National Immunisation Management System (NIMS)
End User Guide

Author:

Version: V2

Created: 25/09/2020

Updated: 30/11/2020

Classification: COMMERICAL IN CONFIDENCE

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Document control

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Amendment record

Issue status	Version	Date	Actioned by	Description
Draft	V06	05/11/2020	Nicki	Updated images
Final	V1.0	19/11/2020	Nicki	Issued to client - Flu
Final	V2.0	30/11/2020	Nicki	Covid

Table of contents

1 Overview

This guide provides details of how to;

- search for a patient
- capture immunisation details – for Covid and Influenza
- view previous immunisations – held in the NIMS database
- record adverse reaction – for Covid vaccination

Any screen shots containing patient data are test patients for demonstration purposes only.

When following the guide, please note that there will be differences in layout depending on the device (laptop, iOS or Android) you are using. The information you are able to view and capture is the same across devices.

Access to the web app is through invite only. Contact your local coordinator to arrange access

2 Quick Guide

2.1 Login

- Invite only
- Url will be provided in the invite
- Click Sign Into Your Organisation
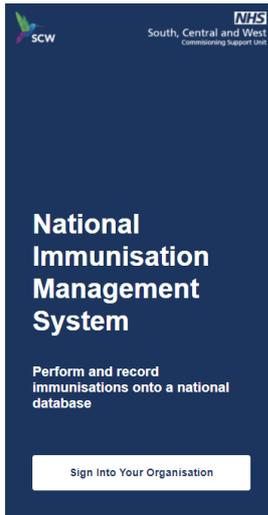
2.2 Search

Search for an individual via one of 3 options;

1. NHS and Date of Birth

2. Postcode and Date of Birth

3. Scan QR

2.3 Record Vaccination or Adverse Reaction

- Confirm details and then choose either;
    - Covid-19 to record an immunisation (or not administered)
    - Influenza to record an immunisation (or not administered)
    - Or 'SELECT' to record an adverse reaction for Covid

Perform New Immunisation

| Covid-19 | Influenza |

or record an adverse reaction against a previous immunsation

| 29-Nov-2020 09:36 | Administration of first dose of SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) vaccine
Pfizer-BioNTech COVID-19 mRNA Vaccine BNT162b2 | **SELECT** |

2.4 Record Covid Vaccination Given

- Click 'Covid-19'

Perform New Immunisation

| Covid-19 | Influenza |

or record an adverse reaction against a previous immunsation

| 06-Nov-2020 12:51 | Seasonal influenza vaccination
MASTA Quadrivalent | **SELECT** |

Note that NIMS may not have access to all vaccinations performed so please confirm the vaccination history with the patient before vaccinating and follow operational guidelines and processes where necessary

- Click 'Please confirm that the individual has successfully passed pre-screening'
- Click Staff or Patient check box
- Click 'Has the individual consented to the vaccination and therefore have a full understanding of the implications'
- Form will be displayed

- Populate form ☝NOTE: Review and confirm all information provided before submitting, including fields defaulted from a previous session.

- Example below;

☑ Please confirm that the individual has successfully passed pre-screening

Please indicate whether the person receiving the vaccination is a member of staff or patient?
* Staff ☑ Patient ☐

☑ Has the individual consented to the immunisation and therefore have a full understanding of the implications?

☐ Tick this box if the vaccination was NOT administered

BASIC INFORMATION

Date and time administered

| 27-Nov-2020 20:31 |

Administered by | Code (Optional)
* Eva Walsh | NMC123

Care Setting Type

* NHS Trust ▼

Location Type

* NHS Organisation (ODS) ▼

| Location | | Location Code |
| Free text | | * ODS Code |

Recorded by | Code (Optional)
Nicki Hughes |

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VACCINE DETAILS

Manufacturer / Product

* Pfizer-BioNTech COVID-19 mRNA Vaccine BNT162b2 ▼

Procedure Given

* First dose of SARS-CoV-2 ▼

▦ **Scan Packaging**

* Batch Number

X123456

* Expiry Date

05/12/2020

If this is a COVID vaccination this is the Defrosted Expiry date

Note: If the batch number has defaulted in from a previous session please verify that the batch has not changed

Dose

30micrograms/0.3ml

ADMINISTRATION DETAILS

Administration method

Intramuscular ▼

Body site

Left Upper Arm ▼

NOTES

Provide any and all notes that are applicable

Review and confirm all information provided before submitting including fields defaulted from a previous session

SUBMIT DETAILS

2.5 Record Covid Vaccination NOT Given

- Select Covid-19
- Click 'Tick this box if vaccination NOT administered'
- Form will be displayed

- Populate form, ☝NOTE: Review and confirm all information provided before submitting, including fields defaulted from a previous session. Example below;

