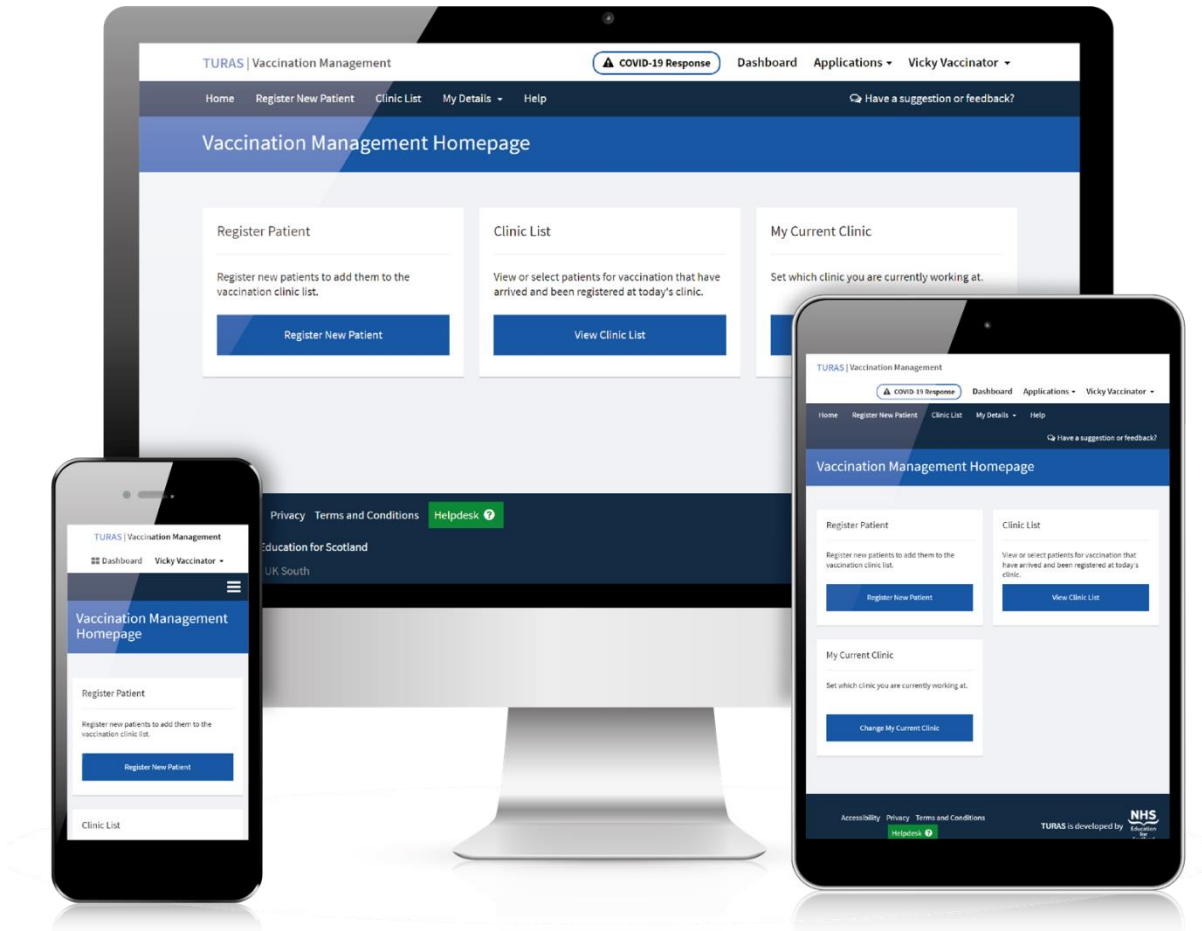




TURAS

Vaccination Management User Guide

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What's New

As we continue to develop the Turas Vaccination Management tool we will publish the detail of new features on the Turas Vaccination Management Learn Page - [What's New](#).

Where a specific update to the user guide has been made this will be detailed below and the page number will be listed next to that feature.

User home page

The user's home page has been updated so that it shows all the functions available based on the user roles assigned.

This change simplifies the user interaction where multiple user roles are assigned.

About

The Turas Vaccination Management tool is a web-based application that allows Scotland's health and social care staff to record patient vaccination data at the point of care. The purpose of the tool is to record patient vaccination information in real-time during the vaccination event.

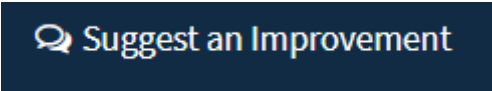
The benefits of this include:

- supports the safe delivery of vaccines by providing a patient vaccination history
- aids efficient and timely reporting on vaccination data
- local and national data analysis is easier for key stakeholders
- reduces the data administration burden after vaccination events
- works on different devices making it portable and flexible

The tool was developed by NHS Education for Scotland in collaboration with NHS Greater Glasgow and Clyde, NHS National Services Scotland, and Public Health Scotland.

Feedback

As always, we welcome your feedback on any of the functionality within the Turas Vaccination Management tool, please pass feedback to us from within the tool itself by clicking on **'Suggest an Improvement'**.

A dark blue rectangular button with a white speech bubble icon containing a question mark, followed by the text "Suggest an Improvement" in white.

Evaluation

As the tool was developed to support you and your team, it is imperative to the project collaborators that the Turas Vaccination Management tool is fit for this purpose and continually improved upon. Users may be asked to participate in interviews and evaluations. Your time spent on any evaluation is extremely valuable and will be very much appreciated.

Access

How to access Turas Vaccination Management

- Use this URL: <https://vaccination.nhs.scot/>
- Sign-in to access Turas Vaccination Management

Your username and password are the same as your normal Turas account if you already have one.

Access should be via an NHS Approved device using an official NHS Scotland email address.

Users with new Turas accounts

The email provided to onboard a user will be checked for an existing Turas account. If this email is not associated with an account, a new account will be set up to give you access to Turas Vaccination Management. You will receive an email from Turas with sign-in instructions.

Users with existing Turas accounts

If you already have an existing Turas account, you will be given access to the Turas Vaccination Management tool and the tile will be available on your dashboard. You will not receive an email from the Turas team.

If you need to reset your password

1. To reset your password, click the option **'Forgot your password?'** below the sign-in button. Enter your user ID, which is your email address, and then enter the characters in the picture. If you cannot read the characters you can either click the audio icon to hear it read aloud or you can click the refresh icon to see a new set of characters.

2. Click on the 'Next' button to be sent an email to reset your password. Please note that the verification code is only valid for five minutes. If the code you enter has expired, you will need to press the '**Send New Code**' button to get a new code.
3. Click the Set Password link in the email. You will be presented with a welcome to Turas page.
4. Enter your email address then click the blue button '**Send Verification Code**' - Do Not Close the Screen.
5. You will receive an email from Microsoft on behalf of Turas:

msonlineservicesteam@microsoftonline.com

Copy the verification code in the email.
6. Enter the code from the email into the verification code box then press the blue '**Verify Code**' button.
7. You will then be presented with a screen that says email address verified. You will see that your email address has been prepopulated here. Press the blue '**Continue**' button.
8. You will be presented with a new screen that asks you to enter and then confirm your new password. Do this and press the blue '**Continue**' button, you will then be taken to the login screen.

Request Support

Turas Vaccination Management Support

If you experience any technical issues with the tool, please use the green helpdesk button to contact the Turas Helpdesk. You can find this button at the bottom of every page.



You can also email the Turas Helpdesk contact.digital@nes.scot.nhs.uk.

User Roles

There are 9 user roles associated with the Turas Vaccination Management.*

Role	Role - Actions	Role Access Granted by
Vaccinator	Can perform both registering a patient and finalising a vaccination record. Can search for a patient via patient search. Can amend or delete a vaccination record up to 60mins after completing the vaccination record. Can retrospectively key a vaccination record that occurred at an earlier time. Note: The Vaccinator role will be prompted to provide their registration number on the first use of the tool.	Local Health Board - Devolved Administrator or Devolved System Administrator
Registrant	Can only register patients and view and remove people from the clinic list. Can search for a patient via patient search. They cannot start a vaccination or finalise a vaccination record. If the role of the Registrant needs to become a Vaccinator at any point their role can be changed by the Devolved Administrator.	Local Health Board - Devolved Administrator or Devolved System Administrator

Records Manager	Can search for a patient via patient search. Can revise/amend elements of a vaccination record where the vaccination was administered Can delete a vaccination record Can retrospectively key a vaccination record on behalf of a vaccinator Can record outside Scotland COVID vaccinations Can view clinic statistics Can assign a CHI number to a no CHI number vaccination record Can look up patient vaccination records on the National Clinical Data Store not recorded in the tool via Turas Vaccination Management Can view incomplete vaccinations by clinic across their Health Board	Local Health Board – Devolved System Administrator
Devolved Administrator Devolved to Health Board	Can onboard users to the system as either Registrant or Vaccinator within their Health Board Can also grant existing users of the Vaccination Management Tool that are aligned to other health boards access to "their" health board. Can revoke (de-activate) Registrant or Vaccinator user access to the Vaccination Management Tool for staff who no longer require access. Can set up and create vaccination clinics. Note a Devolved Administrator cannot register a patient or finalise a vaccination record.*	Local Health Board – Devolved System Administrator *If a user needs to be both a Devolved Administrator and either a Registrant or a Vaccinator, or a Record Manager this can be supported by assigning a dual user role Note: It is the responsibility of the Local Health Boards to maintain appropriate user access to Turas Vaccination Management within their Health Board.

