		Enter Details Manually
Enter 3 or more characters to search		
This field is required		

You can also enter the details manually by ticking the 'Enter details manually' box then entering the name, ODS code, address and postcode of the care home.

You can now start to add or review vaccinations.

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 their full vaccination history without the need to do a full patient registration.

NIVS User Guide

V2

Commented [NU1]: Can you mention to start typing the name of the care home an options to select will come up

Commented [LJ(AAGEMC2R1]: Done





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.

Search Immu	nisation Status				0	
1945 Number 9449308136		٩			Oear Search	
Immunisation S	tatus				M Vaccination	
Net Number	Name	Date Of Birth	Gender	Postcode		
9448308136	ANGELICA Smith	14/11/1991	Female	KT7 OPY		
Current Season Flu	<i>Accinations</i>					
Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
12/10/2022	Adjuvanted Quadrivalent	WQN .		0.5	NIVS	
Covid Vaccinations						
Data Administered	Vaccine Type		Dosa	Dose Amount	Data Source	
15/03/2022	Spikevax 0.1mg/0.5ml dos	e (Moderna)	Booster Dose	0.25ml (Booster)	NIV5	
Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
16/12/2021	Spikevax 0.1mg/0.5ml dos	e (Moderna)	Booster Dose	0.25ml (Booster)	NIV5	
Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
16/09/2021	Comirnaty 30micrograms	0.3ml doce (Pfizer)	Second Dose	0.3ml	NIV5	
					V Show All (4)	
					- and the second	

To view the patient's vaccination history, click on 'Show All' at the bottom right of the screen.

This will then expand to show previous vaccinations.

MNVS Immunisation Status Patients Ba	tches Pre-screenings Schools - Repo	orts - Vaccinator Location Users					- D Sgr
	NHS Number	Name	Date Of Birth	Gender	Postcode		
	9449300136	ANGELICA Smith	14/11/1991	Female	KT7 OPY		
	Current Season Flu V	faccinations					
	Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
	12/10/2022	Adjuvanted Quadrivalent	- aQ/V		0.5	NIV5	
	Covid Vaccinations	Covid Vaccinations					
	Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
	15/02/2023					N/V5	
	Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
	15/03/2022	Spikevax 0.1mg/0.5ml do	ae (Moderna)	Booster Dose	0.25ml (Booster)	NIVS	
	Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
	16/12/2021	Spikevax 0.1mg/0.5ml do	se (Moderna)	Booster Dose	0.25ml (Booster)	NIV5	
	Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
	16/09/2021	Comirnaty 30micrograms.	(0.3ml dose (Pfizer)	Second Dose	0.3ml	NIVS	
	Date Administered	Vaccine Type		Dose	Dose Amount	Data Source	
	01/02/2021	Cominally 30micrograms	(0.3ml dose (Pfizer)	First Dose	0.3ml	NIV5	
						A Hide	
	Add Flu Vaccir	nation					
	Eigblity Type -						
	Please Select			~			
	Consented For Vaccinatio	on? Consent Type *					
	€ Yes: O No	Please Sel	in the			~	

Note: Privately administered vaccinations are NOT shared with NHS England therefore will not be shown on NIVS.





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:

Home Immur	isation Status Patient Batch Pre-screeni	ng Vaccinator Location			Vaccinator 😝 Sign Out
	Batch Search				
	Vaccination Service Covid ~	Manufacturer Please Select ~	Vaccine Type Please Select	Batch Number	
				Q Search	

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:

Home Imm.	unisation Status Patient Batch Pre-scree	ning Vaccinator Location		θ	Vaccinator 🛛 😂 Sign Out
	Batch Search				
	Vaccination Service Covid ~	Manufacturer Please Select 👻	Vaccine Type Please Select	Batch Number	
	Batches			+ New Batch	

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

A C	٩rde	n٤	&GE	M
	NHS	🖶 Home	Immunisation Status	Patient



S # Home Immu	nisation Status Patient Batch Pre-se	creening Vaccinator Location			θ	- Vaccinator
	Add Batch					
	Vaccination Service Covid	Manufact	irer	~		
	Vaccine Type		Batch Number	Batc	h Expiry Date	
	Defrost Expiry Dates					
	Defrost Expiry Date:					
	+ Add					
					🖬 Save	

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 d**epleted**. 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:

Arden&GEM
Home Immunisation Status Patient



NHS Number Clear Search
<u> </u>
Forename Surrame Gender Date Of Bith Postcode Please Select

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:





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. ■ 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.