2.6 Record Adverse Reaction

Click 'SELECT' next to the immunisation to record the reaction against

Perform New Immunisation

Covid-19	Influenza

or record an adverse reaction against a previous immunsation

| 29-Nov-2020 12:47 | Administration of first dose of SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) vaccine
Pfizer-BioNTech COVID-19 mRNA Vaccine BNT162b2 | **SELECT** |

- Complete form

Example below;

Reaction To   **CHANGE**

Administration of first dose of SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) vaccine

29-Nov-2020 09:36   Pfizer-BioNTech COVID-19 mRNA Vaccine BNT162b2

EVENT DETAILS

Date & time of onset

| 29-Nov-2020 12:18 |

Recorded By   Code (optional)

Nicki Hughes | . |

👆**NOTE:** Recording of adverse reaction within the app does not substitute the completion of the yellow card which is still required. A hyperlink to the yellow card website if provided

2.7 Session Defaults

This functionality allows certain fields to be populated and 'remembered' until 23:59 on the same day.

The fields are;
- Staff or Patient selection
- Care Setting Type, Location Type, Location and Location Code
- Recorded by Code
- Batch No

👆**NOTE**: If the batch number has been defaulted in from a previous session please verify that the batch has not changed.

3   Logging In

Access to both Test and Live is through invite only. If you are unsure whether you have access, please check with your local coordinator.

Test go to; https://cdt-nims.grhapp.com/login
Live go to; https://nims-webapp.syhapp.thirdparty.nhs.uk/login

1. Click the 'Sign Into Your Organisation' button
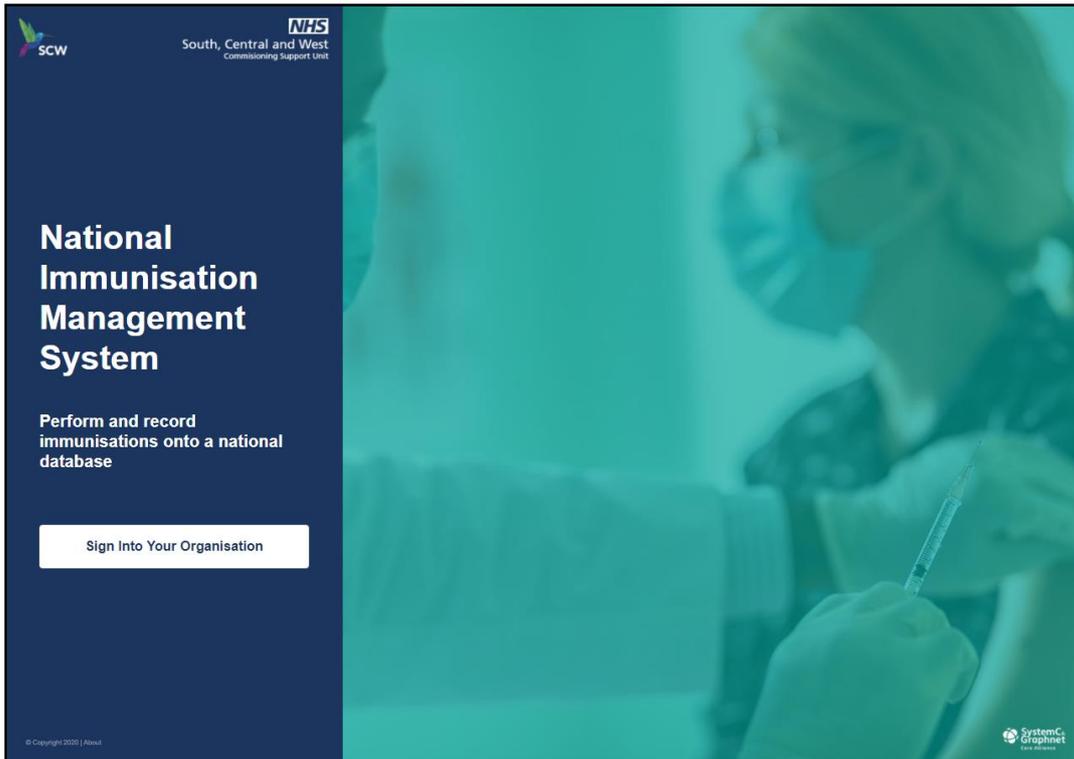
You will be redirected to the Microsoft login page
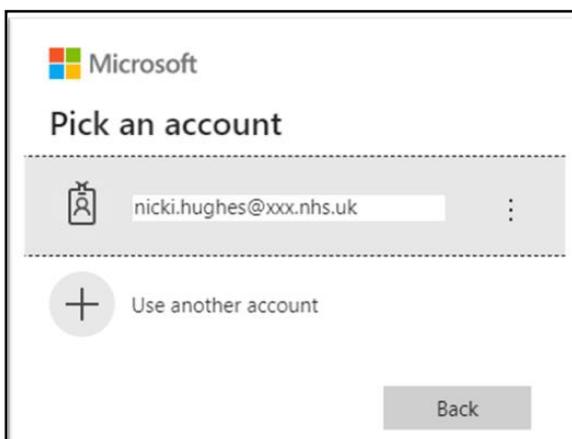
1. Enter your email address (or pick an account if listed)
2. Enter your password
3. Select 'Sign in'

