National Immunisation & Vaccination System (NIVS)

Flu User Guide

Version 1.0

1. Introduction

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

This document contains information on:

➢ how to register for an account so you can access NIVS
➢ how to use the NIVS system to record vaccinations

It is designed as a 'step by step' guide to navigate users through all steps of the process.

Please note that any data shown on screen shots is not 'real' and has been created for training purposes only.

2. Register for a NIVS account

To register/set up an account for NIVS access, please contact your **Superuser** within your organisation.

They will create an account for you, whereby you will receive an activation email from OKTA to set your password and security questions.

Once you have activated your account, you will be able to login to NIVS https://nivs.ardengemcsu.nhs.uk/home as a "**VACCINATOR**'. You will automatically be set up as a 'Vaccinator', therefore you no longer need to request your role.

Please note:

If you are unable to login to NIVS (once you have activated your account) please contact nivs@england.nhs.uk

If you require a password reset, please contact the helpdesk nivs@england.nhs.uk

Please note – if you require a large number of users onboarding, please contact nivs@england.nhs.uk. We can do a bulk upload. We aim to do this within 48 hours. If urgent request is required, please contact your superuser within your organisation as this is a quicker process.

3. Accessing NIVS

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

3.1 Sign in to NIVS

Now you have access to NIVS via your Insights account, please login using this link https://nivs.ardengemcsu.nhs.uk/home

This screen will appear – enter the email and password for the account you created here

You can also reset your password here, by selecting *'Need help signing in or forgotten your password?'* highlighted above.
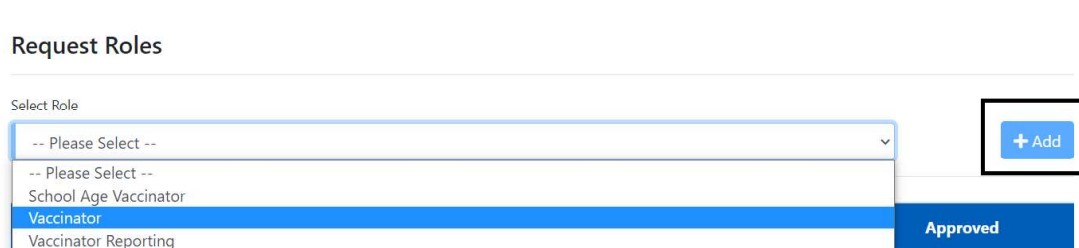
3.2 Request a Role

The first time you access NIVS you will need to select a user role.

1. In the top right-hand corner of the screen, you will see your email address. Please click here to view your 'user profile'.
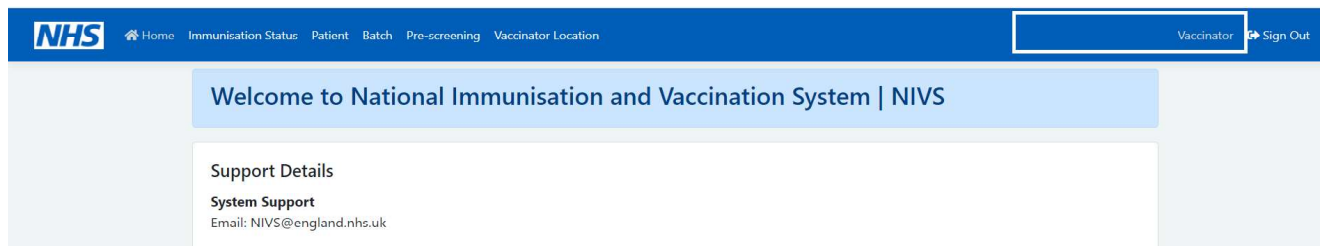
2. Under your 'user profile' there is a section called 'Request Roles'. Please select Vaccinator on the drop-down list and click add.

Once you have requested your role. Please email nivs@england.nhs.uk to get your account

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approved. We will require approval from your lead before approving.

