National Immunisation & Vaccination System (NIVS)

User Guide Standard Operating Procedure

Review Process

A review of current SOPs should take place annually.

Review Date:	11/03/2024
Approved by:	
Expiry Date:	11/03/2025

Contents

Which Chapters are Relevant for each Role

Role	Chapters
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,

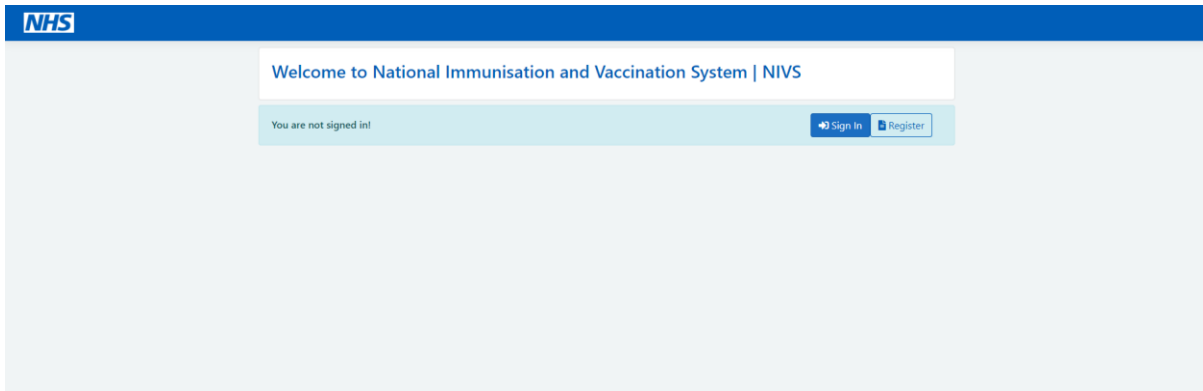## 1. Introduction to the NIVS System

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.

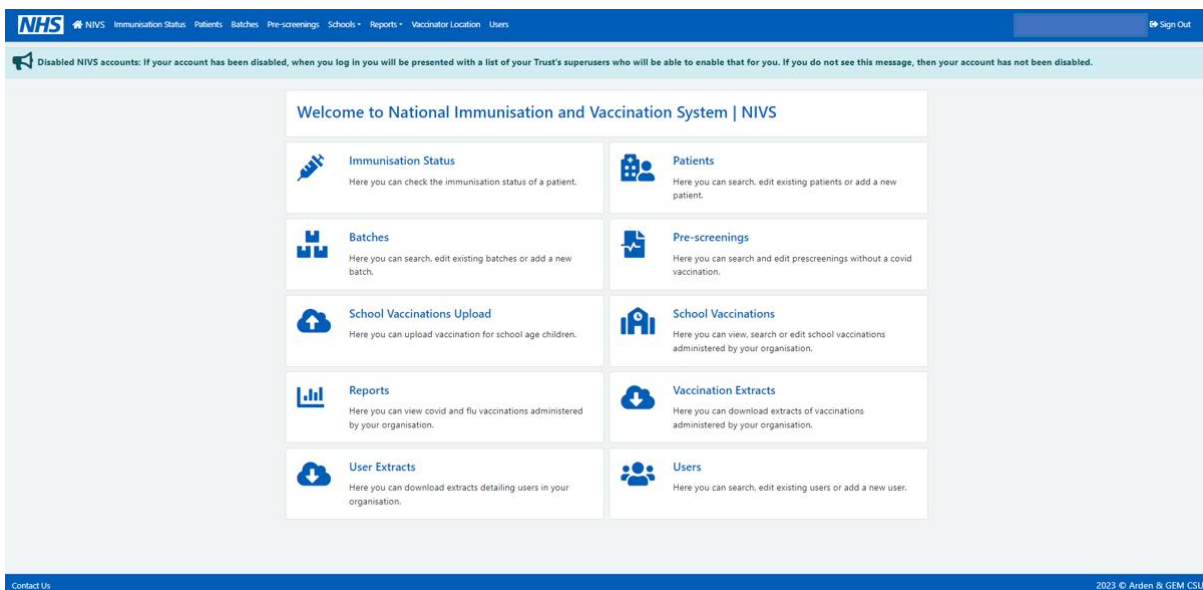Any data shown in screen shots is not real data and has been created for training purposes only. For school vaccinator, the HPV and Flu input is done via bulk upload.

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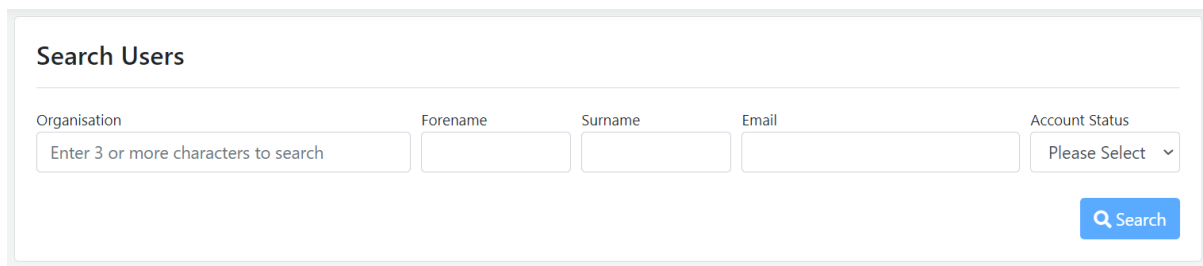
Please note that whilst there is an option to register for a NIVS account on the NIVS homepage, this is **not** the quickest way to gain access to the system.