You will be redirected to the NIMS home page

4 Finding a Patient - NHS & DOB

1. Input the patient's NHS number, the space will automatically be added
2. Input the patient's date of birth using the ddmmyyyy format, the system will automatically add **/** between
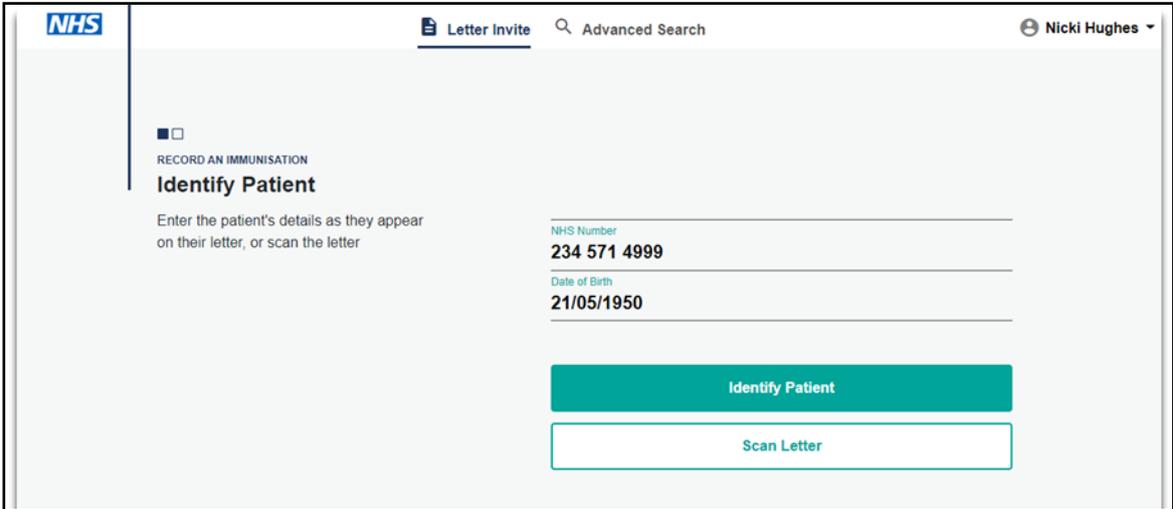
3. Click 'Identify Patient' to proceed
   If there are multiple results use the `Advanced Search` option
4. Click 'Yes' to confirm patient's details and proceed or 'No' to return to the search
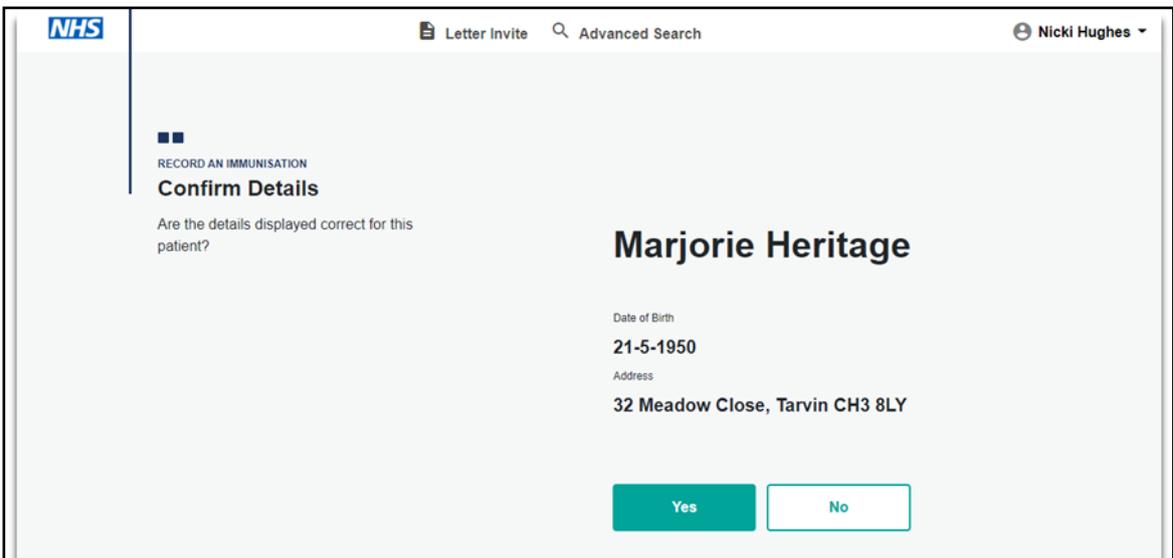
☝ NOTE: Clicking on the NHS logo in the top left hand corner will also return you to the search screen