You will receive an email confirmation once your account has been approved.

Once you have activated your account and login to NIVS, you will automatically be set up as a Vaccinator'. If you require access to another role, the request must come from your organisation SPOC(s) to nivs@england.nhs.uk

If we do not have approval from your SPOC, you request will not be accepted.
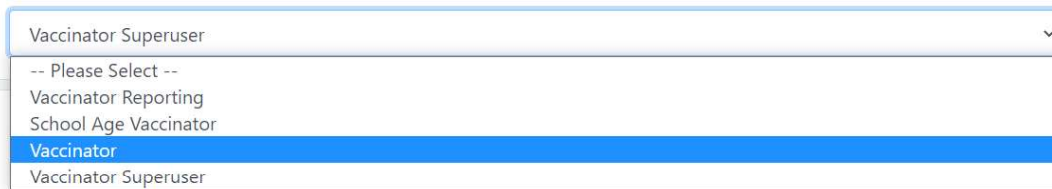
3.3 Multiple roles/switching roles

If you have multiple roles approved:

1. Select your email address to view your user profile

2. Use the 'Switch Roles' section at the top of the page to change/confirm your role

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

4. Using NIVS

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

4.1 Home Page

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

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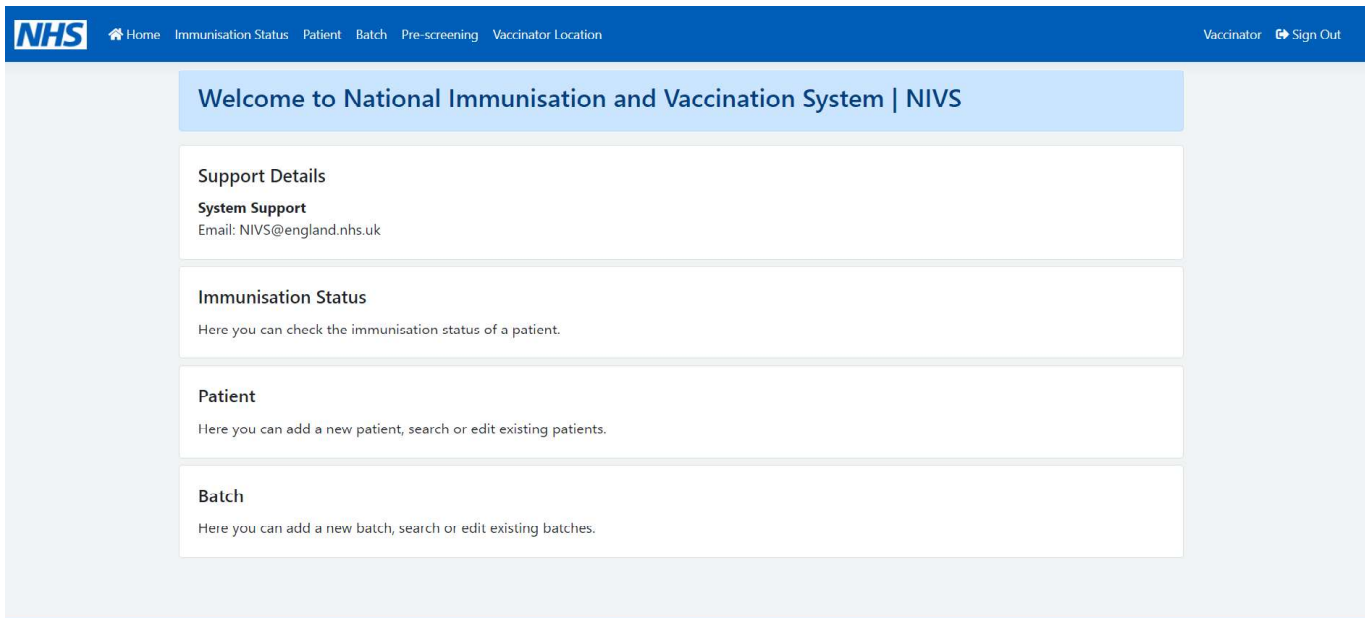
4.2 Setting your Vaccination Organisation and Site