Devolved User Administrator - Devolved to Health Board	Can onboard users to the system as either Registrant or Vaccinator within their Health Board. Can revoke (de-activate) Registrant or Vaccinator user access to the Vaccination Management Tool for staff who no longer require access.	Local Health Board – Devolved System Administrator
Devolved Clinic Administrator - Devolved to Health Board	Can set-up and create vaccination clinics.	Local Health Board – Devolved System Administrator
Devolved System Administrator - Devolved to Health Board	Can perform all the roles of the devolved administrator but with the addition of being able to grant the elevated user roles of Record Manager and Devolved Administrators within their Health Board.	NES System Administrator – As per instruction from the Local Board's named E- Health lead or designated deputy. This can be requested via contact.digital@nes.scot.nhs.uk. Note: It is the responsibility of the Local Health Boards to maintain appropriate user access to Turas Vaccination Management within their Health Board.
2 National Roles - Features available to these roles work as they do for other user roles		
National Reader – Read Only Access	Can perform Patient Search within VMT Can perform a NCDS Lookup	Local Health Board – Devolved System Administrator
National Certifier	Can perform Patient Search with in VMT Can record a vaccination event that happened outside Scotland Can perform a NCDS Lookup.	Local Health Board – Devolved System Administrator (NSS Only)

User Role Navigation Menu Options

Home		Vaccinator	Registrant	Record Manager	Devolved Administrator	Devolved User Administrator	Devolved Clinic Administrator	Devolved System Administrator
Patient								
	<i>Register New Patients</i>	✓	✓					
	<i>Record Retrospective Vaccination</i>	✓		✓				
	<i>Patient Search</i>	✓	✓	✓				
Clinics								
	<i>Clinic List</i>	✓	✓	✓				
	<i>Clinic History</i>	✓	✓	✓				
	<i>Clinic Statistics</i>			✓				
My Details								
	<i>My Vaccinations</i>	✓	✓					
	<i>My Registration Number</i>	✓						
	<i>My Current Clinic</i>	✓	✓					
	<i>Details of My Current Clinic</i>	✓	✓					
User Admin								
	<i>Manage Users</i>				✓	✓		✓
	<i>Grant User Access</i>				✓	✓		✓
	<i>User Search</i>				✓	✓		✓
Clinic Admin								
	<i>Create Clinics</i>				✓		✓	✓
	<i>Manage Clinics</i>				✓		✓	✓
Location Admin								
	<i>Create Clinic Locations</i>				✓		✓	✓
	<i>Manage Clinic Locations</i>				✓		✓	✓
Help								
	<i>User Guides and FAQs</i>	✓	✓	✓	✓	✓	✓	✓
	<i>What's New</i>	✓	✓	✓	✓	✓	✓	✓
	<i>COVID-19 learning resources</i>	✓	✓	✓	✓	✓	✓	✓
	<i>COVID-19 latest guidance</i>	✓	✓	✓	✓	✓	✓	✓

Screenshot Walkthrough

Turas Sign-in

The user will sign in to the tool using their Turas account via the Turas Vaccination Management URL: <https://vaccination.nhs.scot/>

The screenshot shows the top of the Turas Vaccination Management interface. At the top left, it says 'TURAS | Vaccination Management'. To the right, there is a 'COVID-19 Response' button and a 'Sign in' link. Below this is a blue header bar with the NHS Education for Scotland logo on the left and the text 'Turas Vaccination Management For Healthcare Staff in Scotland' on the right. The main content area is white and contains a welcome message: 'Welcome to Turas Vaccination Management'. Below this, it states: 'Turas Vaccination Management is NHS Education for Scotland's application to support national vaccination programmes.' At the bottom of this section is a blue 'Sign in' button.

If needed, users can reset their Turas passwords by going to sign in and reset their passwords by clicking **'Forgot your password?'**.

TURAS

Sign in to Turas

Enter your details below

Email Address

Password

[Forgot your password?](#)

Sign in

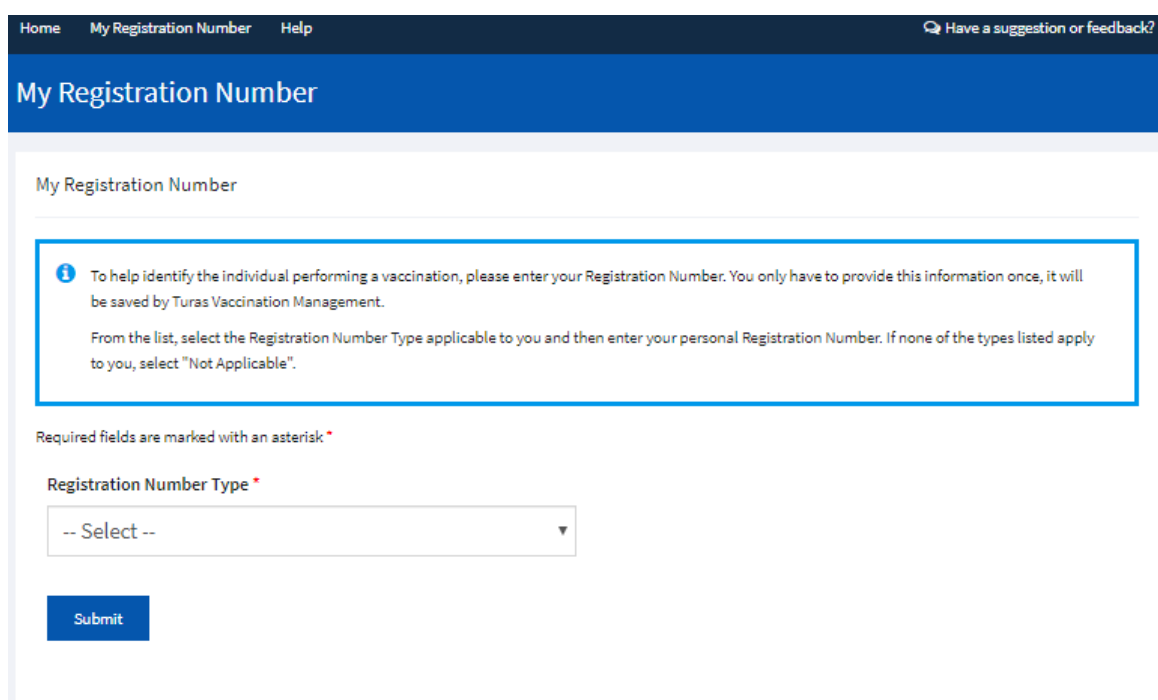
Note: For security reasons, users are automatically signed out after 30 minutes of inactivity.

The screenshot shows a white box with a blue border containing a message. At the top left is an information icon (i) followed by the text 'Signed Out'. Below this, it says: 'You have been signed out of the Vaccination Management System.' At the bottom, it states: 'For security reasons, users are automatically signed out of Vaccination Management after 30 minutes of inactivity.' Below the box is a blue 'Sign in' button.

My Registration Number

Upon initial login, users with the assigned role of vaccinator will be prompted to enter their Registration Number. The user is only requested to provide this information once and will be saved by the Turas Vaccination Management tool.

If the user has an existing Turas Account and the user had provided their registration number during the Turas Sign Up process the Turas Vaccination Management tool will present this data. The user can change these details if required.

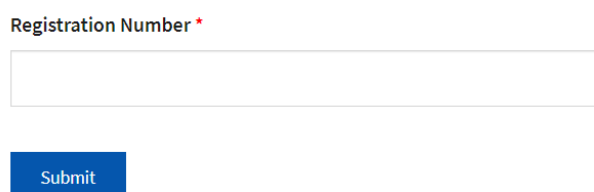


The screenshot shows a web application interface for 'My Registration Number'. At the top, there is a dark blue navigation bar with links for 'Home', 'My Registration Number', and 'Help', and a 'Have a suggestion or feedback?' link on the right. Below the navigation bar is a blue header section with the title 'My Registration Number'. The main content area has a light blue background and contains a section titled 'My Registration Number'. Inside this section, there is a blue-bordered box with an information icon and text explaining the purpose of the registration number and providing instructions. Below this box, a note states 'Required fields are marked with an asterisk *'. The form includes a dropdown menu for 'Registration Number Type' with a red asterisk, currently showing '-- Select --'. A blue 'Submit' button is located below the dropdown.

From the list select the Registration Number Type applicable:

- General Dental Council (GDC Number)
- General Medical Council (GMC Number)
- General Optical Council (GOC Number)
- General Pharmaceutical (Council GPhc)
- Health and Care Professions Council (HCPC Number)
- Nursing and Midwifery Council (NMC Number)
- University (Matriculation/ Student Number)
- Not Applicable

you then enter your Registration Number.



This form shows a single input field for the 'Registration Number' with a red asterisk indicating it is required. Below the input field is a blue 'Submit' button.

If none of the types listed applies to you, select "Not Applicable" and click **"Submit"**.

Required fields are marked with an asterisk *

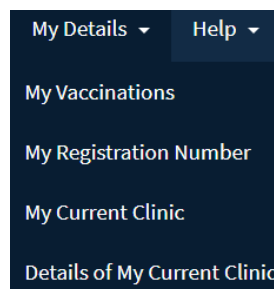
Registration Number Type *

Not Applicable

Submit

Update My Registration Number

The user can edit their Registration number as saved in the tool by selecting **'My Details'** and selecting **'My Registration Number'** from the drop-down menu.