2.2 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.

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.

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.

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:

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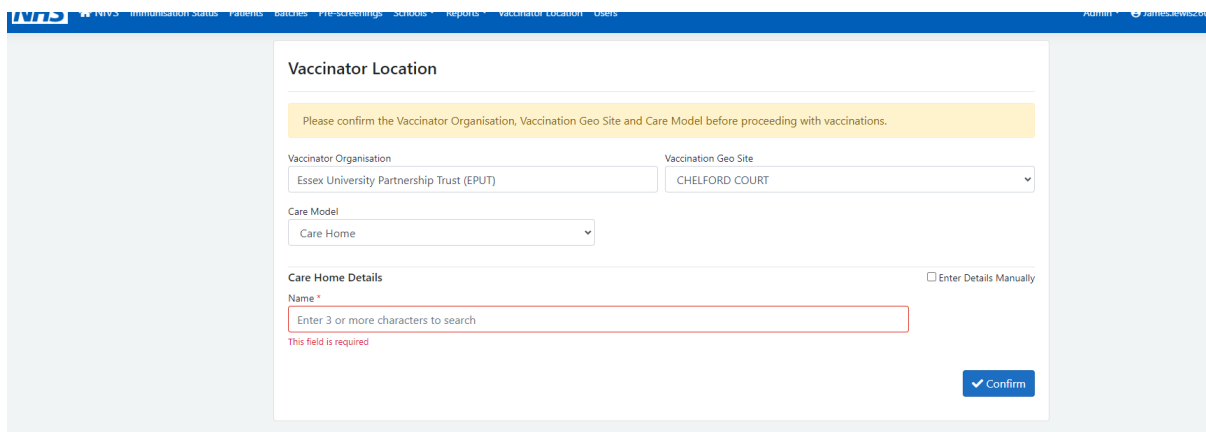
Here it will request the Organisation, the Vaccination Geo site, and the Care model. Once this has been selected, it is set for the time you are logged in. To change a Care model option or hub you will need to log out and log back in again.

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.

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.

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.

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.

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:

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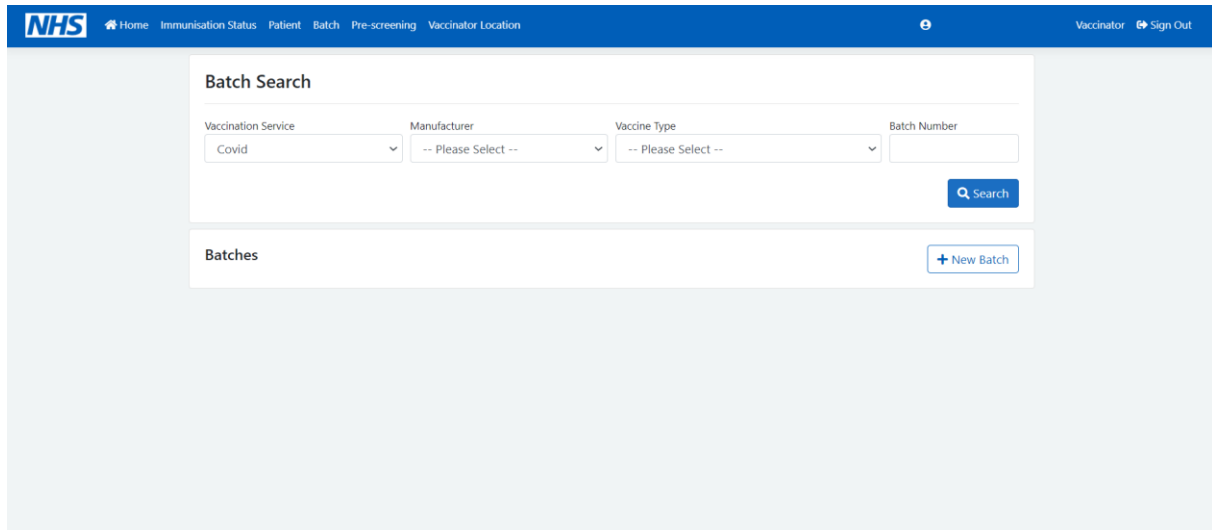
Batches can be edited by searching for them as per the first image and clicking on the edit box on the right-hand side. This will allow you to change the information found in the second image.