Vaccinators are working in multiple sites and organisations to deliver the vaccination program. in addition, with the onset of Mass Vaccination Centres colleagues may now also be vaccinating in different care settings.
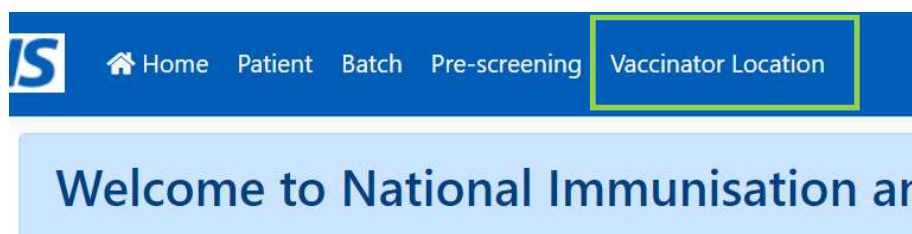
To ensure vaccinations are recorded to the correct site and organisation you will prompted with the following screens when you log into the system and select 'Patient' or 'Batch' before you can proceed further. You can also do this by selecting Vaccinator Location located at the top.

There is no longer a requirement to select a Vaccination Service Type, just an Organisation and Site. The site selected will determine if the vaccinations are being undertaken in a Hospital Hub or Mass Vaccination Centre.

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

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

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

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4.3 Changing your Vaccination Organisation and Site

To change the site you are working at, either log off and log back in or select the '**Vaccinator Location'** button
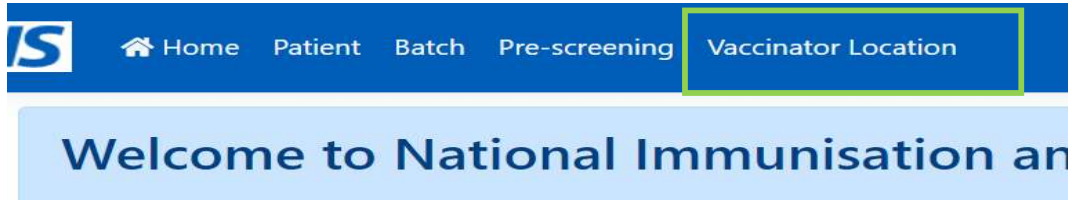
This will confirm which organisation and site you are already vaccinating for
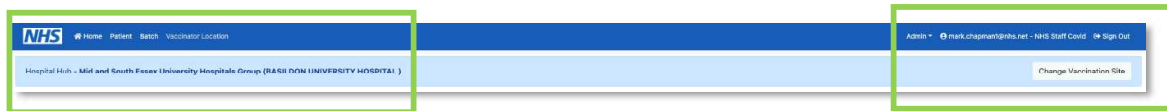
If you need to change this – 'Click' on the change vaccination site button
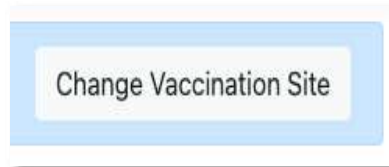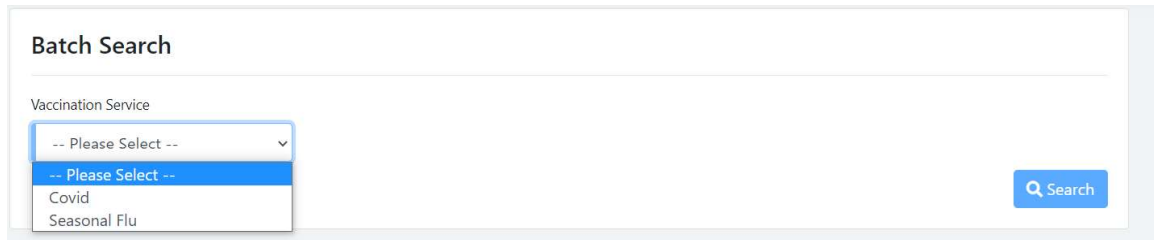