Selecting **'My Registration Number'** will display this where the user can update their details saved in the Turas Vaccination Management tool.

My Registration Number

Vaccination Management Homepage > My Registration Number

< Go Back

My Registration Number

i To help identify the individual performing a vaccination, please enter your Registration Number. You only have to provide this information once, it will be saved by Turas Vaccination Management.

From the list, select the Registration Number Type applicable to you and then enter your personal Registration Number. If none of the types listed apply to you, select "Not Applicable".

Required fields are marked with an asterisk *

Registration Number Type *

General Medical Council (GMC Number)

Registration Number *

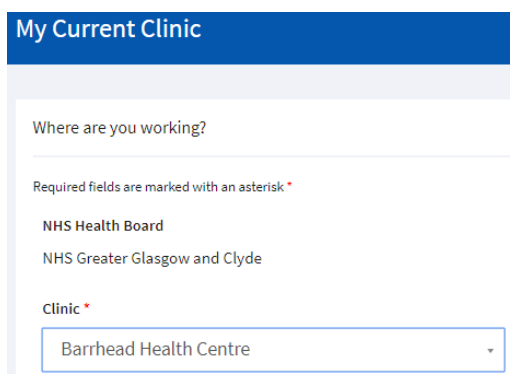
1234567

Submit

Cancel

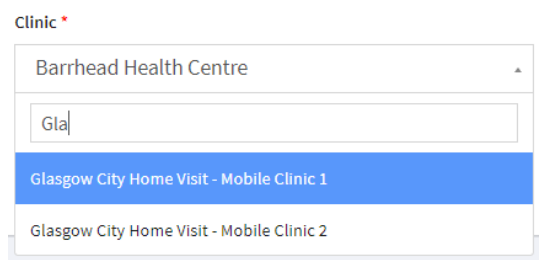
My Current Clinic

Upon login, the user will be prompted to select the current clinic where the user will be working for that logged in user session.



The screenshot shows a form titled "My Current Clinic" with a blue header. Below the header, the text "Where are you working?" is displayed. A note states "Required fields are marked with an asterisk *". The form includes two sections: "NHS Health Board" with the option "NHS Greater Glasgow and Clyde" selected, and "Clinic *" with a dropdown menu showing "Barrhead Health Centre".

The select clinic makes use of a 'smart filter' that will filter the dropdown list by the criteria entered this can either be partial or full location name e.g. 'Gla' for Glasgow returns the following

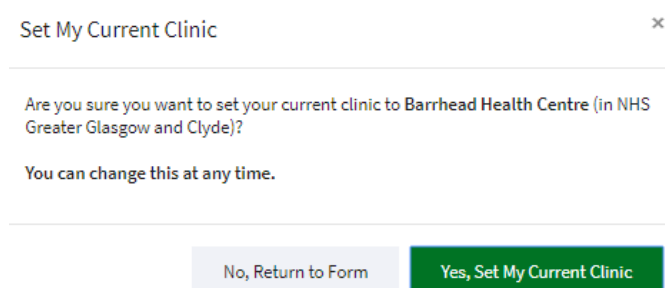


The screenshot shows a dropdown menu for "Clinic *". The selected item is "Barrhead Health Centre". Below it, a search input field contains the text "Gla". The dropdown list is filtered to show two options: "Glasgow City Home Visit - Mobile Clinic 1" (highlighted in blue) and "Glasgow City Home Visit - Mobile Clinic 2".

Once the user clicks '**Set My Current Clinic**'

Set My Current Clinic

the following pop-up will appear asking the user to confirm, '**Yes Set My Current Clinic**'



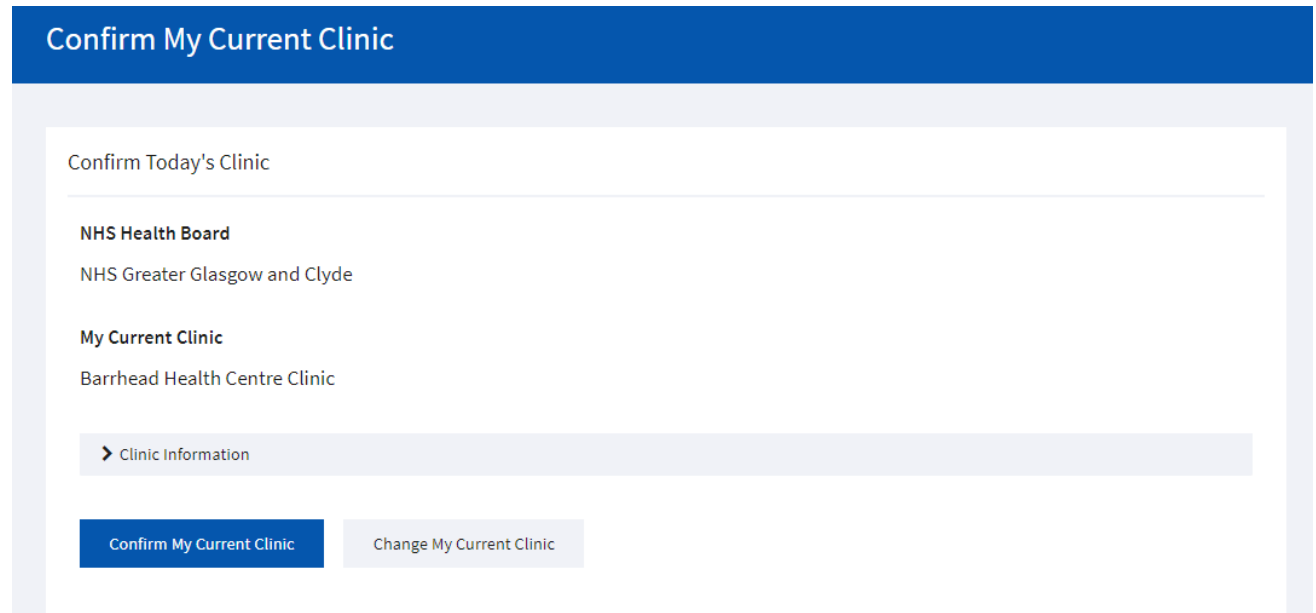
The screenshot shows a confirmation dialog titled "Set My Current Clinic" with a close button (X). The text inside asks: "Are you sure you want to set your current clinic to Barrhead Health Centre (in NHS Greater Glasgow and Clyde)?" and adds "You can change this at any time." At the bottom, there are two buttons: "No, Return to Form" and "Yes, Set My Current Clinic" (highlighted in green).

If the user selects '**No, Return to Form**' they will be returned to set their clinic details.

The user can edit their current clinic as saved in the tool by selecting '**My Details**' this will show a drop-down menu with '**My Current Clinic**'

Confirm My Current Clinic

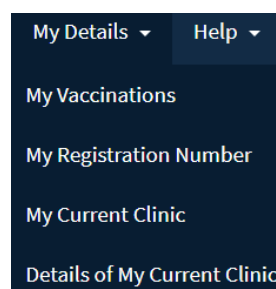
On subsequent sign-ins the user will be prompted to review and confirm the clinic they are working at by clicking 'Confirm My Current Clinic'



If the user selects the 'Change My Current Clinic' they will be taken to the 'My Current Clinic' Page where they can change their clinic as previously

Details of My Current Clinic

The user can edit their Registration number as saved in the tool by selecting '**My Details**' and selecting '**Details of My Current Clinic**' from the drop-down menu.



Selecting '**Details of My Current Clinic**' will display the clinic details along with the vaccine product and batch numbers available in Turas Vaccination Management.

Clinic Details

Clinic Name	Start Date	End Date
Barrhead Covid 19 Clinic	04/12/2020	31/01/2029

Clinic Description and/or information

Mon 0900 -1400 Contact 0141

Products and Batches

- i** For vaccinations being administered at Barrhead Covid 19 Clinic, Turas Vaccination Management will offer the products and batches shown below.
The clinic may not hold stock of all of these products or all of these batches.
However, if the clinic has access to any products or batches not shown please contact the [helpdesk](#) as soon as possible.

Filter Products

Filter products by type, name, supplier, batch number etc.

•Vaccine Type	•Supplier	•Product Name	•Batch Numbers
COVID-19	AstraZeneca	COVID-19 Vaccine AstraZeneca	AB0001 AB0002 AB0003 PV46662
COVID-19	AstraZeneca	Placeholder COVID-19 Vaccine	Batch XXX Batch YYY
COVID-19	Pfizer - BioNTech	COVID-19 mRNA Vaccine	EE8492 EE8493 EJ0533 EJ0534 EJ0724 EJ1688 EK1768 EK4237 EK4243 EL0141 EL0739

Showing 3 products

Vaccination Management Homepage

Once the user has confirmed their 'My Current Clinic' details they will be taken to the Vaccination Management Homepage where they are presented with the option to **'Register Patient'**, **'Clinic List'**, **'Clinic History'**, **'Patient Search'**, **Record Retrospective Vaccination** or **'My Vaccinations'**

The Vaccination Management Homepage is a grid of six white cards on a light blue background. Each card has a title, a brief description, and a blue button.

- Register Patient:** Register new patients to add them to the vaccination clinic list. Button: Register New Patient.
- Clinic List:** View patients that have arrived and been registered at today's clinic. Button: View Clinic List.
- Clinic History:** View or manage patient vaccinations at a chosen clinic. Button: View Clinic History.
- Patient Search:** Search for patients with vaccinations recorded using Turas Vaccination Management. Button: Patient Search.
- Record Retrospective Vaccination:** Enter details of a vaccination that was completed earlier (for example one recorded on a paper form). Button: Record Retrospective Vaccination.
- My Vaccinations:** See vaccinations that you participated in. Button: My Vaccinations.