5 Finding a Patient Advanced Search - Postcode & DOB

1. Input the patient's postcode, the spaces will automatically be added
2. Input the patient's date of birth using the ddmmyyyy format, the system will automatically add **/** between
3. Click 'Find Patient' to proceed
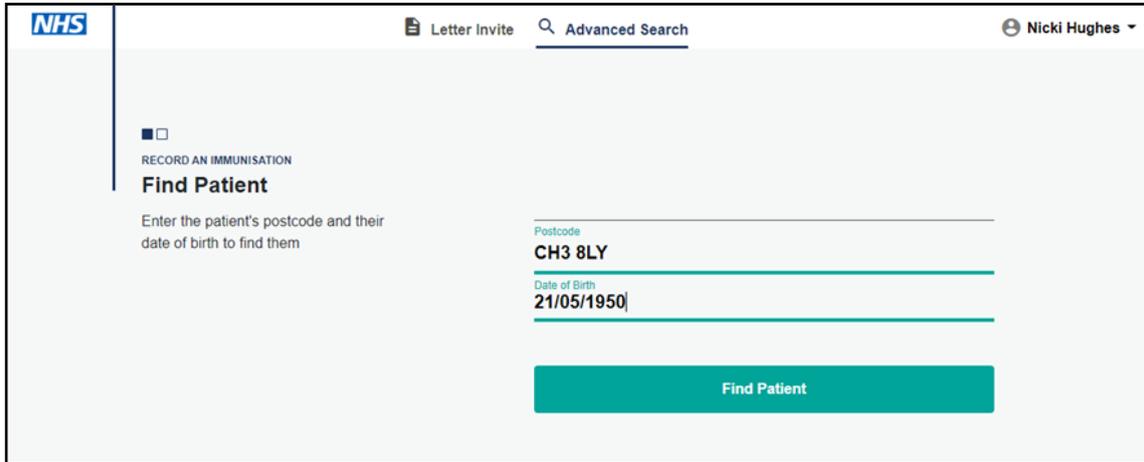
If multiple matches are returned, select the correct patient from the list

4. Click 'Yes' to confirm patient's details and proceed or 'No' to return to the search

☝ NOTE: Clicking on the NHS logo in the top left hand corner will also return you to the search screen

6 Finding a Patient - Scan Letter

1. Click the 'Scan Letter' button
   If prompted, give permission for the site to use the camera function
2. Scan the QR code on the letter
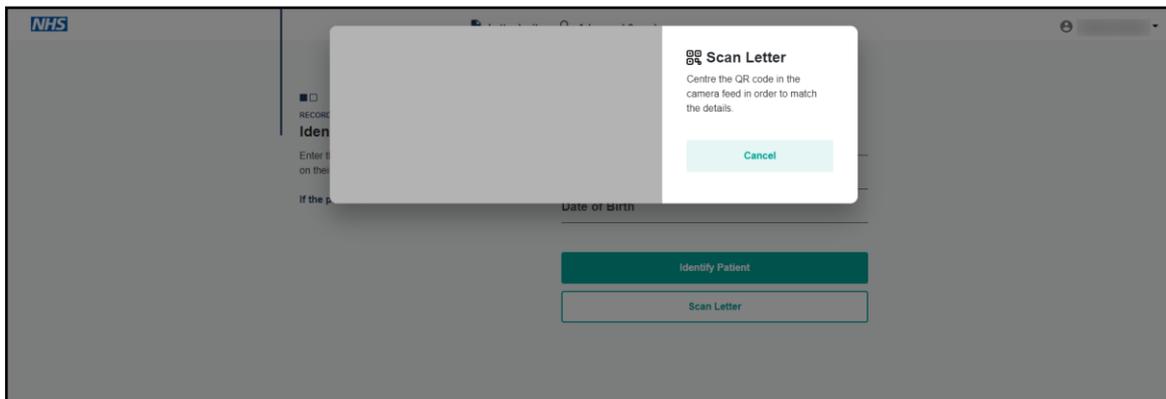
- Click 'Yes' to confirm patient's details and proceed or 'No' to return to the search
- Clicking on the NHS logo will also return you to the search screen

👆 NOTE: Clicking on the NHS logo in the top left hand corner will also return you to the search screen

7   Landing Page

Once a patient has been successfully matched, the landing page will be displayed;

- To record a Covid Vaccination, click 'Covid-19'
- To record a Flu Vaccination, click 'Influenza'
- To record an Adverse Reaction click 'SELECT' next to the corresponding immunisation

8 Covid Data Capture Form

The following section covers the different sections of the Covid data capture form.