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 <u>nivs@england.nhs.uk</u> 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.





HS Number			۹ .	Update NHS Number						
orename		Sumame	Gend	ler	Date O	f Birth	41.00	Postcode		
8en		Kenobi	М	ale	♥ 04/0	05/1977	Ö	ST4 OWR		
maii										
ben.kenob	i@nhs.net									
										Save
								_		
Covid Pre	-screenings							+ New S	Dre-scr	eening
									TC SCI	centry
ovid Vac	cip of ope									
	cinations								52.53	(1870) M
Date	Dose		Vaccine Ty	pe		Vaccina	tor Organi	isation	Edit	Delet
Date 03/08/2023	Dose Booster Dose	Comirnaty Origin	Vaccine Ty al/Omicron 15micr	pe ograms/0.3ml dose (Pl	fizer) E	Vaccina ssex University CHE	tor Organi • Partnershi .FORD COL	isation ip Trust (EPUT) JRT	Edit	Delet
Date 03/08/2023 18/06/2023	Dose Booster Dose Booster Dose	Comirnaty Origin Nuvaxovi	Vaccine Ty al/Omicron 15micr d 5micrograms/0.5	pe ograms/0.3ml dose (Pl iml dose (Novavax)	fizer) E E	Vaccina ssex University CHE ssex University CHE	tor Organi Partnershi FORD COU Partnershi	isation ip Trust (EPUT) JRT ip Trust (EPUT)	Edit C	Delet
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Date D3/08/2023 18/06/2023 15/06/2023 20/12/2022	Dose Booster Dose Booster Dose Booster Dose Second Dose	Comirnaty Origin Nuvaxovi Comirnaty Origin Vax	Vaccine Ty al/Omicron 15micr d 5micrograms/0.5 al/Omicron 15micr zevria 0.5mi dose (pe ograms/0.3mi dose (Pi imi dose (Novavax) ograms/0.3mi dose (Pi AstraZeneca)	fizer) E E fizer) E E	Vaccina ssex University CHE ssex University CHE ssex University CHE ssex University CHE	tor Organi Partnershi FORD COU Partnershi FORD COU Partnershi FORD COU	ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT	Edit C C C C	Delet
Date 03/08/2023 18/06/2023 15/06/2023 20/12/2022 19/08/2022	Dose Booster Dose Booster Dose Booster Dose Second Dose First Dose	Comirnety Origin Nuvexovi Comirnety Origin Vex Vex	Vaccine Tyr al/Omicron 15micr d 5micrograms/0.5 al/Omicron 15micr zevria 0.5mi dose (zevria 0.5mi dose (pe ograms/0.3ml dose (Pl iml dose (Novavax) ograms/0.3ml dose (Pl AstraZeneca) AstraZeneca)	lizer) E E lizer) E E E E	Vaccina ssex University CHE ssex University CHE ssex University CHE ssex University CHE	tor Organi Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL	IP Trust (EPUT) JRT IP Trust (EPUT) JRT IP Trust (EPUT) JRT IP Trust (EPUT) JRT	Edit C C C C C C C C C C C C C C C C C C C	
Date 03/08/2023 18/06/2023 15/06/2023 20/12/2022 19/08/2022	Dose Booster Dose Booster Dose Booster Dose Second Dose First Dose	Comirnety Origin Nuvexovi Comirnety Origin Vex	Vaccine Tyr al/Omicron 15micr d 5micrograms/0.5 al/Omicron 15micr zevria 0.5mi dose (zevria 0.5mi dose (pe ograms/0.3mi dose (Pi imi dose (Novavax) ograms/0.3mi dose (Pi AstraZeneca) AstraZeneca)	fizer) E E fizer) E E E E	Vaccina ssex University CHE ssex University CHE ssex University CHE ssex University CHE	tor Organi Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL	ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT	Edit C C C C C C C C C	
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Date 03/08/2023 18/06/2023 15/06/2023 20/12/2022 19/08/2022 ilu Vaccin Date	Dose Booster Dose Booster Dose Booster Dose Second Dose First Dose Ations	Comirnety Origin Nuvexovi Comirnety Origin Vex Vex	Vaccine Ty al/Omicron 15micr d 5micrograms/0.5 al/Omicron 15micr zevria 0.5mi dose (zevria 0.5mi dose (anufacturer	pe ograms/0.3mi dose (Pi imi dose (Novavax) ograms/0.3mi dose (Pi AstraZeneca) AstraZeneca)	fizer) E E fizer) E E E accinator C	Vaccina ssex University CHE ssex University CHE ssex University CHE ssex University CHE	tor Organi Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL	Isation Ip Trust (EPUT) JRT Ip Trust (EPUT) JRT Ip Trust (EPUT) JRT Ip Trust (EPUT) JRT Ip Trust (EPUT) JRT Letit Edit	Edit C' C' C' C' C'	Delet
Date Date D3/08/2023 18/06/2023 15/06/2023 20/12/2022 19/08/2022 ilu Vaccin Date D2/08/2023	Dose Booster Dose Booster Dose Booster Dose Second Dose First Dose Ations Vac	Comirnety Origin Nuvexovi Comirnety Origin Vex Vex cinated M Yes A	Vaccine Tyr al/Omicron 15micr d 5micrograms/0.5 al/Omicron 15micr zevria 0.5mi dose (zevria 0.5mi dose (anufacturer straZeneca	pe ograms/0.3mi dose (Pi imi dose (Novavax) ograms/0.3mi dose (Pi AstraZeneca) AstraZeneca) KstraZeneca Essex Uni	fizer) E E fizer) E E E accinator C Viversity Part CHELFOR	Vaccina ssex University CHE SSEX University CHE SSEX University CHE CHE CHE CHE CHE CHE CHE CHE CHE CHE	tor Organi Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL Partnershi FORD COL	sation ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT ip Trust (EPUT) JRT Editt C	Edit C C C C C C C C C C C C C C C C C C C	Delet