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

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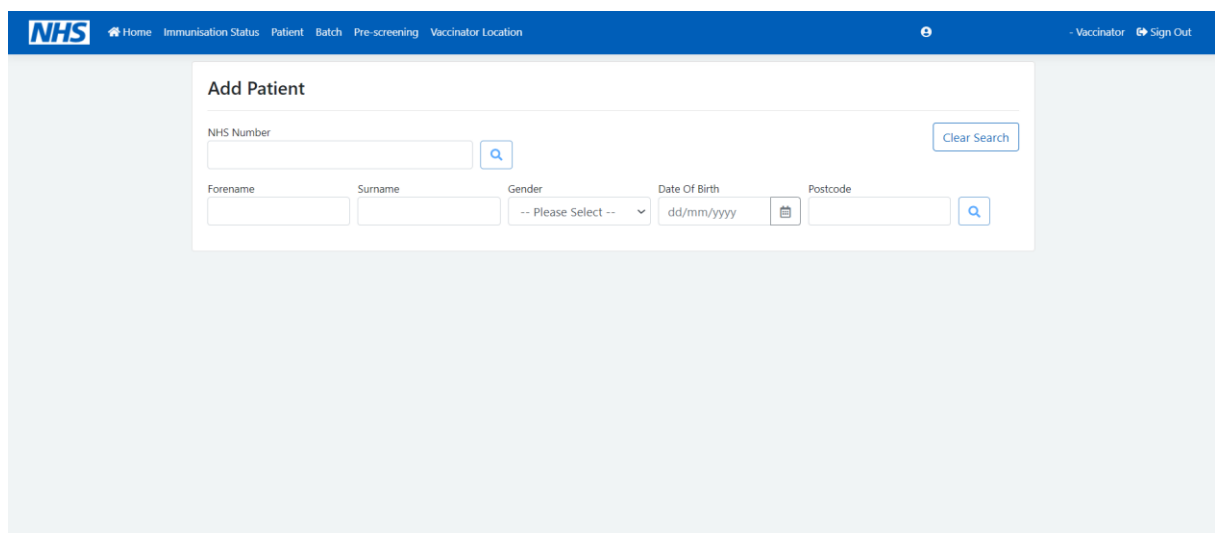
If they are already on the system, you can click the blue box on the right-hand side to add a vaccination. If not, you will need to add the patient onto the system.

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:

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**.

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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.

Edit Patient

NHS Number

☐ Update NHS Number

Forename	Surname	Gender	Date Of Birth	Postcode
Ben	Kenobi	Male	04/05/1977	ST4 0WR

Email

ben.kenobi@nhs.net

🖫 Save

Covid Pre-screenings   **+ New Pre-screening**

Covid Vaccinations

Date	Dose	Vaccine Type	Vaccinator Organisation	Edit
03/08/2023	Booster Dose	Comirnaty Original/Omicron 15micrograms/0.3ml (Pfizer)	Essex University Partnership Trust (EPUT) CHELFORD COURT	✏️
18/06/2023	Booster Dose	Nuvaxovid 5micrograms/0.5ml (Novavax)	Essex University Partnership Trust (EPUT) CHELFORD COURT	✏️
15/06/2023	Booster Dose	Comirnaty Original/Omicron 15micrograms/0.3ml (Pfizer)	Essex University Partnership Trust (EPUT) CHELFORD COURT	✏️
20/12/2022	Second Dose	Vaxzevria 0.5ml (AstraZeneca)	Essex University Partnership Trust (EPUT) CHELFORD COURT	✏️

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 0WR

No flu immunisations found!

Covid Vaccinations

Date Administered	Vaccine Type	Dose	Dose Amount	Data Source
03/08/2023	Comirnaty Original/Omicron 15micrograms/0.3ml (Pfizer)	Booster Dose	0.3ml	NIVS
Date Administered	Vaccine Type	Dose	Dose Amount	Data Source
18/06/2023	Nuvaxovid 5micrograms/0.5ml (Novavax)	Booster Dose	0.5ml	NIVS
Date Administered	Vaccine Type	Dose	Dose Amount	Data Source
15/06/2023	Comirnaty Original/Omicron 15micrograms/0.3ml (Pfizer)	Booster Dose	0.3ml	NIVS
Date Administered	Vaccine Type	Dose	Dose Amount	Data Source
20/12/2022	Vaxzevria 0.5ml (AstraZeneca)	Second Dose	0.5ml	NIVS
Date Administered	Vaccine Type	Dose	Dose Amount	Data Source
19/08/2022	Vaxzevria 0.5ml (AstraZeneca)	First Dose	0.5ml	NIVS

∧ Hide

Add Pre-Screening

* indicates a required field

Eligibility Type *
-- Please Select --

Planned Vaccine Type *
-- Please Select --

Dose *
-- Please Select --

Date *
dd/mm/yyyy

Prescreening Clinician *

Booking Number

Does the individual have a history of anaphylaxis or significant allergic reactions to any vaccines or its ingredients? *   ○ Yes ○ No

Has the individual experienced any serious adverse reaction after previous COVID-19 vaccine doses? *   ○ Yes ○ No

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

Comment

Consented For Vaccination?
● Yes ○ No

Consent Type *
-- Please Select --

Pre-screening Outcome *
-- Please Select --

Has the clinician confirmed that the individual is suitable to proceed to vaccination, following consideration of the vaccine specific screening questions? *
○ Yes ○ No

🖫 Save

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."