☝ NOTE: Clicking on the NHS logo in the top left hand corner will also return you to the search screen

☝ NOTE: Any field with a * next to, indicates that is mandatory and you will not be able to submit the form without completing

8.1 Patient Banner

Patients demographic details are displayed in a banner

8.2 Due Diligence

Please follow your local processes in relation to due diligence. This box is for general information only and provides links to gov.uk websites.

8.3 Staff or Patient

Select if the person receiving the vaccination is a patient or staff member

8.4 Covid Vaccination

Before the data capture form is displayed, the following needs to be confirmed/checked before you are able to proceed to record a vaccination within the app:

1. Please confirm that the individual has successfully passed pre-screening. Confirm

> ☐ Please confirm that the individual has successfully passed pre-screening

☝ NOTE: Pre Screening is not included within the app, follow guidelines as advised by your Organisation.

2. Select whether Staff or Patient

> Please indicate whether the person receiving the vaccination is a member of staff or patient?
> * Staff ☑ Patient ☐

3. Has the individual consented to the immunisation and therefore have a full understanding of the implications? Confirm

> ☐ Has the individual consented to the immunisation and therefore have a full understanding of the implications?

8.4.1 Covid Vaccination Administered

☝ NOTE: Any field with an * next to, indicates that is mandatory and you will not be able to submit the form without completing

☝ NOTE: Please adhere to any local policies regarding the data which should be captured

Complete the form;

1. BASIC INFORMATION
   - Date and time administered defaults to now, this can be amended
   - Ensure that the administered by field is correct, amend if incorrect, enter code
   - Recorded by will automatically input the signed in user's details, enter code
   - Select Care Setting Type, this will prepopulate the Location Type
   - Free text Location and Location Code

   Example below;

BASIC INFORMATION

Date and time administered

29-Nov-2020 13:51

Administered by | Code (Optional)
* Nicki Murray | NMC

Recorded by | Code (Optional)
Nicki Hughes | NH01

Care Setting Type

* **NHS Trust** ▼

Location Type

NHS Organisation (ODS)

Location | Location Code
Pod A | * RMX

2. VACCINE DETAILS
- Manufacturer/ Product – select from the pick list, this will populate the Dose
- Procedure Given – select from the pick list
- Batch number – free text (or populated if QR scanned)
- Expiry date – for Covid 'Defrosted Expiry Date' should be entered
- Dose is prepopulated based on the Manufacturer selected

Example below;

VACCINE DETAILS

Manufacturer / Product

* Pfizer-BioNTech COVID-19 mRNA Vaccine BNT162b2 ▾

Procedure Given

* First dose of SARS-CoV-2 ▾

🔳 **Scan Packaging**

* Batch Number

X12345

* Expiry Date

05/12/2020

If this is a COVID vaccination this is the Defrosted Expiry date

Note: If the batch number has defaulted in from a previous session please verify that the batch has not changed

Dose

30micrograms/0.3ml

Scan Packaging

If Scan Packing is clicked, this will launch the device camera to scan the QR code on the vaccination packaging and automatically populate the following fields, example below;

3. ADMINISTRATION DETAILS
   - Administration method – defaults as Intramuscular
   - Body Site – select from the pick list

Example below;

4. NOTES
   - Notes – free text if required

5. Click 'SUBMIT DETAILS'

   NOTE: Review and confirm all information provided before submitting, including fields defaulted from a previous session.

6. 'CONFIRM'
   Immunisation Successfully Recorded message will be displayed

8.4.2 Covid Vaccination NOT Administered

1. To record that a vaccination has not been administered, the following Check Box

needs to be selected;

☐ Tick this box if the vaccination was NOT administered

2. Complete the form which is displayed;
   - Procedure not given or declined – select from picklist
   - Reason vaccination was not given – select from picklist
   - Recorded by will automatically input the signed in user's details, enter code
   - Select Care Setting Type, this will prepopulate the Location Type
   - Free text Location and Location Code
   - Free text notes if relevant

Example below;

Procedure not given or declined

* | First dose not given ▾

Reason vaccination was not given

* | Vaccination dose declined ▾

Recorded by   Code (Optional)

Nicki Hughes   NH01

Care Setting Type

* | **NHS Trust** ▾

Location Type

NHS Organisation (ODS)

Location   Location Code

Pod A   * | RMC

NOTES

Provide any and all notes that are applicable

7. lick 'SUBMIT DETAILS'
   NOTE: Review and confirm all information provided before submitting, including fields defaulted from a previous session.

