National Immunisation & Vaccination System (NIVS)

School HPV User Guide

Review Process

A review of current User Guides should take place annually.

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

Contents

1. Access requirements

Please ensure that your NIVS account is enabled and that you can access the platform. You can do this by logging into NIVS from the sign in page at https://nivs.ardengemcsu.nhs.uk/ using your OKTA account email address and password.

If you have logged in successfully you will see the NIVS homepage with tiles or options available to select. If your account is disabled you will be presented with a list of your Trust Superusers, that will be able to activate it for you.
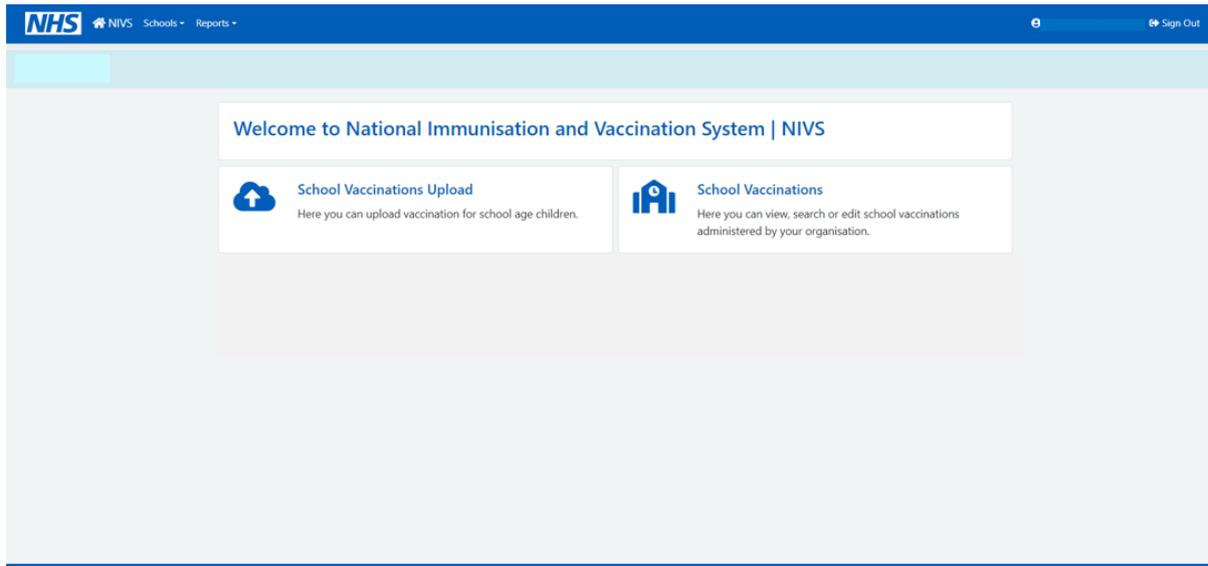
You will require the "School Vaccinator" role to upload school HPV vaccinations, you can check that you have this role assigned by clicking your email address at the top right of the NIVS homepage when logged in which will bring up your profile including assigned roles.
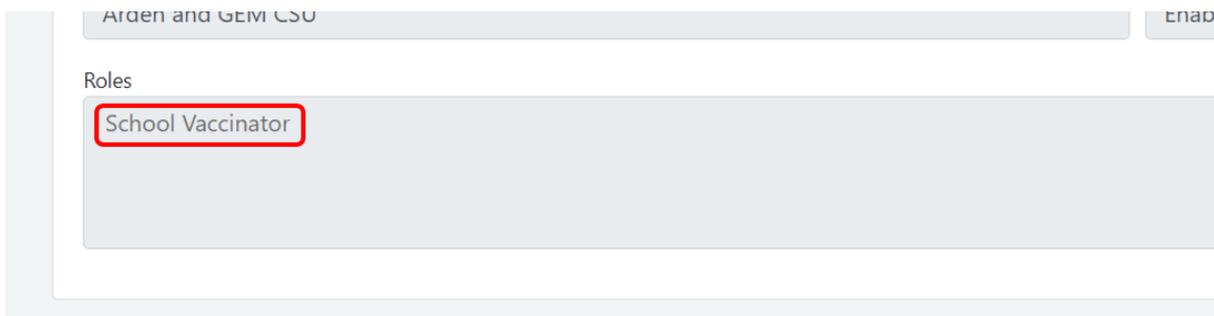
If you do not have the School Vaccinator role, please contact your organisation superusers. If you have not contacted your superusers before and are unaware of who they might be please email us at nivs.support@nhs.net

2. Upload file creation

To upload your vaccinations, you will need a completed .CSV template file. Details on how to enter the information can be found on the technical specification document. Both of these documents can be found on our website at COVID-19 National immunisation and vaccination programme - NHS Arden & GEM CSU (ardengemcsu.nhs.uk) under the school vaccinations dropdown.