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

This will open to provide all previous vaccinations.

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.

Please find below definitions for some of the above fields:

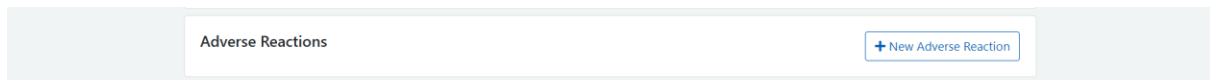**Vaccinator** – the person who is **administering** the vaccination

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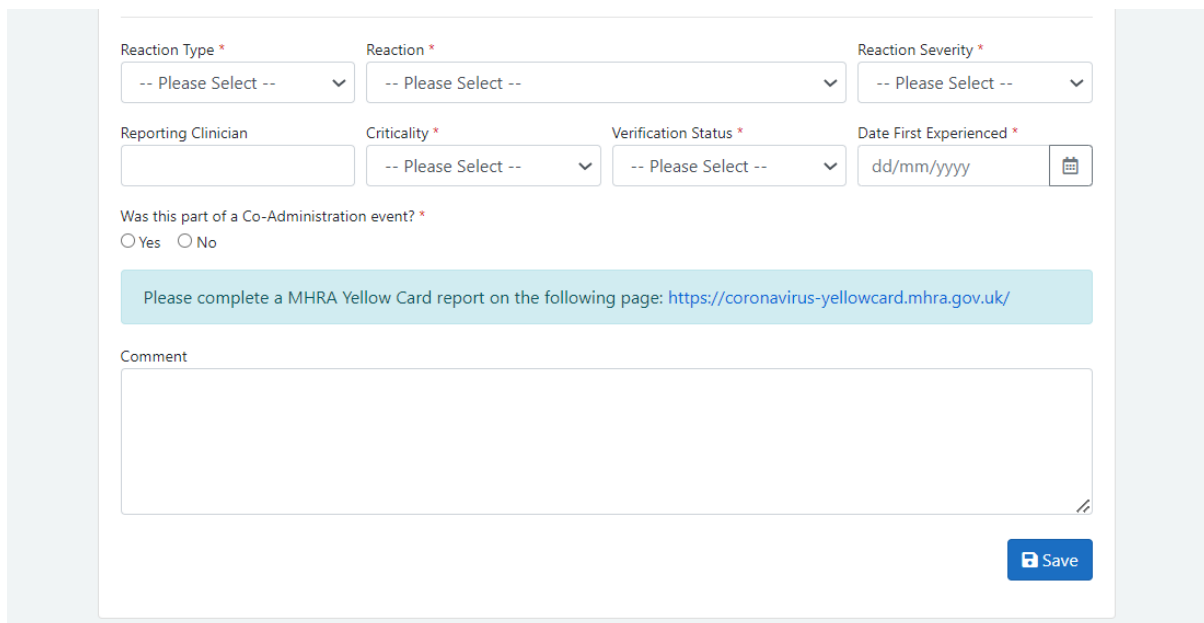
For third doses which are **not** booster doses (e.g., for immunosuppressed patients), then you will need to select Booster Dose in the Dose field. If it is a Moderna vaccination, then in this case you should select **0.5ml (Primary Course)** in the Dose Amount field. For Pfizer or AstraZeneca vaccinations,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

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

As above, all fields with red lines are mandatory. You should click Save to add the reaction record to the vaccination record.
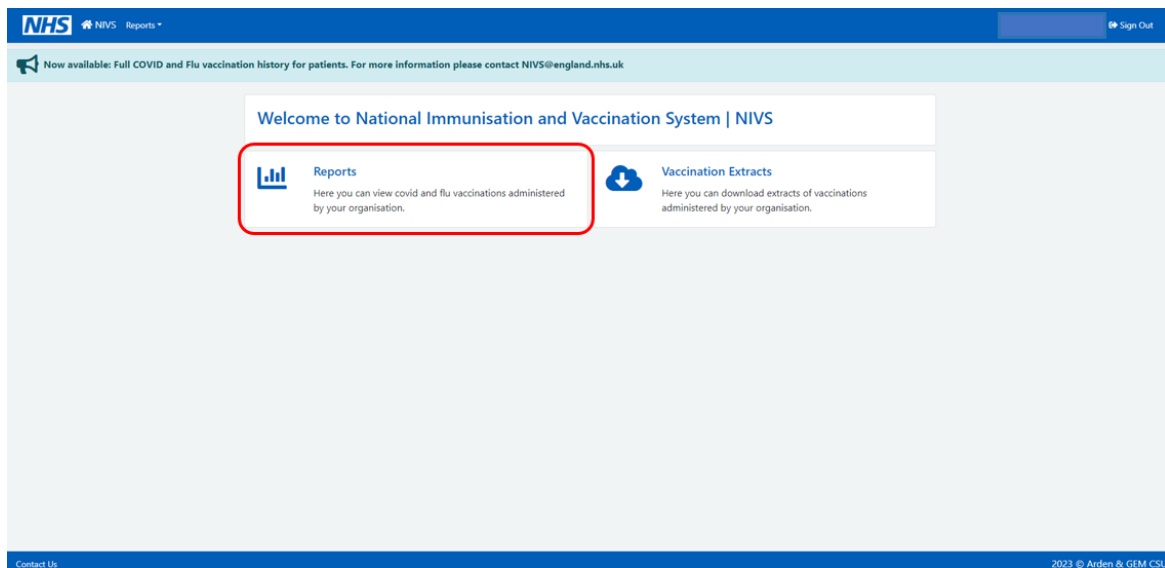
7.4 Troubleshooting in the case of a server-side error