Register Patient

If the user selects **'Register Patient'** they are taken to the Register Patient page

The 'Register Patient at Barrhead Health Centre' page has a blue header. Below it is a breadcrumb: 'Barrhead Health Centre Clinic Homepage > Register Patient'. A '< Go Back' link is at the top left. The main heading is 'Register Patient'. A note says 'Required fields are marked with an asterisk *'. There are two main search options: 'Search for Patient by CHI Number *' with a text input and a 'Search CHI' button, and 'Don't know the Patient's CHI Number?' with a 'Search Using Patient Details' button. At the bottom, there is a checkbox for 'Continue without CHI Number' and a 'Close without Saving' button.

From the Add Patient Waiting List page the user can populate the patient details by entering a CHI number and clicking on the **'Search CHI'** or If you don't know the Patient's CHI Number, you can search using the patient details by clicking on **'Search Using Patient Details'** and if no CHI details can be found they can tick the **'Continue without CHI Number'**

This is a close-up of the search section of the 'Register Patient' page. It shows the 'Required fields are marked with an asterisk *' note, the 'Search for Patient by CHI Number *' label, a text input field, and the 'Search CHI' button. Below this is the 'Don't know the Patient's CHI Number?' label, the 'Search Using Patient Details' button, the 'Continue without CHI Number' checkbox, and the 'Close without Saving' button.

Correct Details

Where the user enters a valid CHI number and clicks '**Search CHI**' that will return the patient details held on CHI e.g.

 These details were found for CHI 0403025001

Name	Date of Birth	Age	Sex
JONES, Brenda	04/03/2002	18 years	Female

Select this Patient

Incorrect Details

If the details returned are correct, then the user should click '**Select this Patient**' and this will prepopulate the patient details as below.

Register Patient

Required fields are marked with an asterisk *

Search for Patient by CHI Number *

0101765185

Change CHI

First Name *

Danielle

Last Name *

Smith

Sex *

☒ Female

☐ Male

Date of Birth (dd/mm/yyyy) *

01/01/1976

Age

45 years

Patient Address *

1 Goldcliffe Lane

Patient Postcode

Patient Phone Number (mobile preferred)

GP Details

Search using the patient's details

If you don't know the Patient's CHI Number, you can search using the patient details by clicking on **'Search Using Patient Details'**

Don't know the Patient's CHI Number?

[Search Using Patient Details](#)

Clicking on **'Search Using Patient Details'** will display the following page

Register Patient - CHI Search

[Vaccination Management Homepage](#) > Register Patient - CHI Search

[< Go Back](#)

Register Patient - CHI Search

[Information about searching](#)

Date of Birth *



Last Name

First Name

Search

The user must enter the patient's date of birth and at least one other value:

- The patient's Last Name, or two or more characters to match the start of their last name
- The patient's First Name, or two or more characters to match the start of their first name

Click **'Search'** to find the CHI records that match the information you've entered.

Register Patient - CHI Search

[Information about searching](#)

Date of Birth *

26/01/1956



Last Name

Smith

First Name

R

Search

CHI Search Results

Filter these CHI records by CHI Number etc.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Notes	Action
2601565047	26/01/1956	Smith	Rinnie	Female	EH3 9AA		Register Patient
2601565861	26/01/1956	Smith	Rachel	Female		Deleted	
2601565845	26/01/1956	Smithers	Rachel	Female			Register Patient

Showing 3 CHI records

Note this will also perform an internal search in Turas Vaccination Management for any previous patients with no CHI number captured via the tool.

If a previous patient record with no CHI number is found, then the search results will display an information banner suggesting that if you can't find the patient in the CHI search results then check the **'Previous Patient Search Results'** tab.

i Don't see your patient in CHI search results? Check the previous patient search results for patients that already exist in this tool and match your search.

CHI Search Results

Previous Patient Search Results

CHI Search Results

Filter these CHI records by CHI Number etc.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Notes	Action
0101790155	01/01/1979	Bloggs	Alistair	Male	DD1 0NP		Register Patient
0101793324	01/01/1979	Bloggs	Gillian	Female	DD3 3NP		Register Patient

Selecting the **'Previous Patient Search Results'** tab will reveal any previous patient record with no CHI number that matched the search criteria.

i Don't see your patient in CHI search results? Check the previous patient search results for patients that already exist in this tool and match your search.

CHI Search Results

Previous Patient Search Results

Previous Patient Search Results

Date of Birth	Last Name	First Name	Sex	Home Postcode	Previous Vaccination Clinic	Date	Action
01/01/1979	Bloggs	Joe	Male	TT01 1TT	Barrhead Health Centre NHS Greater Glasgow and Clyde	01/01/2021	Register Patient

From the results returned the user can review and select the appropriate patient record to then start registering a patient by clicking on **'Register Patient'** and this will prepopulate the patient details.

Incorrect Details or 'Continue with this CHI Number'

 No CHI Match was found for 0101015550

Re-enter the CHI Number

Continue with this CHI Number

If no CHI match or the patient details returned are incorrect, the user has the option to perform the CHI Search again or the user can select '**Continue with this CHI Number**' and they will be prompted to enter the patient details manually. Required fields are marked with an asterisk*.

First Name *

Last Name *

Sex *

☐  Female	☐  Male
--	--

Date of Birth (dd/mm/yyyy) *

Age

Patient Address *

Patient Postcode

Patient Phone Number (mobile preferred)

GP Details

GP Name/Address *

CHI Records indicate patient deceased

When using the CHI Lookup where the CHI number is entered for a patient that has been recorded as deceased then a Date of Death from the CHI system is returned, and the user will be informed.

 These details were found for CHI 0101575262
Records indicate that this patient is DECEASED

The system will not prevent the user from registering this patient and there may be a valid reason for doing so, so the user can proceed with the registration using the CHI number by selecting **'Select this Patient'**

Name	Date of Birth	Date of Death	Sex
CLELLAND, Joy	01/01/1957	06/04/2021	Female

Select this Patient

Incorrect Details

Today's Vaccinations

Where a clinic has been set up to support multiple vaccine types then the user will have to select the vaccines the patient will receive on this visit to the clinic.

Vaccine types *

☐ Flu	☐ COVID-19
☐ Pneumococcal	☐ Shingles

The option to select which vaccine types the patient will receive will only be available if the clinic has been set up as a clinic that supports multiple vaccine types.

*see appendix for all vaccine types supported.

NOTE: If for any reason a patient is registered only for one vaccine type when the intention was to register for Co-administration multiple.

The user can either remove the registered patient from the clinic list and then re-register them by selecting all applicable vaccine types when re-registering the patient

or

the user can register the patient again selecting only the vaccination type that was missing. This would mean a separate vaccination for each vaccine type would appear on the list on clinic list. The Vaccinator would need to be made aware of this.

Appointment Information

The Turas Vaccination Management tool integrates with the Service Now National Scheduling System.

When the user selects and confirms the CHI number returned for the patient, the system will check with National Scheduling System for appointments matching that CHI number. For patients with no CHI number, this check is not possible.

Appointment Found on National Scheduling System

If an appointment is found on the National Scheduling System, the user is presented with these details

Appointment Information

i This appointment was found for the patient on the National Scheduling System.

Appointment Number	Date	Time	Clinic
WUA-8765-ABC	22/01/2021 (Today)	11:10	Sunnyside Clinic

Use this appointment information for the Patient?

☐ Yes ☐ No

- **Appointment Number** - is the number assigned by the National Scheduling System for the appointment and shown on the patient's letter from National Scheduling System.
- **Date** - is the date of the appointment – this could be in the future or the past.
- **Time** - of the scheduled appointment from the National Scheduling System.
- **Clinic** - is the name of the clinic in the National Scheduling System – expected to be the same (or similar) to the one held on Turas Vaccination Management.

The user can decide whether they wish to use the appointment information returned from the National Scheduling System.

Use this appointment information for the Patient?

☒ Yes ☐ No

If the user selects “YES” the Date and Time of the appointment will be recorded and displayed on the Clinic List.

If the user declines by selecting “**NO**” the user can continue with no appointment or set a specific one if appropriate.

Appointment Information

This appointment was found for the patient on the National Scheduling System.

Appointment Number	Date	Time	Clinic
WUA-9876-XYZ	23/01/2021 (Tomorrow)	11:10	Sunnyside Clinic

Use this appointment information for the Patient? *

☐ Yes

☒ No

Does the Patient have an appointment at this clinic? *

☒ Yes

☐ No

Patient's Appointment Date (dd/mm/yyyy)

22/01/2021

Patient's Appointment Time (24 hour clock) *

10:00

No Appointment Found on National Scheduling System

If no appointment is found on the National Scheduling System, the user is informed of this.

Appointment Information

There are no open appointments for this patient on the National Scheduling System.

However, the user still has the option to enter a patient's appointment time. This is envisaged to help manage the flow of patients in a busy clinic.

Does the Patient have an appointment at this clinic? *

☒ Yes

☐ No

Patient's Appointment Date (dd/mm/yyyy) *

29/01/2021

Patient's Appointment Time (24 hour clock) *

13:30

If the user selects no then only the time the patient was registered will be displayed on the clinic list.

Examples of where we find an appointment for a day other than today.