And repeat the steps from Section **4.2 Setting your Vaccination Organisation and Site.**
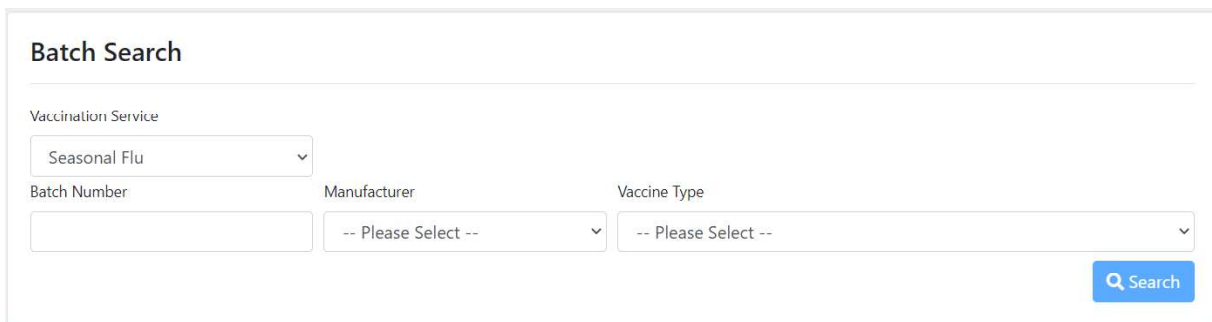
5. Batches

To add batch information, select 'Batch' from the options on the home page. This will take you to a batch search screen.

Here you will need to identify whether the batch is COVID or Flu
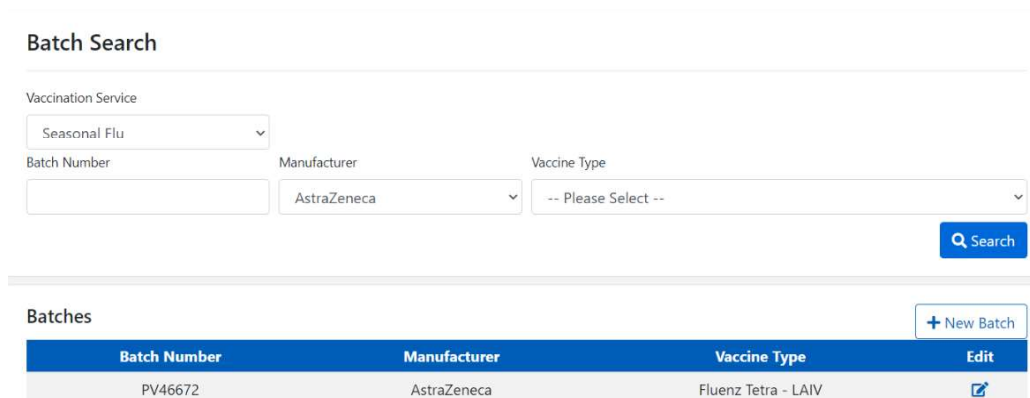
> ➢ You can search for previously added batches by Batch Number, Manufacturer or Vaccine Type

To add new batch information, you will need to enter 'some detail' -e.g. Astra Zeneca in Manufacturer fields and click **'Search'**

The option of **'+ New Batch'** will appear

When adding a batch, the **'Vaccine Type'** must be selected.

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All fields marked/highlighted in Red on the screen shot below are mandatory

5.1 Editing batches

As above, by searching batches on the **'batch search'** page, you can edit existing batches by selecting the edit icon on the right.

You can assign a batch to **'Depleted'** status. This will remove that specific batch from appearing in the main vaccination screen to help minimise the vaccination batches captured.