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 nivs@england.nhs.uk and we will let you know who this is.

8. Vaccinations Administered Overview

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   ⟳ Refresh

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

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"
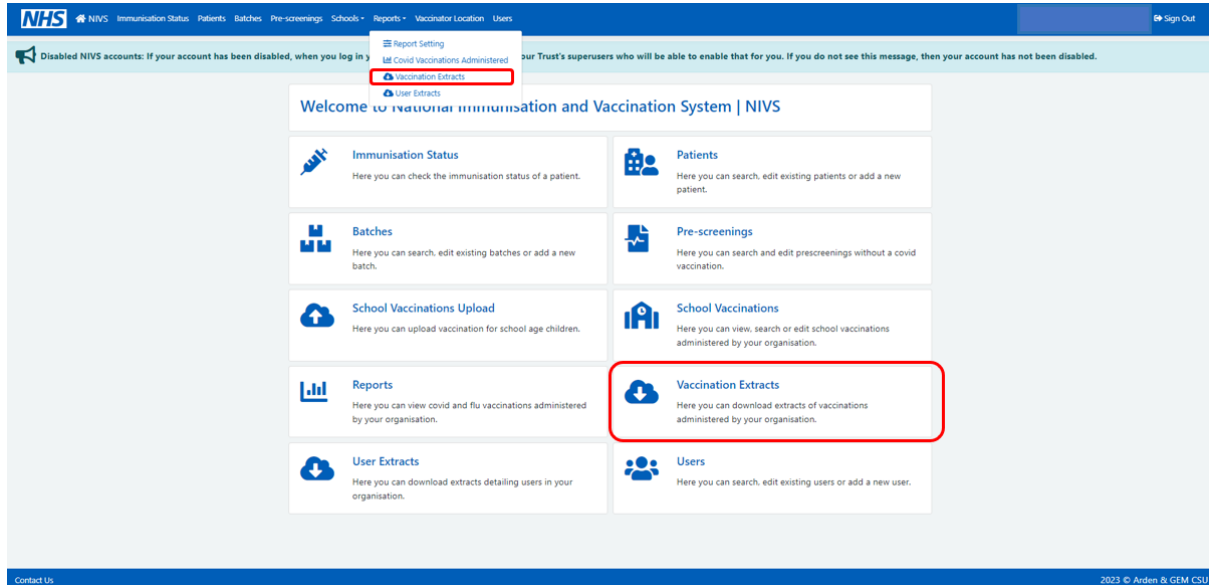
Number of Pfizer

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
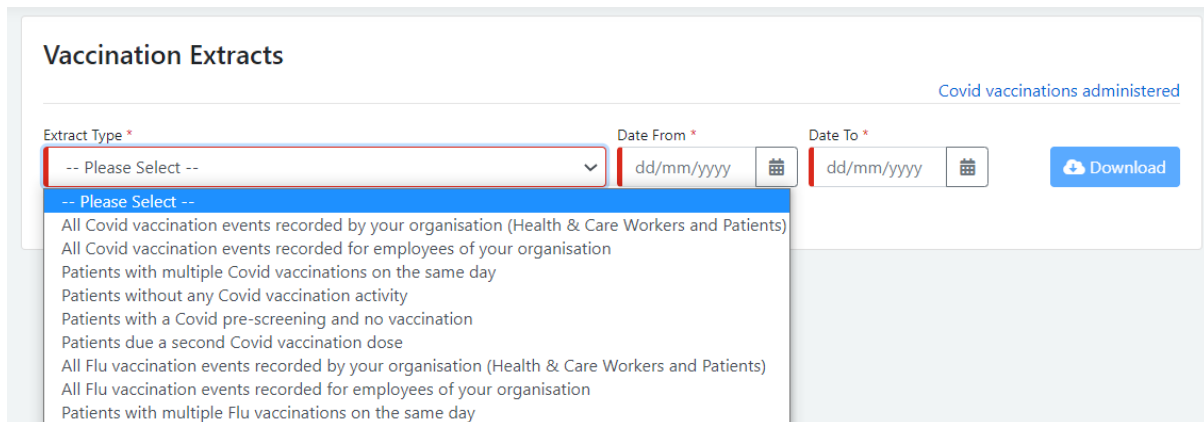
9. Downloading Reporting Extracts

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.