Appointment Yesterday

Appointment Information

 This appointment was found for the patient on the National Scheduling System.

Appointment Number	Date	Time	Clinic
WUA-8765-ABC	21/01/2021 (Yesterday)	09:30	Sunnyside Clinic

Use this appointment information for the Patient? *

☐ Yes ☐ No

Appointment Tomorrow

Appointment Information

 This appointment was found for the patient on the National Scheduling System.

Appointment Number	Date	Time	Clinic
WUA-9876-XYZ	23/01/2021 (Tomorrow)	11:10	Sunnyside Clinic

Use this appointment information for the Patient? *

☐ Yes ☐ No

Appointment several days in the past

Appointment Information

 This appointment was found for the patient on the National Scheduling System.

Appointment Number	Date	Time	Clinic
WUA-8765-ABC	14/01/2021 (8 days ago)	09:30	Sunnyside Clinic

Use this appointment information for the Patient? *

☐ Yes ☐ No

For any issues or queries about the Service Now National Scheduling System please refer to the **'Request Support'** section above.

Register Patient Options or Close without saving



The last step is for the user is to decide whether they wish to:

- **‘Register Patient’** – User should select this when the user only wants to register a patient and proceed no further. If yes is selected the patient is added to the clinic list. The user is returned to the vaccination management home page.

A dialog box titled 'Confirm Register Patient' with a close button (X) in the top right corner. The text inside asks: 'Are you sure you want to register this patient with the clinic at **Barrhead Health Centre**?'. At the bottom, there are two buttons: 'No, Return to Form' (light blue) and 'Yes, Register Patient' (green).

- **‘Register Patient Then Register Next Patient’** - The user should select this when the user is solely receiving and registering patients as they arrive at the clinic. If yes is selected the user will repeat the Register Patient steps.

A dialog box titled 'Confirm Register Patient Then Register Next Patient' with a close button (X) in the top right corner. The text inside asks: 'Are you sure you want to register this patient with the clinic at **Barrhead Health Centre** and start registering another patient?'. At the bottom, there are two buttons: 'No, Return to Form' (light blue) and 'Yes, Register Patient Then Register Next Patient' (green).

- **‘Register Patient and Start Screening’** - User (not available to the Registrant user role) should select this when the user is both registering a patient and then immediately screening the patient. If yes is selected the user will be taken to the Screening & Consent page.

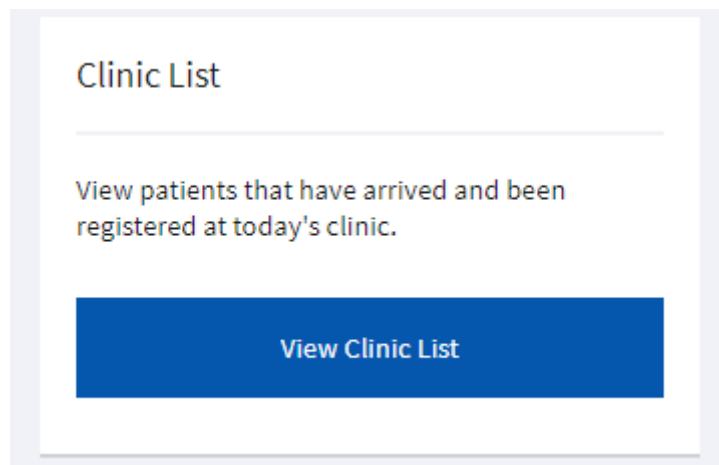
A dialog box titled 'Confirm Register Patient and Start Screening' with a close button (X) in the top right corner. The text inside asks: 'Are you sure you want to register this patient with the clinic at **Barrhead Health Centre** and start the screening of the patient?'. At the bottom, there are two buttons: 'No, Return to Form' (light blue) and 'Yes, Register Patient and Start Screening' (green).

- **‘Close without Saving’** - User should select this when the user wants to close without Saving. If yes is selected the user is returned to the vaccination management home page.

A dialog box titled 'Close without Saving' with a close button (X) in the top right corner. The text inside asks: 'Are you sure you want to close this page without registering this patient with the clinic at **Barrhead Health Centre**?'. Below this, it states: 'All changes will be discarded!'. At the bottom, there are two buttons: 'No, Return to Form' (light blue) and 'Yes, Close without Saving' (green).

Clinic List

Once the user registers and adds the patient's details the patient will be added to the Clinic List.



The user can access the Clinic List from the Vaccination Management Homepage by clicking on **'View Clinic List'** and this will display the Clinic List. This list will display patients with a status of 'Registered' by default.

Clinic List

 Refresh this List

 Register New Patient

Find Patients

Display patients with the status: ☒ Registered ☐ In Progress ☐ Completed Today ☐ Removed Today

✚ Patient Name	✚ CHI	Registration ✚ Date/Time	Appointment ✚ Date/Time	✚ Status	Actions
BLOGGS, Joe (42y/M)	No CHI Number	07/01/2021 15:08	none	Registered	Actions ▼

Showing 1 patient

The Clinic List details all the patients registered at the clinic for vaccination that day – it is assumed that the user will maintain the clinic list and clear it down each day.

If the patient has been registered but is not displaying as registered on the Clinic List, click on **'Refresh this List'**

 Refresh this List

Clinic List Status

The Patient status on the Clinic List can be:

‘Registered’	Vaccination not yet started.
‘In Progress (Screening)’	Screening is in progress.
‘In Progress (Vaccination)’	Vaccination is in progress.
‘In Progress (Amendment)’	Amendment is in progress.
‘Screening Incomplete (Draft)’	Patient has started the screening process, but the user screening has saved the record as a draft.
‘Vaccination Incomplete (Draft)’	Patient has started the vaccination process, but the user vaccinating has saved the record as a draft.
‘Screened’	Patient has been screened ready for vaccination.
‘Completed’	Patient vaccination record has been finalised – The clinic list will only show records completed today.
‘Removed’	Patient has been removed from the clinic list as they did not proceed to the screening and consent stage for vaccination – The clinic list will only show records removed today.

To view another status other than ‘Registered’ the user should tick the appropriate checkbox from ‘Screened’ ‘In Progress’ ‘Completed Today’ or ‘Removed Today’ – the user can select one status or many. **Note** ‘Vaccination Incomplete (Draft)’ and ‘Screening Incomplete (Draft)’ are ‘In Progress’ states.

Clinic List

Refresh this List

+ Register New Patient

Find Patients

Filter patients by name, CHI number etc.

Display patients with the status: ☐ Registered ☐ Screened ☒ In Progress ☐ Completed Today ☐ Removed Today

↕Patient Name	↕CHI	Registration ↕Date/Time	Appointment ↕Date/Time	↕Status	Actions
NOCHI, Nancy (42y/F)	0106805282	14/01/2021 16:16	none	In Progress (Screening)	Actions ▼
SMITH, Danielle (45y/F)	0101765185	08/02/2021 16:20	08/02/2021 17:00	In Progress (Vaccination)	Actions ▼
JONES, Brenda (18y/F)	0403025001	03/02/2021 09:17	none	In Progress (Amendment)	Actions ▼
SMITH, Brian (65y/F)	No CHI Number	01/02/2021 21:34	none	Vaccination Incomplete (Draft)	Actions ▼
SMITH, Jessie (63y/F)	0101585128	08/02/2021 17:00	none	Screening Incomplete (Draft)	Actions ▼

Filter – Waiting List

Users can easily find patients on the list by using the 'smart filter'. The user can find patients by their name, CHI, registration time, appointment time and status. e.g.

Typing “Lan” returns both Langford, Bernard and Cleland, Bridget

Find Patients

Display patients with the status: ☒ Registered ☐ Screened ☐ In Progress ☐ Completed Today ☐ Removed Today

• Patient Name	• CHI	Registration • Date/Time	Appointment • Date/Time	• Status	Actions
LANGFORD, Eleanor (76y/F)	0101442564	22/12/2020 10:40	none	Registered	Actions ▼
CLELLAND, Bridget (64y/F)	0101561245	22/12/2020 10:41	none	Registered	Actions ▼

Showing 2 patients (filtered from 3 total patients)

Typing “Lang” returns only Langford, Bernard

Find Patients

Display patients with the status: ☒ Registered ☐ Screened ☐ In Progress ☐ Completed Today ☐ Removed Today

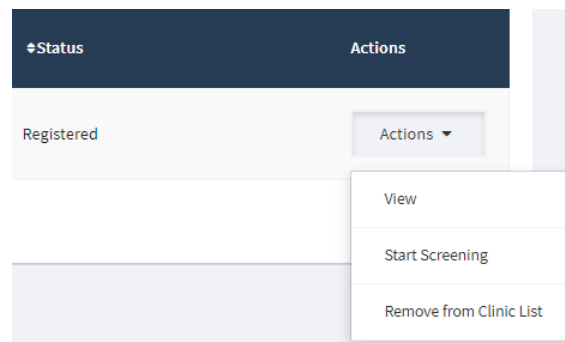
• Patient Name	• CHI	Registration • Date/Time	Appointment • Date/Time	• Status	Actions
LANGFORD, Eleanor (76y/F)	0101442564	22/12/2020 10:40	none	Registered	Actions ▼

Clinic List Actions

The actions available to the user for the patients on the clinic list are dependent on the status of the patient record and user role. See below. For details on the **'Amend Vaccination'** Action refer to that section of the document.