To do this:

1. Edit the existing batch and tick **'Depleted'** then click **'Save'** to change the record.
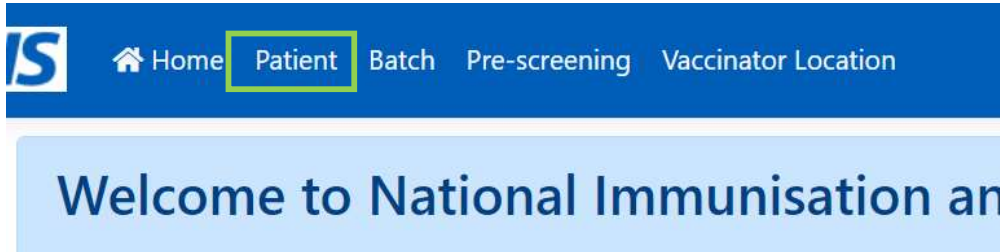2. If this is done in error, untick the **'Depleted'** box and it will be reactivated.

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6. Adding a Patient or Staff member

To add patient information, select **'Patient'** from the options on the home page.

This will take you to a patient search screen. Please search for something to be shown **'+New Patient'**.

N.B. Appendix 1 has details of the mandated field requirements within NIVS

The '**Patient Details'** screen will appear (see below) where you can add both Patient and Health Care Worker Vaccinations.

1. Complete all required fields – they are marked/highlighted in Red.

Please note:

1. Due to PDS integration, you can use the patient's NHS number and search using the magnifying glass to populate the rest of the demographic fields.
2. It is also possible to search with demographic fields, and a partial postcode will also return possible patients.
A valid record must be returned from that search to enable users to continue to record the vaccination. The application has a live link to the Patient Demographic Service and as such all NHS Numbers and relevant Demographics details held there. Where an NHS number is unable to be found, a local record of the vaccination should be retained.

In response to the program's requirements for update monitoring, we have been required to capture some additional data on the patient's registration screen.

Email address – to support later functionality to automatically send patients emails relating to the vaccine they have and other post vaccination details

➢ Ethnicity
➢ Is the patient a carer
➢ Does the patient live in a residential home for older people
➢ Does the patient WORK in a residential care home for older people.

We have developed the functionality to enable Trusts to record vaccination for those patients who do not have NHS Numbers. To accommodate the requirements of this release we have had to make some fundamental changes to the registration process.

6.1 Adding a patient

When adding / registering a new patient, the layout of the screen has changed. It is now a requirement to search for the PDS for the demographic details you have.

Upon completion of the search, you have returned a patient successfully then you will need to complete the screen below.

The Heath Care, Social Care or Care Home Worker select has moved position on the screen. If you select this option, the employee number, staff organisation and staff role will appear. If the patient has a match record in our ESR data, the Employee Number and Staff Organisation will automatically be populated.

Complete the mandatory fields and press save to register the patient.

6.2 Adding a patient manually

If, when adding a patient, a PDS match cannot be found, the system will prompt you on how you might refine your search to get a match. If you still cannot find a match, then click on the Add Manually button.

When adding a manual patient, you must confirm that you have tried to match PDS and that you accept the clinical risks of registering a patient without an NHS Number.

An audit of this decision is recorded by the system.

Once confirmed, the user will need to complete the rest of the registration details.

Clicking save will add the record. To prevent duplication, a check is made on the Forename, Surname, Gender, DOB and Postcode, if there is a match in the existing system, the application will prevent you from competing that registration.

7. Adding a vaccination

Once you have found the patient who needs their vaccination inputting, select the edit option.

Scroll down until you see the option for Flu Vaccination. Select + New Flu Vaccination

Then fill in the flu vaccination form, ensuring all the mandatory fields are filled in

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Example below

If the flu vaccination is not given, then a Not Vaccinated Reason dropdown will pop up once the "No" option is selected

Once all the details have been filled in, select "save"