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

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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
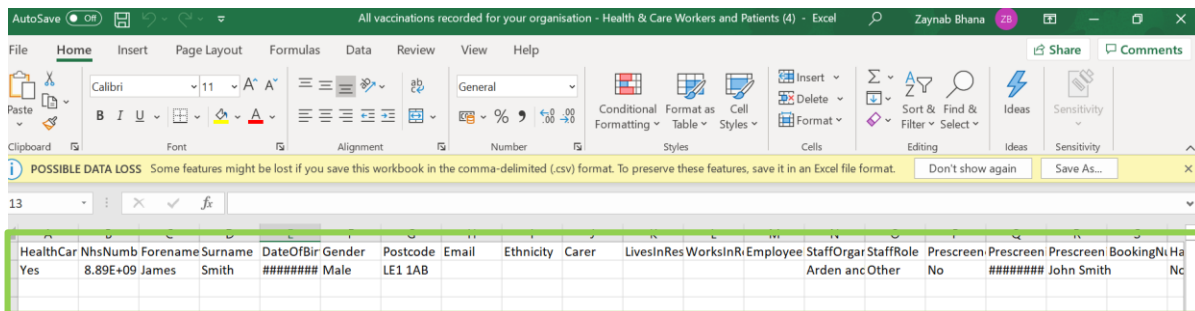
identify the vaccination status of employees at your organisation. There is a two-week maximum file size for this extract.

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

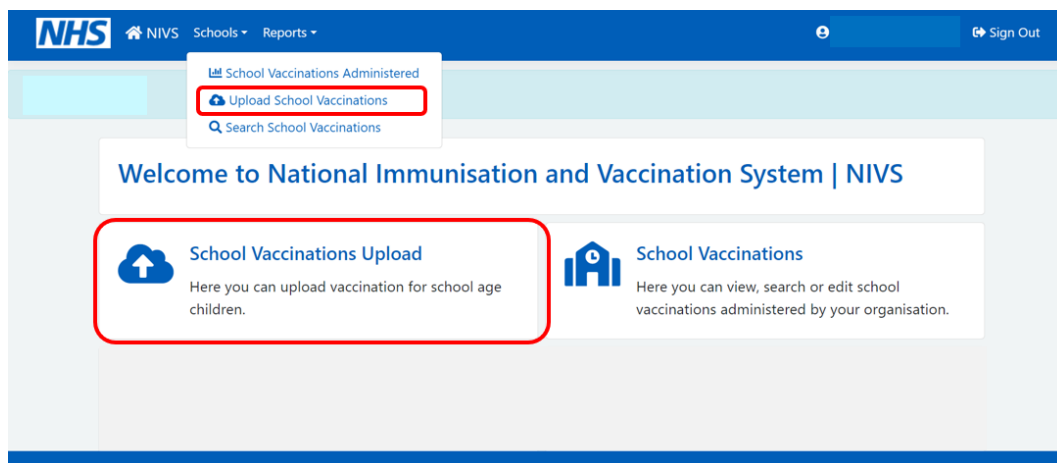| |
|---|
| StaffOrganisation |
| StaffOrganisationType |
| StaffRole |
| PlannedVaccineType |
| FirstDose |
| HasExperiencedAnUrticarialItchySkinReactionFollowingCovid19Vaccine |
| PrescreenedCapturedElsewhere |
| PrescreeningDate |
| PrescreeningClinician |
| BookingNumber |
| DoesTheIndividualhHveAHistoryOfAnaphylaxisOrSignificantAllergicReactionsToAnyVaccinesOrItsIngredients |
| HasTheIndividualExperiencedAnySeriosAdverseReactionAfterPrevious COVID-19 VaccineDoses |
| HasTheIndividualIndicatedTheyAre,OrCouldBePregnant |
| 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

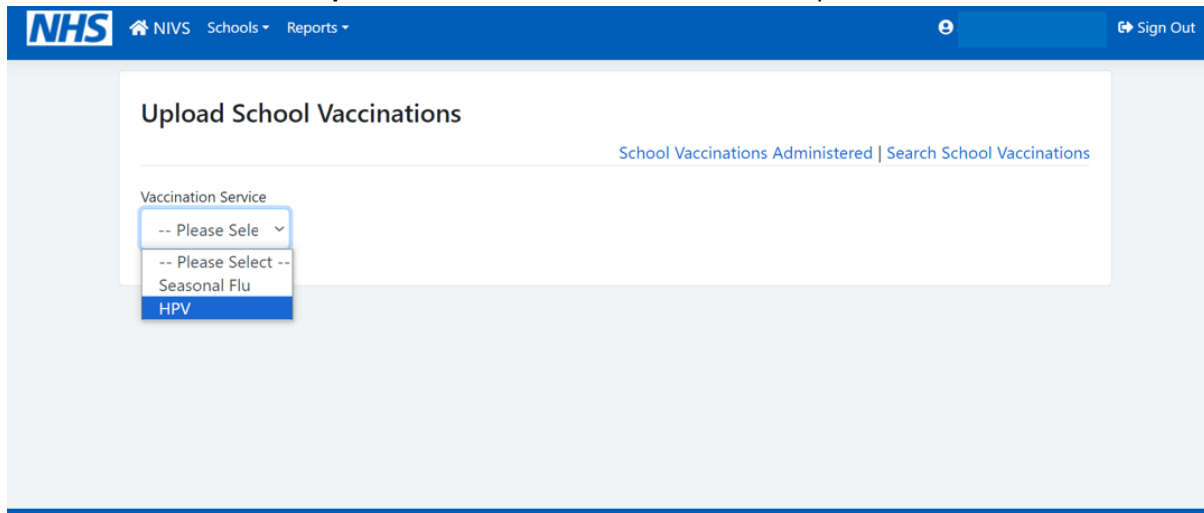# 11.   Uploading School Flu or HPV Vaccination Files