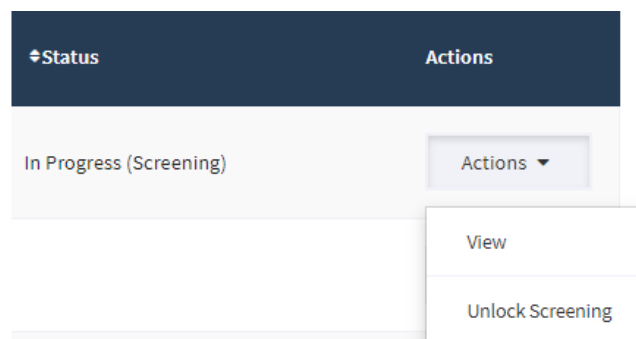
'Registered' Status Actions:

- View
- Start Screening (not available to the Registrant user role)
- Remove from Waiting List



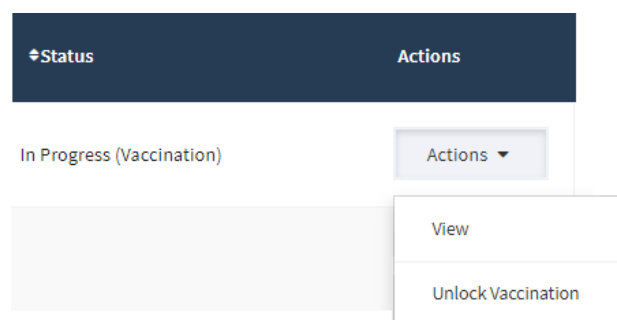
'In Progress (Screening)' Status Actions:

- View
- Unlock Screening (not available to the Registrant user role)



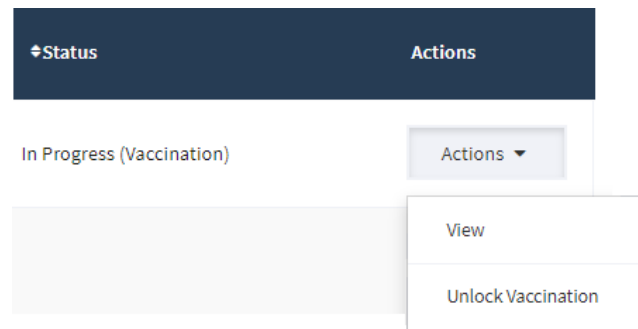
'In Progress (Vaccination)' Status Actions:

- View
- Unlock Vaccination (not available to the Registrant user role)



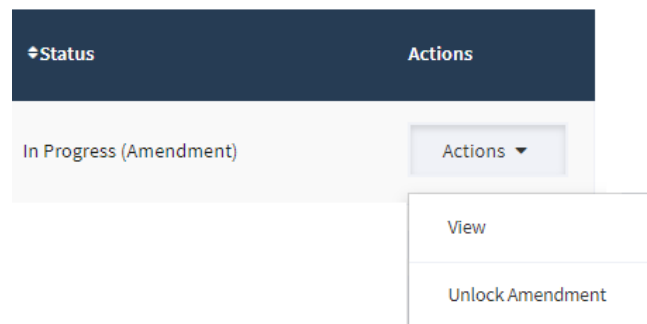
‘In Progress (Vaccination)’ Status Actions:

- View
- Unlock Vaccination (not available to the Registrant user role)



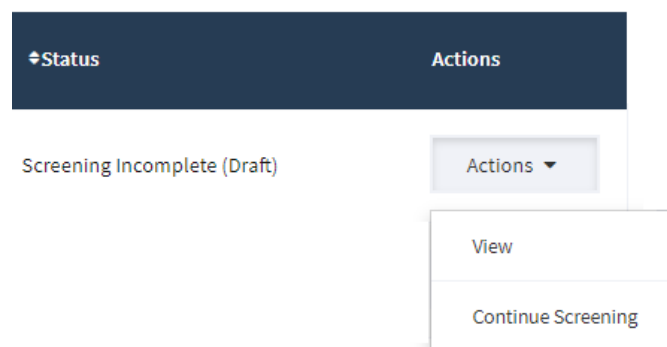
‘In Progress (Amendment)’ Status Actions:

- View
- Unlock Amendment (not available to the Registrant user role)



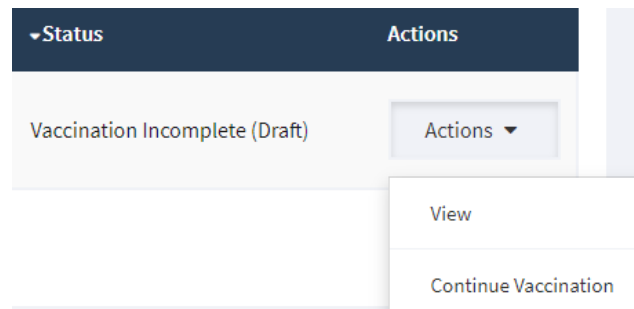
‘Screening Incomplete (Draft)’ Status Actions:

- View
- Continue Vaccination (not available to the Registrant user role)



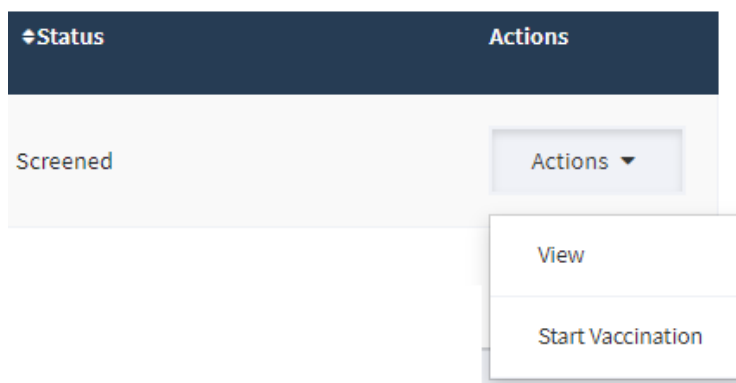
'Vaccination Incomplete (Draft)' Status Actions:

- View
- Continue Vaccination (not available to the Registrant user role)



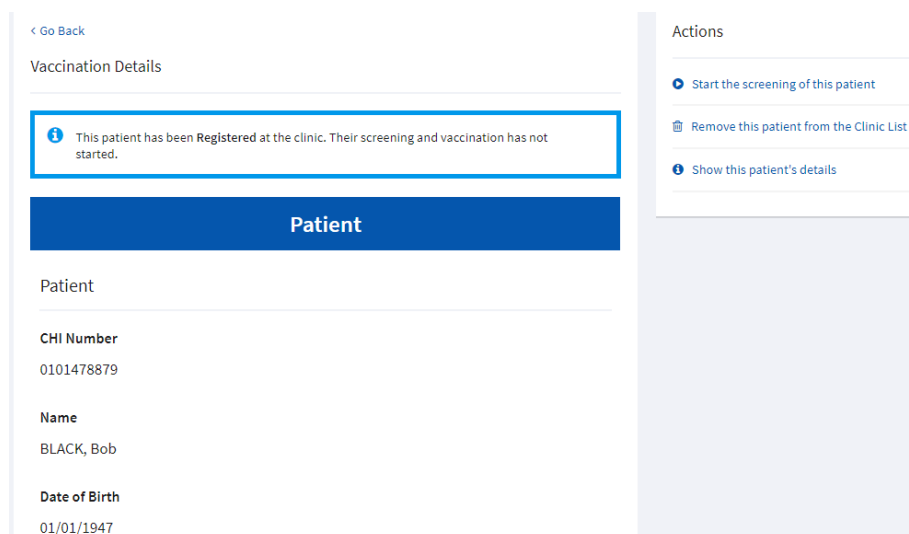
'Screened' Status Actions:

- View
- Start Vaccination (not available to the Registrant user role)



Action – 'View'

This action is available for each status and enables the user to view the current state of the patient's vaccination record in the tool dependent on where the patient is in the process.



Action – ‘Start Screening’ or ‘Continue Screening’

This action is available for each status [‘Registered’, ‘Screening Incomplete (Draft)’, ‘In Progress (Screening)’] and enables the user to ‘Start Screening’ or ‘Continue Screening’ and if selected will take the user to the Screen Patient – Screening and Consent page.

Screen Patient

Patient	Screening and Consent
---------	-----------------------

Ethnicity

 This patient has already provided information on their ethnicity, so we don't need to ask about it here.

Vaccinations (Administered or Attempted) in the Last 12 Months

 This is not yet a complete NHS Scotland vaccination record - check with the patient

↕Vaccination Course	Administered ↕	↕Dose	↕Date	↕Vaccination Clinic	Suitability Notes	↕Source
No previous vaccinations found (for the last 12 months)						

Has the Patient Received Any Additional Vaccinations in the Last 6 Months? *

☐ Yes	☐ No
---------------------------	--------------------------

Action – ‘Start Vaccination’ or ‘Continue Vaccination’

This action is available for each status [‘Registered’, ‘Vaccination Incomplete (Draft)’, ‘In Progress (Vaccination)’] and enables the user to ‘Start Vaccination’ or ‘Continue Vaccination’ and if selected will take the user to the Vaccinate Patient – Vaccination page.

Vaccinate Patient

Patient	Screening and Consent	Vaccination
---------	-----------------------	-------------

COVID-19 Vaccination Details

Was the Vaccination Administered? *

☒ Vaccination Was Administered	☐ Vaccination Was Not Administered
---	--

Action – ‘Remove from Waiting List’

This action is only available for patients with a ‘Registered’ status and enables either the Registrant or Vaccinator user role to remove a patient from the waiting list in the scenario where the patient, for whatever reason, did not proceed to start the vaccination stage. Selecting the action ‘**Remove from Waiting List**’ will present the user with the following screen providing further detail about the patient to be removed from the waiting list.