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.





NHS Number	Name	Date Of Birth	(Gender		Postcode	
	Ben Kenobi	04/05/1977		Male		ST4 OWR	
Current Season Flu Va	ccinations						
Date Administered	Vaccine Type		Dose		Dose An	nount	Data Source
02/08/2023	Fluad Tetra - aQIV				0.5		NIVS
Date Administered	Vaccine Type		Dose		Dose An	nount	Data Source
11/01/2023	Fluenz Tetra - LAIV				0.2		NIVS
Covid Vaccinations							
Date Administered	Vaccine Type		Dose		Dose An	nount	Data Source
03/08/2023	Comirnaty Original/Omicron 15mi	crograms/0.3ml dose (Pl	Во	oster Dose	0.3ml		NIVS
Date Administered	Vaccine Type		Dose		Dose An	nount	Data Source
18/06/2023	Nuvaxovid 5micrograms/0.5ml do	se (Novavax)	Во	oster Dose	0.5ml		NIVS
Date Administered	Vaccine Type		Dose		Dose An	nount	Data Source
15/06/2023	Comirnaty Original/Omicron 15mi	crograms/0.3ml dose (Pl	Во	oster Dose	0.3ml		NIVS
							Show All (5)

Add Pre-Screening									
							* indicate	s a requi	red field
Eligibility Type *									
Please Select				~					
Planned Vaccine Type *					D	ose *			
Please Select				~		Please Select			~
Date *		Prescreening	Clinician *				Booking Number		
dd/mm/yyyy									
Does the individual have a history of a	anaphylaxis or signif	ficant allergic	reactions to any vacc	ines or its	; in	gredients? *		⊖ Yes	
Has the individual experienced any se	rious adverse reacti	on after previo	ous COVID-19 vaccin	e doses? *	*			○ Yes	
Has the individual indicated they are,	or could be pregna	nt? *					O Not Stated	○ Yes	ON
Comment									
Consented For Vaccination?									
● Yes ○ No									
Consent Type *									
Please Select		~							
Pre-screening Outcome *									
Please Select		~							
Has the clinician confirmed that the ir	ndividual is suitable	to proceed to	vaccination, followin	ig conside	era	tion of the vaccine specific	screening questions? *		
⊖Yes ⊖No									
									e
									Save

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





Figland 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."