8. CONFIRM'

9   Adverse Reactions

☝ NOTE: Adverse reactions should only be recorded for Covid vaccinations

To record an adverse reaction

1.   From the landing page identify the vaccination you wish to record the adverse reaction against

Record Details about an Immunisation

Record a new Influenza or Covid-19 immunisation, or select a previous vaccination to record an adverse reaction to it.

Perform New Immunisation

Covid-19   Influenza

or record an adverse reaction against a previous immunsation

06-Nov-2020 12:51   Seasonal influenza vaccination   SELECT
MASTA Quadrivalent

2.   Click 'SELECT'
3.   Complete the adverse reaction details
   - Event & time of onset, defaults to now, this can be amended
   - Recorded by, person logged in and code is optional
   - Reaction, select from the pick list
   - Type, check box
   - Description, free text if relevant
   - Recorded, defaults to now
   - Click 'SUBMIT DETAILS' and 'CONFIRM'

   Example below;

EVENT DETAILS

Date & time of onset

29-Nov-2020 14:11

Recorded By   Code (optional)

Nicki Hughes   NH01

REACTIONS

Reaction

Allergic reaction caused by vaccine product   ▼

Type

Allergy ☑ **Intolerance** ☐

Severity

Mild ☐ **Moderate** ☑ **Severe** ☐

Description

Provide any and all notes that are applicable

Recorded

29-Nov-2020 14:11

Recording of this information does not substitute the completion of the yellow card which is still required. For further information please visit; https://coronavirus-yellowcard.mhra.gov.uk/

SUBMIT DETAILS

NOTE: A link to the Yellow Card is provided. Recording of adverse reaction within the app does not substitute the completion of the yellow card which is still required.

10 Flu Data Capture

The following section covers the different sections of the Flu data capture form.

👆NOTE: Clicking on the NHS logo in the top left hand corner will also return you to the search screen

👆NOTE: Any field with a * next to, indicates that is mandatory and you will not be able to submit the form without completing

10.1 Patient Banner

- Patients demographic details are displayed in a banner

10.2 Due Diligence

- Please follow your local processes in relation to due diligence. This box is for general information only and provides links to gov.uk websites.

10.3 Staff or Patient

- Select if the person receiving the vaccination is a patient or staff member

10.4 Vaccination Not Given

If the patient / staff member has Not been given the vaccination, tick the box saying that the vaccination has not been administered

- Select the reason vaccination not given
- Fill in the notes section if required
- Select 'SUBMIT DETAILS' to complete

Please indicate whether the person receiving the vaccination is a member of staff or patient?

* This field is mandatory

Staff ☐ Patient ☑

☐ Has the Patient/Staff Member verbally consented to the immunisation and therefore have a full understanding of the implications?

☑ Tick this box if the vaccination was NOT administered

Reason not given

* [▼]

NOTES

Provide any and all notes that are applicable

Review and confirm all information provided before submitting

SUBMIT DETAILS

10.5 Vaccination Administered

- If the patient/staff member has consented, tick the appropriate check box
    1. Ensure that date and time administered is correct, if not click on the field and select the correct details
    2. Ensure that the administered by field is correct, amend if incorrect
    3. Select a location type
    4. Complete location details
       Recorded by will automatically input the signed in user's details

BASIC INFORMATION

Date and time administered

19-Nov-2020 10:38

Administered by | Code (Optional)
* Nurse E Walsh | NMC123

Location Type
* NHS Organisation (ODS) ▼

Location | Location Code
* Medway Building | * XRR

Recorded by | Code (Optional)
Nicki Hughes | NH01

5. Select a manufacturer/product from the drop down list
6. Input the batch number
7. Select the expiry date
8. Dose will have auto filled based on the manufacturer

VACCINE DETAILS

Manufacturer / Product

* Seqirus Adjuvanted Trivalent ▼

Batch number

X1234

Expiry date

01/02/2021

Dose

0.5ml

9. Administration method may have auto filled based on the manufacturer selected. If not auto completed select from the drop down list
10. Body site may have auto filled based on the manufacturer selected. If not auto completed select from the drop down list
11. Input any notes as required
12. Ensure that all the details are correct
13. Click the 'SUBMIT DETAILS' button
14. Click 'Confirm' - If any mandatory fields have not been completed a validation error will display, please close and enter required information and submit again