Remove Patient From Clinic List

Required fields are marked with an asterisk *

Patient

CHI Number	Name	Date of Birth	Sex
0101228198	CARVER, Rizwan	01/01/1922	Male

Registration

Registrant	Registration Date and Time	Vaccination Clinic
Gavin Vaccinator	05/07/2021 12:12	Barrhead Covid 19 Clinic

Remove From Clinic List

Please choose the reason for removing this patient from the clinic list *

-- Select --

Remove Patient from Clinic List Cancel

The user must select a reason for removing the patient from the list

- Did Not Attend
- Duplicate Registration
- Other (Free Text)

Remove From Clinic List

Please choose the reason for removing this patient from the clinic list *

-- Select --

-- Select --

Did Not Attend

Duplicate Registration

Other

If the user is happy this is the correct patient, they would then click ‘**Remove from Clinic List**’. Following this, a pop-up would appear asking the user to confirm removal from the waiting list.

Confirm Remove Patient from Clinic List

Are you sure you want to remove this patient from the Barrhead Covid 19 Clinic clinic list

0101228198 CARVER, Rizwan (99y/M)

They will need to be re-registered should they need to be vaccinated.

No, Return to Form Yes, Remove Patient from Clinic List

If ‘**Yes, Remove Patient from Clinic List**’ is selected then the patient is removed from the list else the user can return to the form and cancel this action.

Action – ‘Unlock’

This action is only available for patients with an ‘In Progress’ status and enables the Vaccinator user role to unlock the patient record should it be locked to another user who, for whatever reason, is not available and has not completed the patient vaccination record.

The unlock functionality behaves the same way for ‘Unlock Screening’ ‘Unlock Vaccination and ‘Unlock Amendment’

Selecting the action ‘**Unlock Vaccination**’ will present the user with the following screen providing further detail of the patient record to be unlocked.

Unlock Vaccination

Patient Details

Patient CHI Number
0101791593

Name
LANGFORD, Bernard

Date of Birth
01/01/1979

Sex
Male

Registration Details

Registrant
Ms Vicky Vaccinator

Registration Time
03/11/2020 13:58

Vaccination Clinic
Linwood Health Centre

Current Vaccination Details

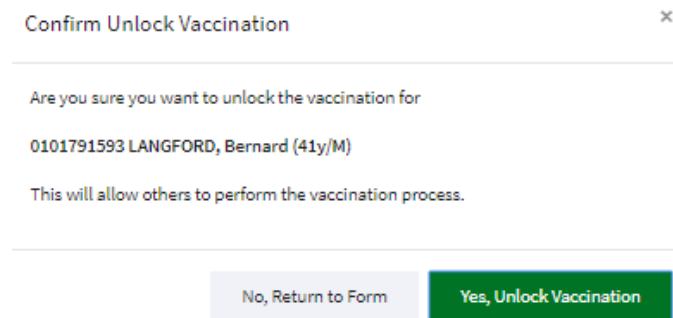
Vaccination In Progress With
Ms Vicky Vaccinator

Started On
03/11/2020 13:58

Unlock Vaccination

Cancel

If the user is happy this is the correct patient record, they would then click **'Unlock Vaccination'**. The following pop-up would appear asking the user to confirm unlocking the vaccination record.



A screenshot of a web-based pop-up dialog titled "Confirm Unlock Vaccination" with a close button (X) in the top right corner. The dialog contains the following text: "Are you sure you want to unlock the vaccination for", "0101791593 LANGFORD, Bernard (41y/M)", and "This will allow others to perform the vaccination process." At the bottom, there are two buttons: "No, Return to Form" (light blue) and "Yes, Unlock Vaccination" (green).

If **'Yes, Unlock Vaccination'** is selected then the patient vaccination record is unlocked, and it will revert to its previous starting state e.g.

- 'In Progress (Screening)' > **'Unlock'** > 'Registered'
(Where the starting state was 'Registered')
- 'In Progress (Screening)' > **'Unlock'** > 'Screening Incomplete (Draft)'
(Where the starting state was 'Screening Incomplete (Draft)')
- 'In Progress (Vaccination)' > **'Unlock'** > 'Screened'
(Where the starting state was 'Screened')
- 'In Progress (Vaccination)' > **'Unlock'** > 'Vaccination Incomplete (Draft)'
(Where the starting state is 'Vaccination Incomplete (Draft)')

Screen Patient – Screening and Consent

When the Vaccinator user role opts to ‘**Start Screening**’ they will be presented with the following screen

Screen patient

Patient	Screening and consent
---------	-----------------------

Ethnicity

 This patient has already provided information on their ethnicity, so we don't need to ask about it here.

Vaccinations (administered or attempted)

 This is not yet a complete NHS Scotland vaccination record - check with the patient.

Filter previous vaccinations

Filter these previous vaccinations by source etc.

#Vaccination course	Administered	#Dose	#Date	#Vaccination clinic	Suitability notes	#Source
Flu Flucelvax Tetra (Seqirus)	Yes	1	16/11/2021 (21 weeks, 3 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas
Flu Patient is NOT suitable (Treatment deferred due to previously undeclared contraindications)	No	N/A	13/09/2021 (30 weeks, 4 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde	View notes	Turas
COVID-19 COVID 19 mRNA Vaccine (Pfizer)	Yes	2	20/06/2021 (42 weeks, 5 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas
COVID-19 COVID 19 mRNA Vaccine (Pfizer)	Yes	1	15/04/2021 (52 weeks, 1 day ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas

Showing 4 previous vaccinations

Has the patient received any additional vaccinations in the last 6 months? *

☐ Yes ☐ No

Today's Flu vaccination

Suitable for Flu vaccination? *

☐ Patient is suitable ☐ Patient is NOT suitable

Ethnicity

At screening, the first question the user will see is about ethnicity. The Equality Act requires the NHS Scotland to collect equality characteristics such as ethnicity to demonstrate that they are meeting their public sector equality duty but more importantly, this data is used to develop an understanding of barriers that may be preventing people from accessing the care and services that they need.

The question only needs to be asked if the ethnicity of the citizen is unknown. If the citizen's ethnicity is already known, then the user is advised that they do need to ask the question.

Screen Patient

Patient	Screening and Consent
---------	-----------------------

Ethnicity

i This patient has already provided information on their ethnicity, so we don't need to ask about it here.

When the ethnicity of the citizen is unknown the user is presented with the question - Ask the patient 'What is your ethnic group?'

Screen Patient

Patient	Screening and Consent
---------	-----------------------

Ethnicity

i Giving this type of information will help us to address inequality which prevents people from accessing the health services they need.

Ask the patient 'what is your ethnic group?' *

☐ White
☐ Mixed or multiple ethnic groups
☐ Asian, Scottish Asian or British Asian
☐ African, Scottish African or British African
☐ Caribbean or Black
☐ Other ethnic group
☐ Prefer not to say or do not know

If the user selects only the applicable ethnic group this will reveal the next question set where the user should ask the patient ‘What best describes your ethnic group?’

Screen Patient

Patient

Screening and Consent

Ethnicity

Giving this type of information will help us to address inequality which prevents people from accessing the health services they need.

Ask the patient ‘what is your ethnic group?’ *

☐ White
 ☐ Mixed or multiple ethnic groups
 ☒ Asian, Scottish Asian or British Asian
 ☐ African, Scottish African or British African
 ☐ Caribbean or Black
 ☐ Other ethnic group
 ☐ Prefer not to say or do not know

Ask the patient ‘which best describes your ethnic group?’ *

☐ Pakistani, Scottish Pakistani or British Pakistani
 ☐ Indian, Scottish Indian or British Indian
 ☐ Bangladeshi, Scottish Bangladeshi or British Bangladeshi
 ☐ Chinese, Scottish Chinese or British Chinese
 ☐ Other

Vaccination (Administered or Attempted)

Previous vaccinations administered, attempted vaccinations or patient reported vaccinations that have been recorded in the tool will be displayed in this section with a source ‘Turas’ or ‘Patient Reported’ respectively.

Vaccinations (administered or attempted)

This is not yet a complete NHS Scotland vaccination record - check with the patient.

Filter previous vaccinations

Filter these previous vaccinations by source etc.

Vaccination course	Administered	Dose	Date	Vaccination clinic	Suitability notes	Source
Flu Flucelvax Tetra (Seqirus)	Yes	1	16/11/2021 (21 weeks, 3 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas
Flu Patient is NOT suitable (Treatment deferred due to previously undeclared contraindications)	No	N/A	13/09/2021 (30 weeks, 4 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde	View notes	Turas
COVID-19 COVID-19 mRNA Vaccine (Pfizer)	Yes	2	20/06/2021 (42 weeks, 5 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas
COVID-19 COVID-19 mRNA Vaccine (Pfizer)	Yes	1	15/04/2021 (52 weeks, 1 day ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas

Showing 4 previous vaccinations

‘View notes’ will only display when there is a suitability note to review for the vaccination episode.

If the patient advises that they have received any vaccination in the last 6 months that are not listed the user should select **'Yes'**

Has the Patient Received Any Other Vaccinations in the Last 6 Months? *

☒ Yes ☐ No

Patient Reported Previous Vaccination

This will enable this section and the user must capture details about the patient's self-reported vaccination history.