Has the individual experienced any serious adverse reaction	after previous COVID-19 vaccine doses?	Yes	O No
A review of the responses by a clinician is a Diseases (The Green Book) Chapter 14a	equired before proceeding with vaccination. Refer to Immunisation against infectiou	S	
Has the individual indicated they are, or could be pregnant	O Not Stated	⊖ Yes	No
Comment (required when a warning is displayed) *			
This field is required			

To see the full vaccination history, click on the 'Show All' under the vaccinations section.

NHS Numb	er Notte	•	D	Date Of Birth		Sender		Postcode	
	Ber	n Kenobi		04/05/1977		Male		ST4 OWR	
Current Se	rason Flu Vaccinatio	0715							
Date Admin	istered Vacci	ne Type			Dose		Dose Art	ount	Data Source
02/08/2	223 Flu	ad Tetra - aQ/V					0.5		NIVS
Date Admin	istered Vacci	ne Type			Dose		Dose Art	ount	Data Source
11/01/2	723 Flu	ienz Tetra - LAIV					0.2		NNS
Covid Vac	cinations								
Date Admin	istered Vacci	ne Type			Dose		Dose An	ount	Data Source
03/08/2	223 Co	mirnaty Origina()	VOmicron 15micro	grams/0.3ml dose (P	60	oster Dose	0.3ml		NIVS
Data Admin	istered Vacci	ne Type			Dose		Dose Arr	ount	Data Source
18/06/2	723 Nu	narovid Smicrog	grams/0.5ml dose ((Novavas)	Bo	oster Dose	0.5ml		NNS
Date Admin	istered Vecci	ne Type			Cose		Dose Arr	ount	Data Source
15/06/21	223 Co	mimaty Original	/Omicron 15micro	gramz/0.3ml dose (Pt	Bo	oster Dose	0.3ml		NIVS
									Show All (5)
									<u> </u>
Add De	o Corooning								
Add Fr	e-screening								
								* india	ates a required field
Eligibility Typ	98°								
Please	Select			y					
Planned Vac	cine Type "				Dose	8			
Please	Select			*		Please Select			Y
Date *			Prescreening Cli	Inician *			Booking	Number	

This will open to provide all previous vaccinations.

Ned Number Name Date Of Sector Postsole	
For Versely PAUR/2017 Male TTA BAR	
per version because in the second	
Current Season Plu Vaccinations	
Date Administered Viscoire Type Dose Dose Amount Data Source	
02/08/2023 Pluad Tetra - #QTV 0.5 NH/5	
Date Administered Vaccine Type Dose Dose Amount Data Source	
11/01/2023 Fluenz Tetra - LANV 0.2 NINS	
Covid Vaccinations	
Date Administered Vaccine Type Dose Dose Amount Data Source	
03/08/2023 Cominaly Original/Omicron 15micrograms/03ml dose (P Booster Dose 0.3ml NIVS	
Date Administered Vocche Type Dose Dose Amount Data Source	
16/06/2023 Nuvaeovid Smicrogramu(0.5mil dose (Nevavaa) Booster Dose 0.5mil NNS	
Date Administered Vaccine Type Dose Dose Amount Date Source	
15/05/2023 Comimaty Driginal/Omicrain 15micrograms/03mi dole (P Booster Date 0.3ml NNS	
Date Administered Vaccine Type Dose Dose Amount Data Source	
20/12/2022 Vacaeria 0.5ml dose (AstraZeneca) Second Dose 0.5ml NNS	
Date Administered Vaccine Type Dose Dose Amount Data Source	
19/08/2022 Vacewira 0.5ml dose (AstraZeneca) First Dose 0.5ml NWS	
A Hide	
Add Pre-Screening	
· indicates a required field	
Bigblity Type '	
Please Select	





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

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.