ADMINISTRATION DETAILS

Administration method

Intramuscular ▼

Body site

Left Upper Arm ▼

NOTES

Provide any and all notes that are applicable

Review and confirm all information provided before submitting

SUBMIT DETAILS

Immunisation recorded successfully will be displayed

10.6 View Previous Immunisations

- Number of Previous Immunisations will be indicated x of y.
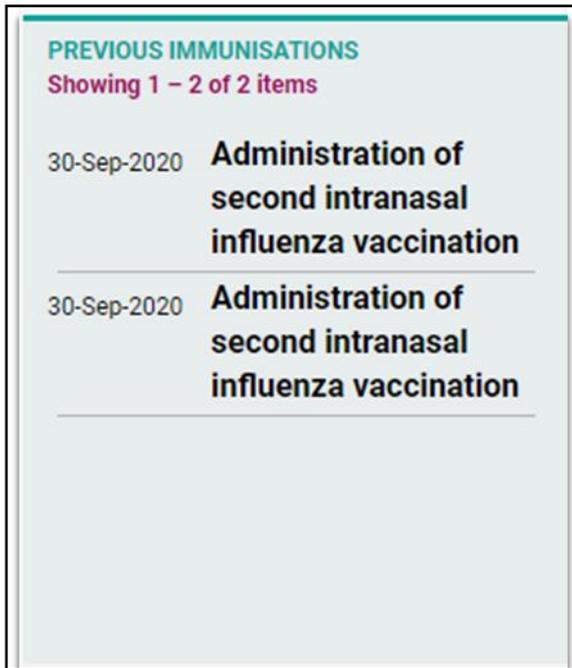
- Click on the 'Previous Immunisations' section to view all immunisations and additional details
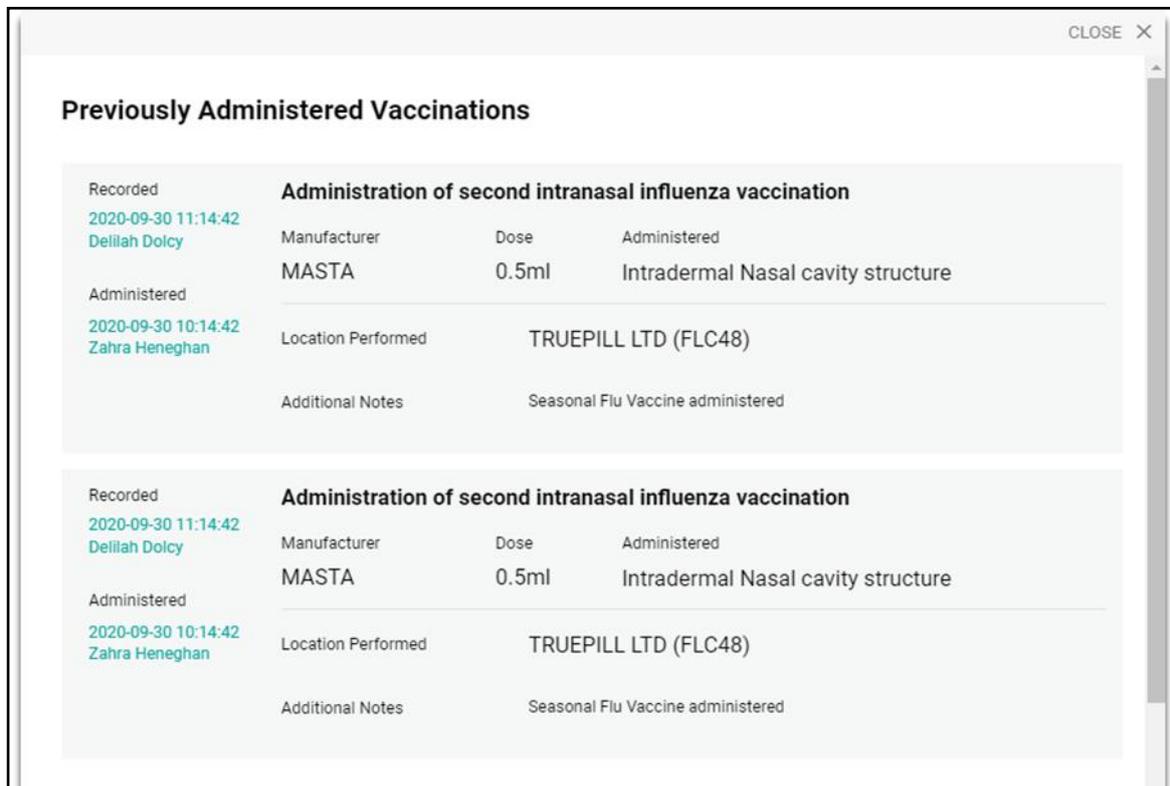
- Click 'Close' to return to the NIMS form

11 Logout

To logout out of the system;

