



COVID vaccination site and user set up

Outcomes4Health is a secure web-based service management solution. The system can be used to support the delivery of COVID vaccinations in a both a mass vaccination centres and single practitioner settings. System features include:

- Consent management
- Practitioner management and audit of activity
- Patient validation via PDS
- Structured template to ensure all required data capture
- Staged service delivery option
- Bar code scan functionality to populate vaccine fields
- Interoperability with the National Immunisation Management Service (NIMS) providing display of vaccination history and update to NIMS post vaccination
- Automatic GP notification via MESH on saving the record.

Service Guides

Pinnacle Systems Management Ltd have created video user guides to be used in conjunction with early system access. This will enable users to become familiar with system functionality on set up.

Mass vaccination centre location considerations

When planning locations for any mass vaccination centre, service managers to consider the following:

1. Access to the internet to allow access to web-based service management solution.
2. Appointment of site administrators who will be given enhanced system access to manage user set up and user permission settings at the provider site – see administration guide

Site and user set up

Please find attached two spreadsheets:

1. Site set up requirements – Details of mass vaccination centres or practices/sites supporting mobile practitioners – See green key in spreadsheet
2. User set up requirement – Details of clinicians/practitioners that will be involved in the vaccine delivery.

Site set up

There are two types of site set up form

1. Mass Vaccination Centre
2. PCN service provider – Sites that are not mass vaccination centres

Please ensure you are filling in the correct form as the user templates differ slightly between settings. The site description will be visible in the file name. One is clearly marked PCN, the other Mass Vaccination Centres

The information required for each site type is the same

A	B	C	D	E	F	G	H	I	J	K	
Name	Email	Address 1	Address 2	Address 3	Postcode	Telephone	ODSCode	Valid?			
									What do the columns mean?		
									Key	Required?	Description
									Name	Required	The name of the site
									Email	Required	Contact email address for the site (Ideally NHS email)
									Address 1	Required	Site Address
									Address 2	Optional	Optionally, additional address details
									Address 3	Optional	Optionally, additional address details
									Postcode	Optional	Optionally, additional address details
									Telephone	Required	Site Postcode
									ODSCode	Required	Site Contact Telephone/Mobile Number
										Required	ODS code (Site code allocated by NHS) of the site

For each vaccination site across a region please make a single line entry for each showing:

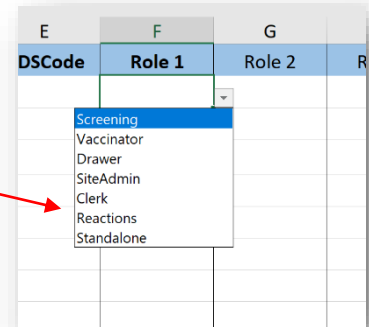
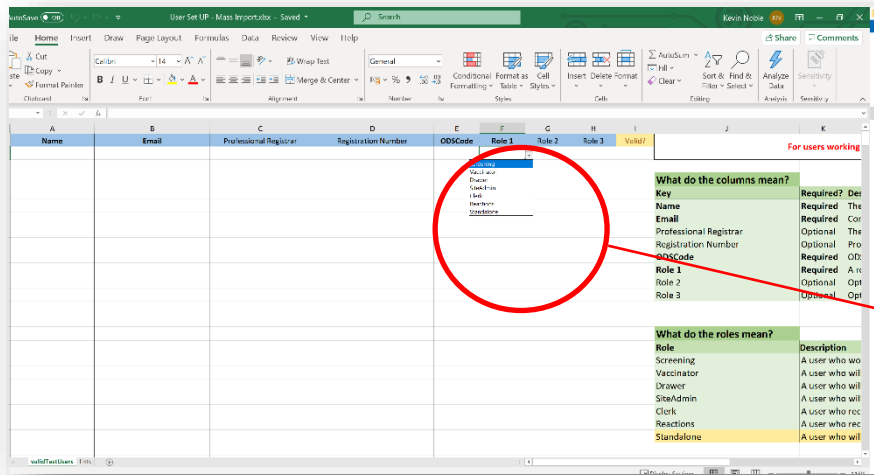
- Site name
- Contact email
- Address (3 fields, 2 non-mandatory)
- Post Code
- Telephone number
- ODS code

NB: Site ODS code must be provided. These are required for transfer of vaccination information to GP and the NIMS update. ODS codes for non-healthcare settings will be defined by NHS England, NHS Digital and NHSX in due course.

User set up

Please enter all user information for all sites on the same spreadsheet. This information will be mass uploaded to the

Outcomes4Health system on receipt.



Details required *Denotes click in fields to reveal drop down options where these exist:

- Username
- Contact email (preferably NHSmail account)
- *Professional Registrar – Select from GMC, GPhC, NMC or if non-apply select “Not Registered”
- Registration number – Non mandatory, If practitioner not on a professional register leave blank
- ODS Code – Of site the user will be working at
- *Role – There are three columns to enter role as it is anticipated many users will have more than one role, **click in field** to reveal options, and select from the drop-down list. Selection of role will auto set permissions in the user profile

Please complete both spreadsheets for region/area and return to **covidsitesetup@emishealth.com**

For users who will be active at more than one site please complete one line entry for each site.

On return of completed spreadsheets your sites and users will be added to the system.

Site Administrators

Please ensure site administrators are clearly identified by selecting the “SiteAdmin” role in one of the role drops downs. Site administrators will be able to add, remove and edit users at their site – see Administrator Guide.

Account activation

Once set up on Outcomes4Health, users will receive a system generated email from Pinnacle Systems Management Ltd detailing initial login and password information.

Users MUST login within 3 working days of receiving initial access information at <https://outcomes4health.org> and reset their password to set permanent access.

See video guides for service delivery models. There is a guide for the PCN model and a guide for the mass vaccination centre. Fields to complete vary slightly depending on mode of service delivery