Add Coold Jaccination
Add Coxid Aucciantion
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Vaccinator Proveme * Sarame * Professional Body © Clinician Drawing Up Vaccine Proveme * Sarame * Professional Body * © Clinician Proveme * Sarame * Professional Body * © Responsible Clinician Proveme * Sarame * Profess
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Batch Number * Manufacturer Batch Epsing Date Betrat Epsing Date * did/mmm/yyyy did/mmm/yyyy (1)
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Vaccine Type Vaccination Site *
Dose * Dose Amount
Please Select V Please Select V
Vaccinator Organisation Vaccination Geo Site
Croydon Health Services NHS Trust CROYDON UNIVERSITY HOSPITAL *
Has the excitent excitent of the educent and continuing information? (Contrar a class a constant to second after a constantion rate to found have) t
Yes O No
E Save





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 is 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 *	Reaction *		Reaction Severity *	
Please Select 🗸	Please Select		← Please Select	``
Reporting Clinician	Criticality *	Verification Status *	Date First Experienced	•
	Please Select 🗸 🗸	Please Select	✓ dd/mm/yyyy	Ē
Was this part of a Co-Administrati	on event? *			
⊖Yes ⊖No				
Please complete a MHRA Y	ellow Card report on the followi	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \	fellow Card report on the following	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \ Comment	fellow Card report on the following	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \ Comment	/ellow Card report on the followin	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \ Comment	fellow Card report on the followin	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \ Comment	Yellow Card report on the following	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \ Comment	fellow Card report on the followi	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA Y	Yellow Card report on the followi	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \	Yellow Card report on the followi	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	
Please complete a MHRA \ Comment	Yellow Card report on the followin	ng page: https://coronavirus	-yellowcard.mhra.gov.uk/	R Sav

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





7.4 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 <u>nivs@england.nhs.uk</u> and we will let you know who this is.

8. Vaccinat	tion	s Administered (Dver	view		
NHS # NIVS Reports*						\varTheta Sign Out
Now available: Full COVID and Flu vaccinat	ion history fo	r patients. For more information please contact NIVS@engla	nd.nhs.uk			
	Welco	ome to National Immunisation and V	accinatio	on System NIVS		
	ш	Reports Here you can view covid and flu vaccinations administered by your organisation.	3	Vaccination Extracts Here you can download extracts of vaccinations administered by your organisation.		
Control In					2011	e Arden & CBA (CB)
Contact os					2023	p Arden & OEM CSU

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

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	3	C Refresh
	Today	Yesterday	Total To Date	Information
Health & Care Worker - NHS Staff (By my organisation)	0	0	0	8
Health & Care Worker - NHS Staff (In my organisation)	0	0	0	0
Health & Care Worker - Local Authority	0	0	0	0
Health & Care Worker - Care Homes	0	0	2	0
Patients - 80 & Over	0	0	0	0
Patients - Under 80	0	0	12	0
Number of first doses	0	0	10	0
Number of second doses	0	0	3	0
Number of Pfizer vaccines	0	0	6	0
Number of AstraZeneca vaccines	0	0	7	0
Number of vaccinated records	0	0	15	8
Number of not vaccinated records	0	0	1	0

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.

Vaccination Extracts					Covid vac	cinations administered
					cond rac	cinations doministered
Extract Type *		Date From *		Date To *		
Please Select	~	dd/mm/yyyy	曲	dd/mm/yyyy	曲	🕒 Download
Please Select		-				
All Covid vaccination events recorded by your organisation (Healt	h & Ca	re Workers and Pat	tients)			
All Covid vaccination events recorded for employees of your orga	nisatior	n				
Patients with multiple Covid vaccinations on the same day						
Patients without any Covid vaccination activity						
Patients with a Covid pre-screening and no vaccination						
Patients due a second Covid vaccination dose						
All Flu vaccination events recorded by your organisation (Health &	k Care I	Norkers and Patier	nts)			
All Flu vaccination events recorded for employees of your organis	ation					
Patients with multiple Flu vaccinations on the same day						

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 31/08/2023 but there is a download extract size limit.