1. Select the drop down by your name

2. Click 'Logout'
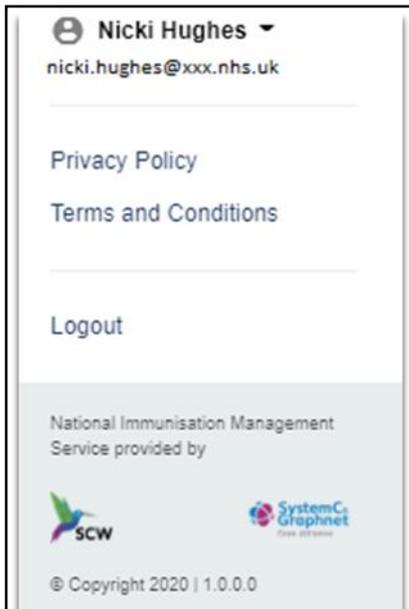
3. Select from 'Pick an account' to sign out and complete the process
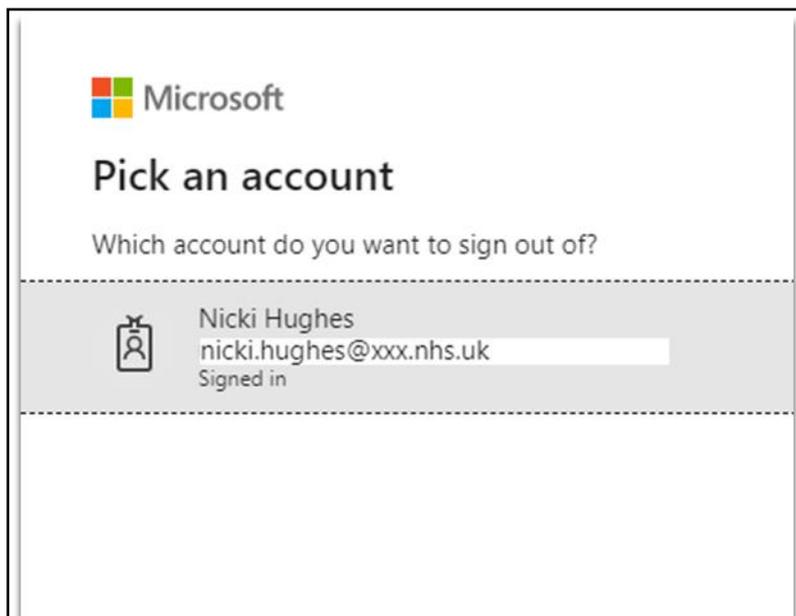
12 Troubleshooting

12.1 Logging in

Ensure that the email and password have been input correctly.
Should this not work please contact your local coordinator for assistance.

12.2 Finding a Patient - NHS & DOB

Ensure that the NHS number has been input correctly - this will be 10 digits long. The spaces will be added in automatically but it will also allow for you to input the spaces manually.
Ensure that the DOB has been input correctly this needs to be in the format of ddmmyyyy. The / will be entered automatically in but will also allow you to input the / manually.
If these conditions are not met, the system will return an error.

12.3 Finding a Patient - Postcode & DOB

Ensure that the postcode has been input correctly. The space will be added in automatically but it will also allow for you to input the space manually.
Ensure that the DOB has been input correctly this needs to be in the format of ddmmyyyy. The / will be entered automatically in but will also allow you to input the / manually.
If these conditions are not met, the system will return an error.

12.4 Finding a Patient - Scan Letter

If the QR camera scan is not working try cancelling out of the window and attempt again.
If this does not work please use the 'Find Patient' method. If the device that you are using does not have permission for camera use, please contact your local co-ordinator for details.

If you are unable to find a patient via the above methods, please contact your local coordinator.

12.5 Form not appearing

Ensure that the relevant check box is ticked.

12.6 Form not saving

Ensure all mandatory fields have been completed, including the Staff or Patient check box

13 FAQs

- What devices / browsers are supported?
  - The following devices / browsers are supported;

Internet Explorer	11.0.210
Mozilla Firefox	81.0.1
Edge	86.0.622.38 (Chromium)
Google Chrome	86.0.4240.75
Android	Minimum 4.4 Kitkat
iOS	Minimum v11

- How to record an adverse reaction:
  - Recording of adverse reaction within the app does not substitute the completion of the yellow card which is still required
  For yellow card reporting adverse reactions go to: https://yellowcard.mhra.gov.uk/

- Session timeout:
  - If the site has been left inactive for 10 minutes it will sign out the user

- What are my login credentials?
  - These will be provided by your organisation. Please contact your local coordinator for details.

- How do I reset my password?
  - Please contact your local coordinator for details.

- How do I enable the camera (on my laptop, desktop or mobile device) to scan the QR code.
  - Not all browsers support scanning, please contact your local coordinator for details.

- Unable to find a patient. How do I capture immunisation details?
  - Please contact your local coordinator for details.

- How can I check that the immunisation submission was successful?
  - You can search for the patient again and view Previous Immunisations, there may be a delay in the information appearing, please contact your local coordinator for details.

- The patient advised they have been immunised before but it is not listed
  - Click on the previous immunisations list. Review and if not listed, please contact your local coordinator as not all vaccinations are held within the database.