Alternatively, we will be happy to provide you with copies of the template and spec upon email request to us at nivs.support@nhs.net

⚙	Knowledge articles and FAQs	⌄
💉	School vaccinations	⌄

If you require any more information or guidance on the National Immunisation & Vaccination System (NIVS) then please get in touch at: NIVS@england.nhs.uk

The template contains the necessary fields in the correct format that are required to upload school HPV vaccinations as upload files in NIVS.

A10	▼	⋮	✕	✓	fx	

	A	B	C	D	E	F	G	
1	ORGANISATION_CODE	SCHOOL_URN	SCHOOL_NAME	NHS_NUMBER	PERSON_FORENAME	PERSON_SURNAME	PERSON_DOB	PE
2								

The specification contains the information with examples to help complete the template fields.

4. Data File Definition

Mandatory (M) – field **must** be populated

Conditionally Mandatory (CM) - field **must** be populated where guidance notes below instruct it

Required (R) – field **must** be populated, but **only where data is available** and **guidance notes below instruct it**

Optional (O) – Supplier may choose to include this, where data is available

Note: Only factually correct information must be submitted

4.1 Vaccination Data Items

Pos	Field Name	Data Type	Length / format / values	M/CM/R/O	Notes
1	ORGANISATION_CODE	STRING	5	M	ODS Code of organisation vaccinating child https://odsportal.digital.nhs.uk/ (maps to SITE_CODE 8, 45)
2	SCHOOL_URN	Number	6 Chars 999999 For Home Schooled 888888 For unknown school	M	(44,49,50,56,57)
3	SCHOOL_NAME	String	Free text name of school	CM	Required where School URN is recorded as 888888.
4	NHS_NUMBER	String	10	R	Every effort should be made to populate this, where possible. Will be used to uniquely identify the patient. When supplied will be validated immediately prior to

Scrolling down to the Data file definition, you will find a list of all the fields found on the template and additional information about them. .

16	LOCAL_PATIENT_ID	String	e.g. 1) Example of a "single instance for all customers" Supplier system ACME-patient123456 **NIVS Example using Cinnamon as a supplier system:** **CIN – patient123456** 2) Example of "per customer instance" Supplier system ACME-CUST1-pat123456 ACME-CUST2-pat123456 **NIVS Example using Cinnamon as a supplier system:** **CIN-OXFORD-pat123456** **CIN-CAMBRIDGE-pat123456**	M	Local Patient / System ID from vaccinating organisation. This must be a unique code within the vaccinating organisation (9)
17	LOCAL_PATIENT_ID_URI	String	Use the following https://nivssais.agemcsu.nhs.uk/yourodscode/system (system number) example https://nivssais.agemcsu.nhs.uk/0de/system1 2	M	A URI for the system that has allocated the local patient identifier. Note, this must be unique within a given Supplier system or instance of Supplier system Where a supplier has multiple systems, then number the systems 1,2,3, etc (10)
18	CARE_SETTING	String	1 – School 2 – Community Setting	M	Indicate the care setting of where the vaccination was undertaken.

Entries for Field 16 Local patient ID must be the local patient/system ID from whatever supplier system your organisation uses, this ID must be unique to the patient and a unique code within your organisation. Some examples of this ID are provided on the specification using Cinnamon as the example supplier system.

Entries for Field 17 local patient ID URI will be the URI that your supplier system has allocated the local patient ID used in field 16, this must be unique within the given supplier system or instance of the system. In situations where a supplier has multiple systems then the systems can be numbered 1,2,3 etc.