If you require any other dates ranges, please email NIVS@england.nhs.uk

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.





The download will appear in an excel csv format

ile Hom	e Inse	ert Page	Lavout	Formulas	Data	Review	View He	-In					R	Share C	Comment
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lipboard 🕼		Font		6	Alignment	15	Numbe	- G	Styles	Cells	Editir	19	Ideas	Sensitivity	
POSSIBLE	DATA LOSS	S Some feat	ures might b	e lost if yoi	a save this wor	rkbook in t	he comma-delim	iited (.csv) fi	ormat. To preserve these features, say	ve it in an Excel file	format.	Don't show	again	Save As	
2			£												
3 -	1 2	< - X	f _X												
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3	- i >	Forename	fx Surname	DateOfBir	Gender P	ostcode	Email Ethi	nicity Car	er LivesinRes WorksinR(Em)	ployee StaffOrg	ar StaffRole	Prescreen	Q Prescreen	R Prescreen I	300kingNi H

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

Technical Specification 10.1

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
${\tt Does The Individual hHve A History Of Anaphylax is Or Significant Allergic Reactions {\tt To Any Vaccines Or Its International test of the second $
gredients
HasTheIndividualExperiencedAnySeriosAdverseReactionAfterPrevious COVID-19 VaccineDoses
HasTheIndividualIndicatedTheyAre,OrCouldBePregnant
Comment
UnderstandsVaccinationBenefits
ConsentedForVaccination
ConsentType
NameOfPersonConsenting
RelationshipToPatient





Arden&GEM	En
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	





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 <a href="https://www.niv.gov/niv.go

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 Vaccinations under the Schools dropdown on the top banner.
- 2. Click on the School Vaccinations Upload box,



and then click on Upload School Vaccinations on the subsequent screen.

NHS	ANIVS Schools • Reports •	θ	🔂 Sign Out
	Upload School Vaccinations	School Vaccinations Administered Search School Vaccinations	
	Vaccination Service Please Sele Please Select Seasonal Flu HPV		

Following either of the steps above will take you to this screen below, select which vaccination type you wish to upload. Then select choose file and upload the required file.





Upload School Vaccinations

Vaccination Service HPV Choose File No file chosen Clear		School Vaccinations Administered Search School Vac	cinations
HPV Choose File No file chosen Clear	Vaccination Service		
Choose File No file chosen Clear	HPV ~		
	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
Incorrect "ANATOMICAL_SITE". Allowed options are: "Left Buttock", "Right Buttock", "Left Thigh", "Nasal", "Oral", "Left Upper Arm", "Right Upper
4
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.

Upload School Vaccinations	
	School Vaccinations Administered Search School Vaccinations
Choose file Training - FAKE DATA - School_Bulk_Upload CORRECT.cs	Clear
File validation passed successfully. Please click the upload button to	o complete the process.

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.





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:

NHS # NIVS Schools -	Reports •	⊖ 🕒 Sign O
NUS Schools -	Reports - Weckstower Administered dischart Weckstower School Vaccinational Immunisation and Vaccination System NIVS School Vaccinations Upload Here you can upload vaccination for school age children. Environment	O Program

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

NHS	ANIVS Schools - Reports -	θ	🕞 Sign Out
	School Vaccinations Administered	pload School Vaccinations	
	Vaccination Service School Name/URN Please Sele Enter 3 or more school name characters or 6 digit URN to search		
	Clear	Q Search	

You will be directed to this page, where you will be able to search for the record that needs editing by entering the vaccination service type: Flu or HPV, then the demographic details and selecting search.

NOTE: You can search using partial demographic data.

Search Sch	ool Vaccinations	School Va	ccinations Administered Uploa	ad School Vaccination
NHS Number	Forename	Surname	Date Of Birth	Postcode
			dd/mm/yy <u>:</u>	
Vaccination Service				
Please Sele	~			
Clear				Q Search

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.