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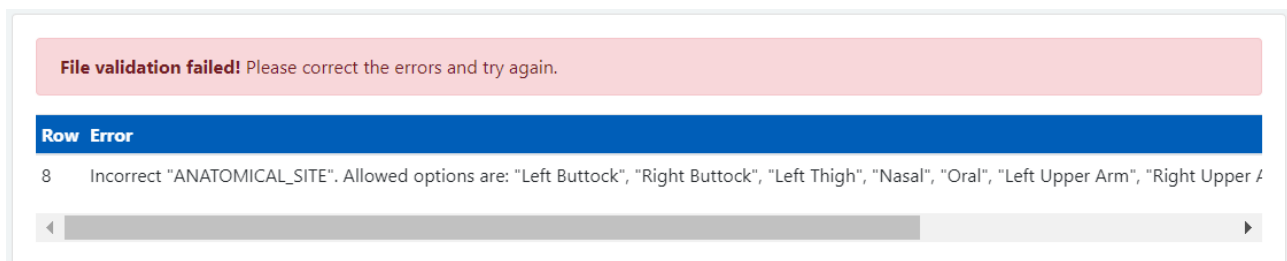2. Click on the **School Vaccinations Upload** box,

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

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.

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

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.

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Upload School Vaccinations

School Vaccinations Administered | Search School 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.
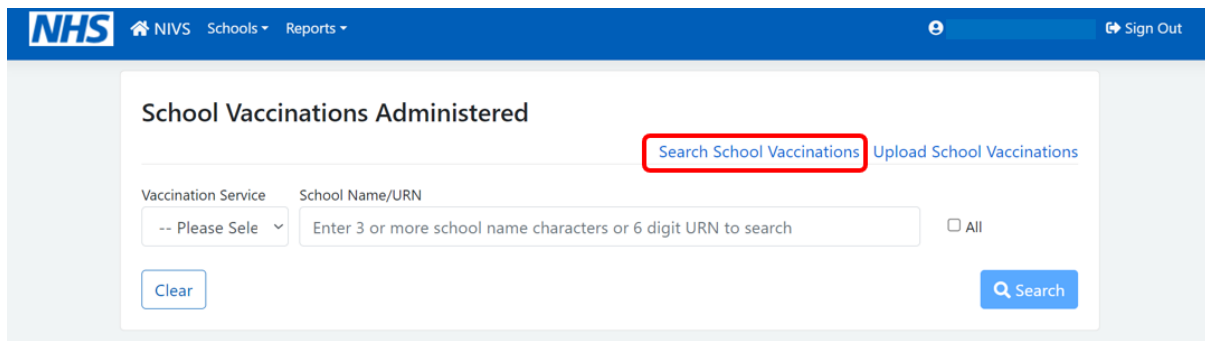
⬆ Upload

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:

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

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.
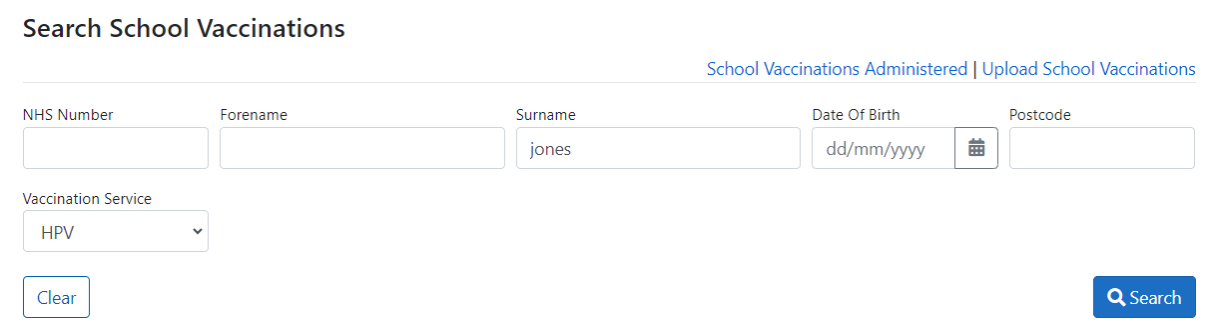
NOTE: You can search using partial demographic data.