3. Uploading School HPV Vaccination Files

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** box, and then click on **Upload School Vaccinations** on the subsequent screen.
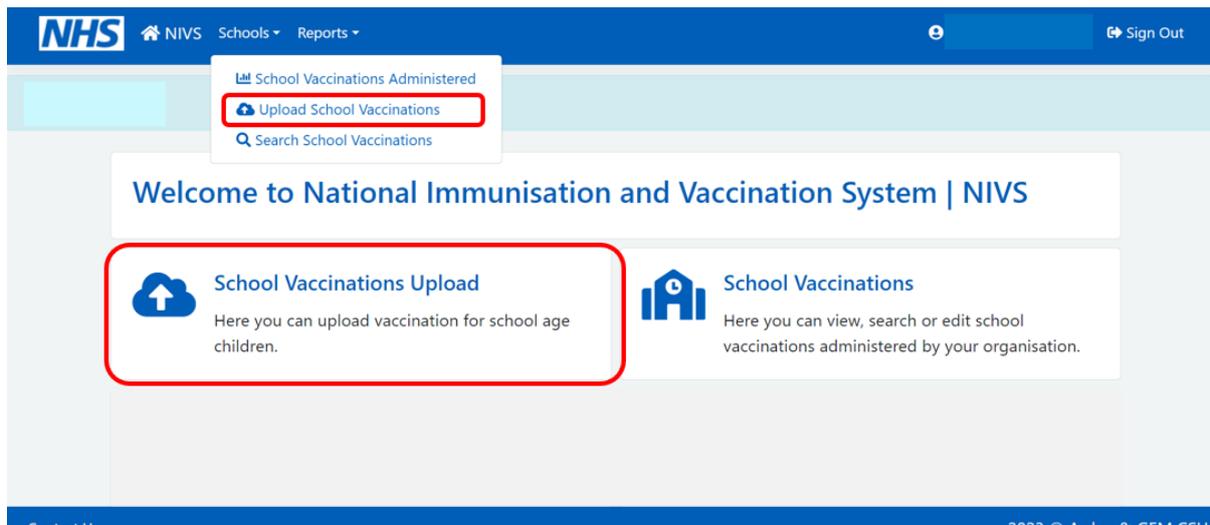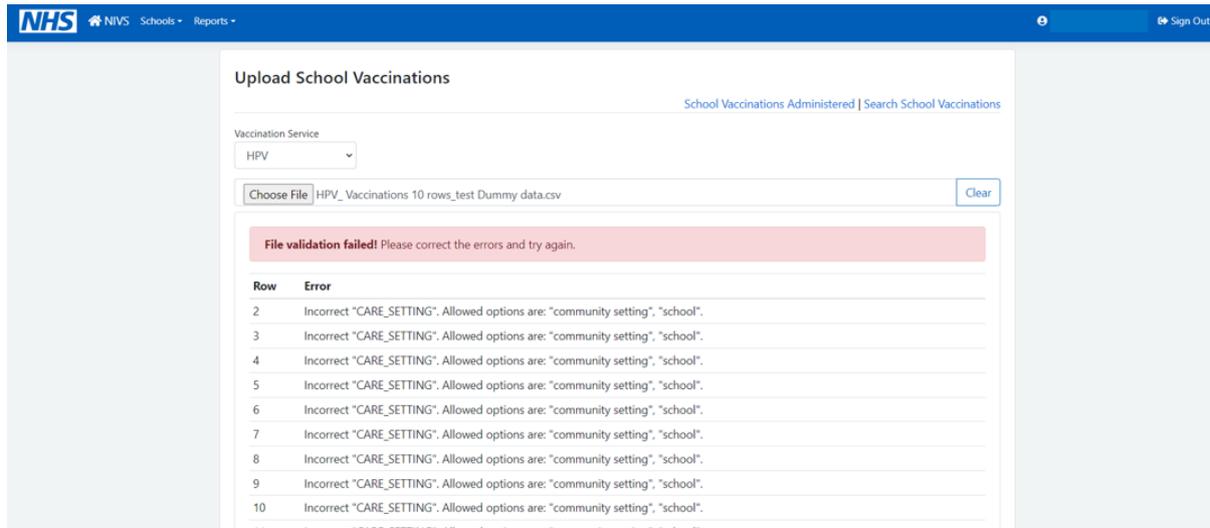
Following either of the steps above will take you to this screen below, where it will ask you to select the relevant vaccination. HPV for example
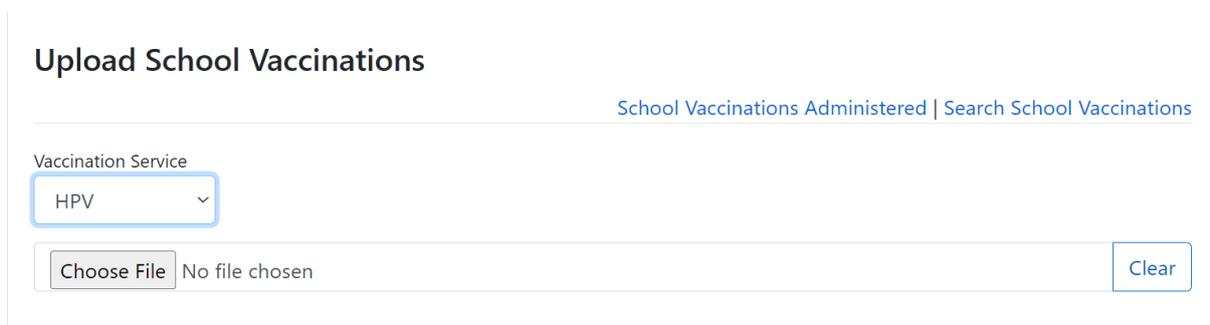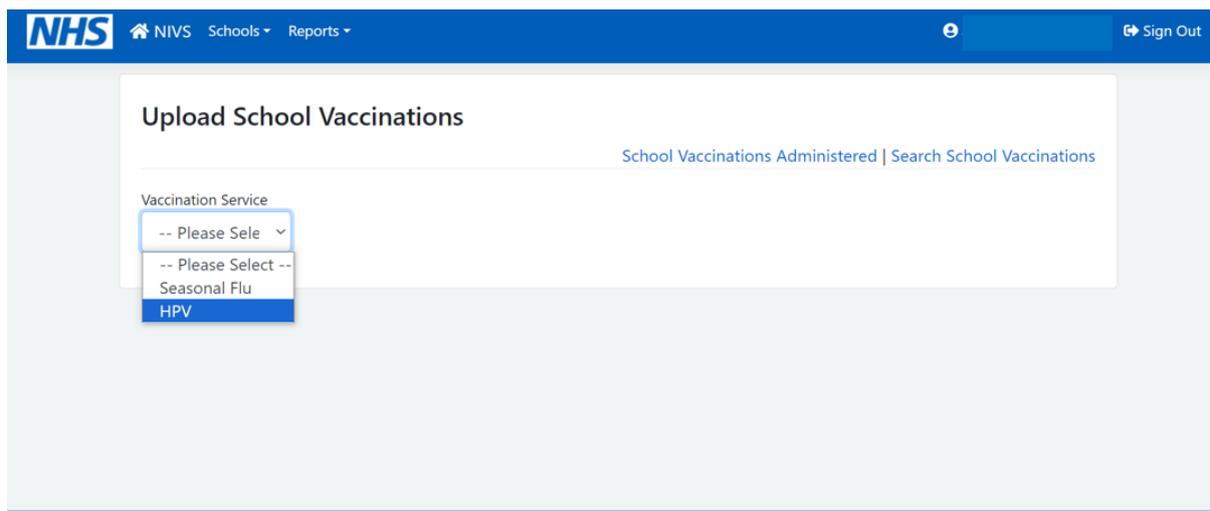
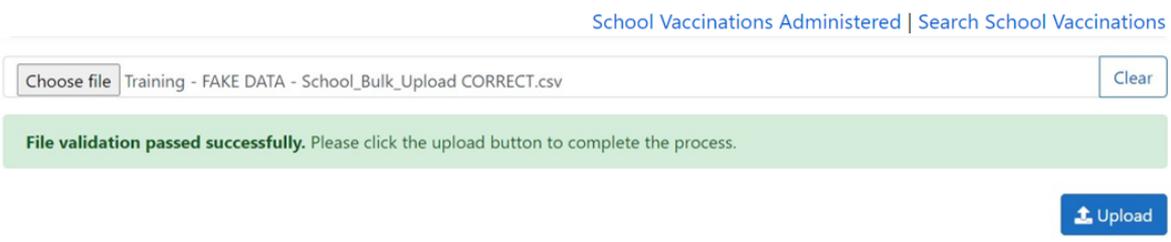You can upload the vaccination file.