Search School Vaccinations

			School Vaccination	is Administered Uplo	ad School Vaccinations
NHS Number	Forename	Surname	Date	Of Birth P	ostcode
		jones	dd	/mm/yyyy	
Vaccination Service					
Clear					Q Search
School HPV Vaccin	ations				
NHS Number	Name	Date Of Birth	Postcode	Vaccinated Da	te Edit
	Pete Jones	22/09/2012	LE10 2FF	14/08/2023	ß

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 HPV Vac	cination			
School			NH:	S Number
Unknown School				
Forename	Surname	Gender	Date Of Birth	Postcode
Pete	Jones	Female	✓ 22/09/2012	🗰 LE10 2FF
Date Of Vaccination *				
14/08/2023	ä			
Vaccine Type		Batch Number	Batch Expiry Date Ana	tomical Site
Gardasil		✓ 123013326	30/07/2022 💼 F	light Thigh 🗸 🗸
Care Setting	Dose Sequence			
Community Setting	 Dose 2 	~		
				■ Save

11.2 School Vaccination details for your Organisation

Back on the home page for school age vaccinator, there is now the option to see the total School vaccinations for your organisation. You can search for the school's name or URN number.

NHS & NIVS Schools - Report	s *			θ	😫 Sign Out
	School Vaccina	tions Administered Search School Vaccinations Upl	load School Vaccinations		
	Vaccination Service	School Name/URN New whit	all		
	Clear	New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chester	G Search		

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This will then bring you back the details of the first and last vaccination dates and the total count.

			Search School Vaccinations Up	load School Vaccinatio
/accination Service	School Name/URN			
HPV	New Whittington Community	Primary School, 144012, Barrow Hill a	and New Whittington, Chesterf	🗆 All
Clear School HPV Vacc	inations			Q Searc
School		First Vaccinated Date	Last Vaccinated Date	Uploaded Count
Total				24

12. 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

Search Users				
Organisation Enter 3 or more characters to search	Forename Matt	Sumame	Email	Account Status Please Select V
Users				+ New User

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

Add User			
Forename *	Surname *	Email *	
Organisation * Enter 3 or more chara	cters to search		
			B Save







3. Deleting Patients, Vaccinations and Pre-Screenings

13.1 Deleting a Pre-screening

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

Patient Sea	rch					
HS Number	Forename		Surname	DOB	Postco	ode
	Zaynab			dd/mm/yyyy		
						Q Searc
atients						+ New Patier
NHS Nu	ımber	Name	DOB	Postcode	Edit	Delete
	4444	Zaynab Bhana	02/01/2005	LE5 5BP		īīī
44444						

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.

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

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

13.2 Deleting a Vaccination Record

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

vid Vaccin	ations				
Date	Dose	Vaccine Type	Vaccinator Organisation	Ec it	Delete
19/01/2022	First Dose	Comirnaty 30micrograms/0.3ml dose (Pfizer)	Croydon Health Services NHS Trust CROYDON UNIVERSITY HOSPITAL	C,	Î
25/12/2020	First Dose	Comirnaty 30micrograms/0.3ml dose (Pfizer)	Croydon Health Services NHS Trust CROYDON UNIVERSITY HOSPITAL	ľ	Ī





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!	
C	Cancel	💼 Delete
	N B. If a vaccination record has had an Adverse Reaction record you will not he	a able to



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.

13.3 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	h					
HS Number	Forename zaynab	2	iurname	DOB dd/mm/yyyy	Postcod	e Q Searc
atients						+ New Patier
						1 11011 1 01101
NHS Num	ber	Name	DOB	Postcode	Edit	Delete
NHS Num 44444444	ber 44	Name Zaynab Bhana	DOB 02/01/2005	Postcode LE5 SBP	Edit	Delete

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.









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

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	
1.7	15/06/2023	Andy Clarke	Vicky Nelson	Updated screenshots	
1.8	19/08/2023	Andy Clarke	Vicky Nelson	Roving sites, Flu and HPV	
1.9	03/09/2023	Vicky Nelson	Vicky Nelson	Updates to reporting extract	
				dates and Tech spec	
2	01/11/2023	James Lewis		Update to vaccine names and	
				care model	