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.

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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.

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.

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

School Vaccinations Administered

Search School Vaccinations | Upload School Vaccinations

Vaccination Service: HPV

School Name/URN: New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chester[

☐ All

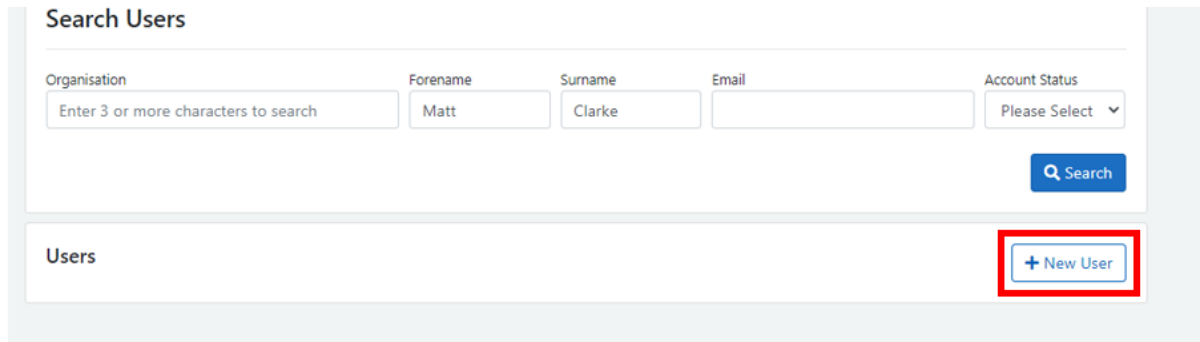**School HPV Vaccinations**

School	First Vaccinated Date	Last Vaccinated Date	Uploaded Count
Total			24
New Whittington Community Primary School	14/08/2021	16/08/2021	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
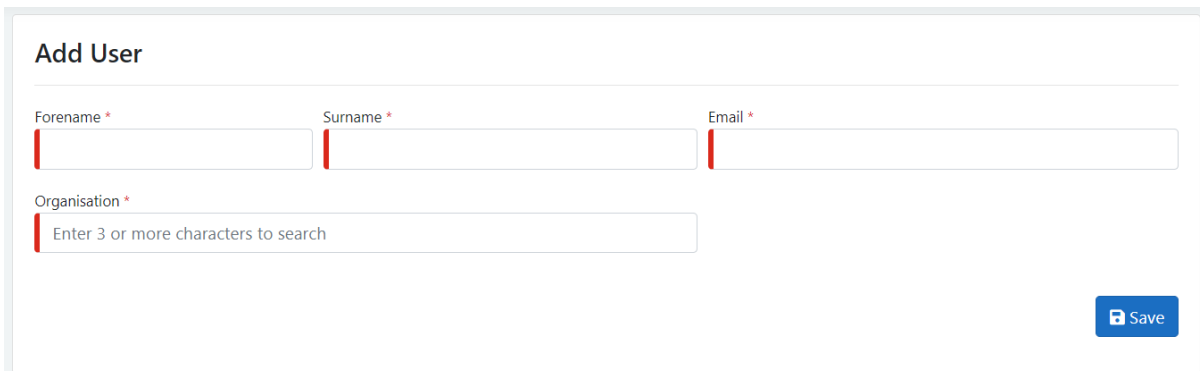

You will then be taken to the Add New User page where you will need to fill in all fields before clicking Save.

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

13.   Deleting Patients, Vaccinations and Pre-Screenings

13.1   Deleting a Pre-screening

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

National Immunisation & Vaccination System (NIVS) User Guide Standard Operating Procedure

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.

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

13.2   Deleting a Vaccination Record

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

Date	Dose	Vaccine Type	Vaccinator Organisation	Edit	Delete
12/01/2022	Booster Dose	Comirnaty 30micrograms/0.3ml (Pfizer)	SOUTH WARWICKSHIRE NHS FOUNDATION TRUST SOUTH WARWICKSHIRE HOSPITAL		
17/11/2021	Second Dose	Comirnaty 30micrograms/0.3ml (Pfizer)	SOUTH WARWICKSHIRE NHS FOUNDATION TRUST SOUTH WARWICKSHIRE HOSPITAL		
01/08/2021	First Dose	Comirnaty 30micrograms/0.3ml (Pfizer)	SOUTH WARWICKSHIRE NHS FOUNDATION TRUST SOUTH WARWICKSHIRE 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.

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

NHS Number	Forename	Surname	DOB	Postcode
	zaynab		dd/mm/yyyy 📅	

Q 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.

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

Version History

Version	Date	Author	Approver	Changes
1	01/11/2023	James Lewis	Vicky Nelson	Update to vaccine names and care model
2	19/12/2023	Alice Reading	Vicky Nelson	Updated screenshots
3	08/02/2024	Jack Waters	Vicky Nelson	Updating Header logos