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.
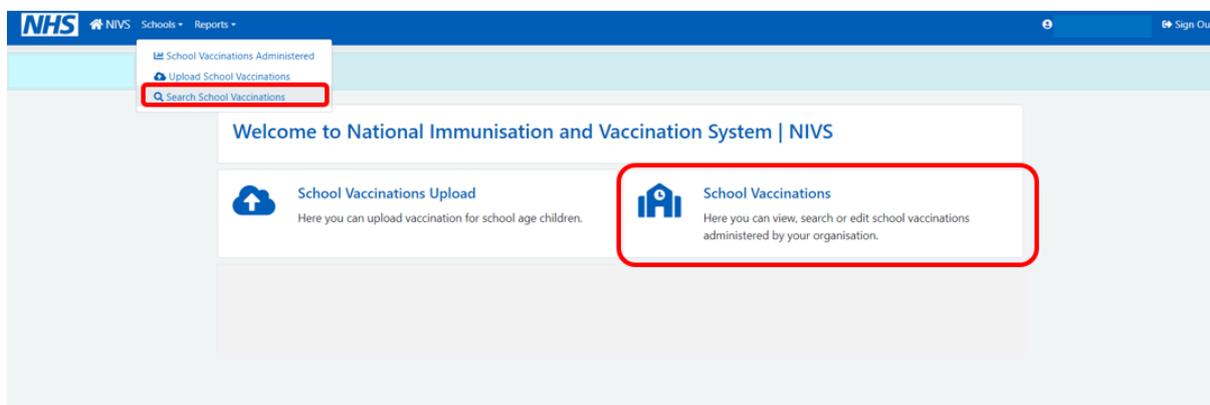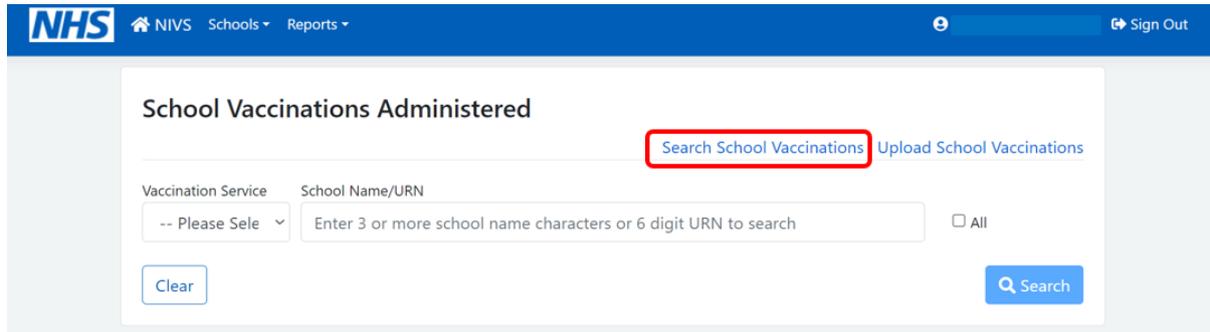

Once this has been corrected you will get a message, saying the file has passed validation, as per below. REMEMBER to press the Upload button.

4. Editing School HPV Vaccination Records

To edit a school record that has been uploaded incorrectly, you will need to click on this option on the homepage or on the 'Schools' drop-down box.
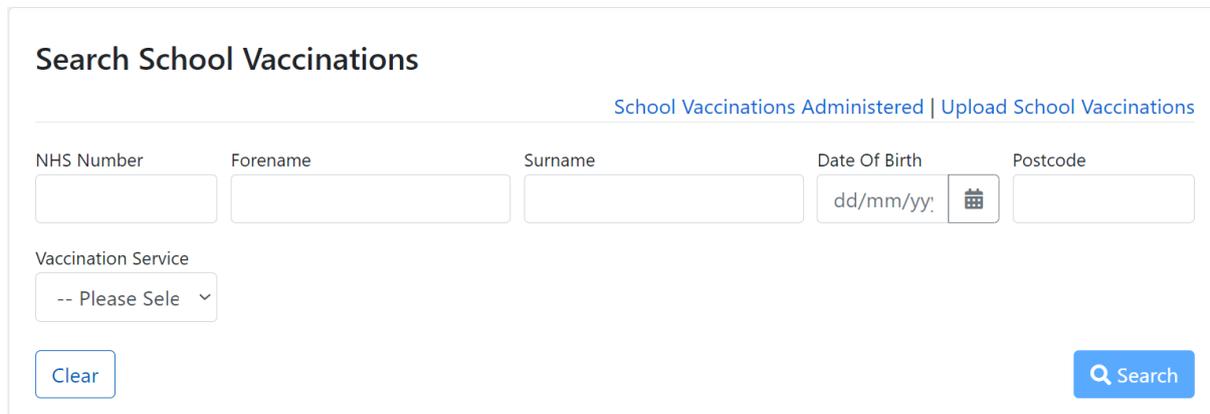
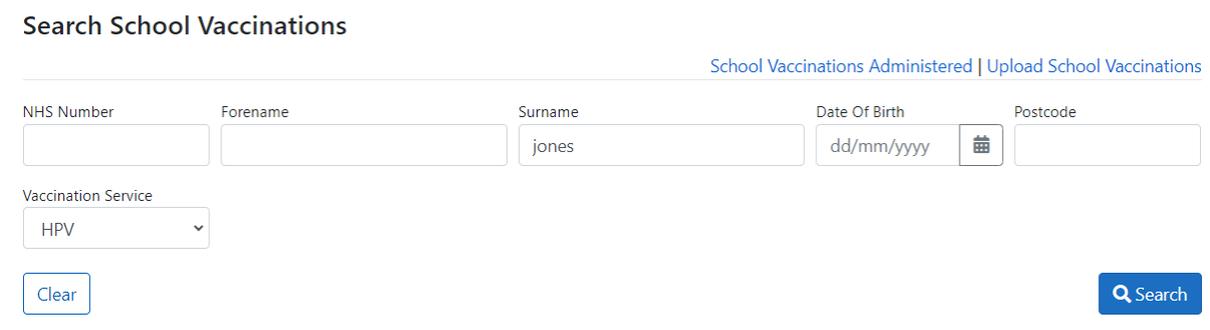Once you have clicked on this, you will need to click on Search School Vaccinations, as below:

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

NOTE: You can search using partial demographic data, but you do need to select which vaccination service

School HPV Vaccinations

NHS Number	Name	Date Of Birth	Postcode	Vaccinated Date	Edit
	Pete Jones	22/09/2012	LE10 2FF	14/08/2023	✎

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.

Edit School HPV Vaccination

School	NHS Number
Unknown School	

Forename	Surname	Gender	Date Of Birth	Postcode
Pete	Jones	Female	22/09/2012	LE10 2FF

Date Of Vaccination *
14/08/2023

Vaccine Type	Batch Number	Batch Expiry Date	Anatomical Site
Gardasil	123013326	30/07/2022	Right Thigh

| Care Setting	Dose Sequence
Community Setting	Dose 2

[Save]

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.

5. School Vaccination details for your Organisation

Back on the home page for school age vaccinator, there is the option to see the total School vaccinations for your organisation. You can search for the school's name or URN number.
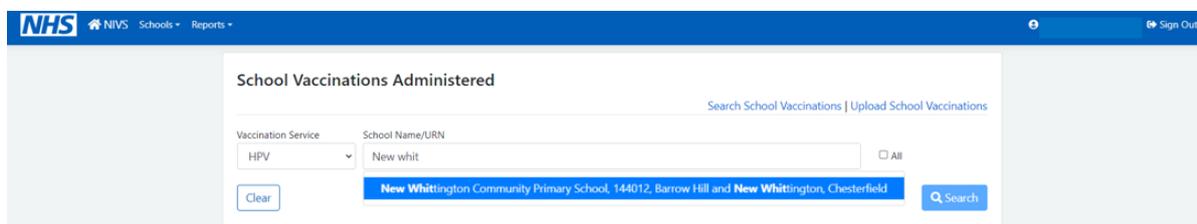
This will then bring you back the details of the first and last vaccination dates and the total count.

School Vaccinations Administered

Search School Vaccinations | Upload School Vaccinations

Vaccination Service	School Name/URN	
HPV	New Whittington Community Primary School, 144012, Barrow Hill and New Whittington, Chesterf	☐ All

[Clear]   [Q Search]

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

6. 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.support@nhs.net
Phone: 03330 384 268
Helpdesk Operating Hours: Monday to Friday: 08:00 – 18:00, Saturday and Sunday: 08:00 - 16:00

You can also find further supporting documentation on the Arden & GEM website:
https://www.ardengemcsu.nhs.uk/nivs

Version History

Version	Date	Author	Approver	Changes
1	30/07/2023	Andy Clarke	Vicky Nelson	Initial Version
2	08/02/2024	Jack Waters	Vicky Nelson	Updating Header logos
2	22/01/2025	Nkiere Mudianga	Vicky Nelson	Updated number
3	23/02/2026	Rob Orton	Elizabeth Rushton	Updated contact Info