Patient reported previous vaccination

Vaccination course *

-- Select --
-- Select --
Flu
COVID-19
Diphtheria
Pertussis
Pneumococcal
Polio
Shingles
Tetanus
Other

Vaccination Dose Number *

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Unknown

Date of Vaccination Dose (dd/mm/yyyy) *

01/09/2020

☒ Vaccination date is approximate

Number of Days Since Vaccination

64 days (estimated)

+ Add another Vaccination Record

The 'Number of Day Since Vaccination' is auto calculated between the 'Date of Vaccination Dose' entered and today's date (inclusive) and if the user ticks the 'Vaccination date is approximate' the number of days will state '(estimated)'.

Today's Vaccination

The user must select the Vaccination Course to be administered.

Vaccination Course *

☒ COVID-19

Suitability for Vaccine

The user must determine whether the patient is suitable for the vaccination after asking the screening questions.

Suitable for Vaccination? *

☐ Patient is Suitable	☐ Patient is not Suitable
---	---

The user will have the option to record any notes about the patient's suitability if deemed necessary.

Suitability Notes (optional)

📘 If necessary, you can add a note about this patient's suitability here. Be aware this note will NOT generate any action. (300 character maximum)

If the user determines the patient is suitable the user must also record whether the patient has given their informed consent to the vaccination.

Suitable for Vaccination? *

☒ Patient is suitable	☐ Patient is NOT suitable
--	---

Suitability Notes (optional)

📘 If necessary, you can add a note about this patient's suitability here. Be aware this note will NOT generate any action. (300 character maximum)

Consent to Vaccination

Informed consent given to vaccinate? *

☒ Consent given	☐ Consent NOT given
--	---

If the user determines the patient is not suitable the user must also record the reason for not being suitable

Suitable for Vaccination? *

☐ Patient is suitable	☒ Patient is NOT suitable
---	--

Reason not suitable? *

☐ Not well on the day due to acute symptoms
☐ Treatment deferred due to previously undeclared contraindications

Suitability Notes (optional)

📘 If necessary, you can add a note about this patient's suitability here. Be aware this note will NOT generate any action. (300 character maximum)

The last step for the user on the Screen Patient – Screening and Consent page is to decide whether the patient is suitable for vaccination user will have the option to proceed to the **‘Record Screening Outcome and Start Vaccination’** or **‘Record the Screening Outcome’** should the user wish to end the process and hand off to another user who will complete the vaccination.

Record Screening Outcome and Start Vaccination

Record Screening Outcome

Or, if the patient is not suitable for vaccination user will have the option to **'Finalise Vaccination Record'** the patient's vaccination record is saved, and that patient is removed Clinic Waiting List.

Finalise Vaccination Record

Or they may wish to **'Save as Draft'**, **'Close without Saving'**

Save as Draft

Close without Saving

'Safe as Draft' – If the User selects this then the record will be saved and added back to the Clinic Waiting List with a status of 'Screening Incomplete (Draft)'.

Save Draft Screening

×

You are saving this Screening for

0101478879 BLACK, Bob (74y/M)

to be completed later (by you or a colleague).

Vaccination cannot proceed until screening is complete.

No, Return to Form

Yes, Save Draft Screening

'Close Without Saving' – If the User selects this then all changes are discarded and added back to the Clinic Waiting List with a status of 'Vaccination Incomplete (Draft)'.

Close Without Saving

×

Are you sure you want to close this Vaccination without saving?

All changes will be discarded!

No, Return to Form

Yes, Close without Saving

Co- Administration - Screening and Consent

In a clinic set up to support multiple vaccine types and the patient has been registered to receive the different vaccines available at the clinic then at the Screening and Consent stage the user will be presented with the screen below.

The user will then have to complete the screening and consent for the different vaccinations

Screen patient

Patient

Screening and consent

Ethnicity

This patient has already provided information on their ethnicity, so we don't need to ask about it here.

Vaccinations (administered or attempted)

This is not yet a complete NHS Scotland vaccination record - check with the patient.

Filter previous vaccinations

Filter these previous vaccinations by source etc.

#Vaccination course	Administered	#Dose	#Date	#Vaccination clinic	Suitability notes	#Source
Flu Flucelvax Tetra (Seqirus)	Yes	1	16/11/2021 (21 weeks, 3 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas
Flu Patient is NOT suitable (Treatment deferred due to previously undeclared contraindications)	No	N/A	13/09/2021 (30 weeks, 4 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde	View notes	Turas
COVID-19 COVID 19 mRNA Vaccine (Pfizer)	Yes	2	20/06/2021 (42 weeks, 5 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas
COVID-19 COVID 19 mRNA Vaccine (Pfizer)	Yes	1	15/04/2021 (52 weeks, 1 day ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas

Showing 4 previous vaccinations

Has the patient received any additional vaccinations in the last 6 months? *

☐ Yes

☐ No

Today's Flu vaccination

Suitable for Flu vaccination? *

☐ Patient is suitable

☐ Patient is NOT suitable

Today's COVID-19 vaccination

Suitable for COVID-19 vaccination? *

☐ Patient is suitable

☐ Patient is NOT suitable

Your details

Name

Gavin Vaccinator

Registration number type

General Medical Council (GMC number)

Registration number

1234567

Record screening outcome and start vaccination

Record screening outcome

Save as draft

Close without saving

Previous section: Patient

Vaccinate Patient – Vaccination

When the user selects **‘Next Section: Vaccination’** they will be presented with the following screen to add further detail of the vaccination event.

Vaccinate Patient

Patient	Screening and consent	Vaccination
---------	-----------------------	-------------

COVID-19 vaccination details

Records suggest that this patient has not received a COVID-19 vaccination in the last 12 months (checked on 15/04/2022)

Was the COVID-19 vaccination administered? *

☐ Vaccination was administered ☐ Vaccination was NOT administered

Your details

Name	Registration number type	Registration number
Gavin Vaccinator	General Medical Council (GMC number)	1234567

Finalise vaccination record

Save as draft

Close without saving

Vaccination Details

Selecting **‘Vaccination Was Administered’** will reveal the following sections of the form for the user to complete.

COVID-19 vaccination details

Records suggest that this patient has not received a COVID-19 vaccination in the last 12 months (checked on 21/01/2022)

Was the COVID-19 vaccination administered? *

☒ Vaccination was administered ☐ Vaccination was NOT administered

Date of COVID-19 vaccination dose (dd/mm/yyyy) *

Product used for COVID-19 vaccination *

☐ Comirnaty COVID-19 mRNA (Pfizer)

☐ Vaxzervia COVID-19 Vaccine (AstraZeneca)

☐ Spikevax COVID-19 mRNA (Moderna)

☐ COVID-19 Vaccine (Janssen)

☐ Comirnaty Children 5-11 years COVID-19 mRNA Vaccine (Pfizer)

COVID-19 vaccination notes (optional)

If necessary, you can add a note about this patient's vaccination here. Be aware this note will NOT generate any action. (500 character maximum)

This field is optional

The date of vaccination must be complete, and the user must select the ‘Product Name’ of the vaccine being administered doing so will reveal further detail that must be recorded as shown below.

Product used for COVID-19 vaccination *

☐ Comirnaty COVID-19 mRNA (Pfizer)
☒ Vaxzervia COVID-19 Vaccine (AstraZeneca)
☐ Spikevax COVID-19 mRNA (Moderna)
☐ COVID-19 Vaccine (Janssen)
☐ Comirnaty Children 5-11 years COVID-19 mRNA Vaccine (Pfizer)

Batch number used for COVID-19 vaccination *

-- Select --

COVID-19 vaccination dose number *

☐ 1 ☐ 2 ☐ Booster [Show other dose numbers](#)

Method of administration for COVID-19 vaccination *

☒ Intramuscular

Site of administration for COVID-19 vaccination *

☐ Upper left arm ☐ Upper right arm ☐ Left thigh ☐ Right thigh

COVID-19 vaccination notes (optional)

! If necessary, you can add a note about this patient's vaccination here. Be aware this note will NOT generate any action. (500 character maximum)

This field is optional

The options presented for 'Batch Number' and 'Method of Administration' are determined by the 'Product Name' selected. The 'Batch Number' drop-down list uses a searchable 'smart filter' to filter the batch numbers return based on the data entered.

Dose Number 3 or Booster

The user interface has been designed to display up to two doses and a booster dose, however, the user can reveal an addition dose options by clicking on show other dose numbers.

Vaccination Dose Number *

☐ 1 ☐ 2 ☐ Booster [Show other dose numbers](#)

Vaccination Dose Number *

☐ 1 ☐ 2 ☐ 3 ☐ Booster

Product and Batch Number Pre-Selection

On subsequent vaccination, the user will have the option to select the same product and batch number as the last vaccination.

Was the COVID-19 vaccination administered? *

☒ Vaccination was administered ☐ Vaccination was NOT administered

Select the same product and batch number as your last COVID-19 vaccination? *

- Product : COVID-19 mRNA Vaccine (Moderna)
- Batch : 3001659

☐ Yes ☐ No

Selecting yes then the system will prepopulate the Product and Batch Number.

Product used for COVID-19 vaccination *

☐ COVID-19 mRNA Vaccine (Pfizer) ☒ COVID-19 mRNA Vaccine (Moderna)

Batch number used for COVID-19 vaccination *

3001659 ▼

Select no and you must select the appropriate product and batch number as you do currently

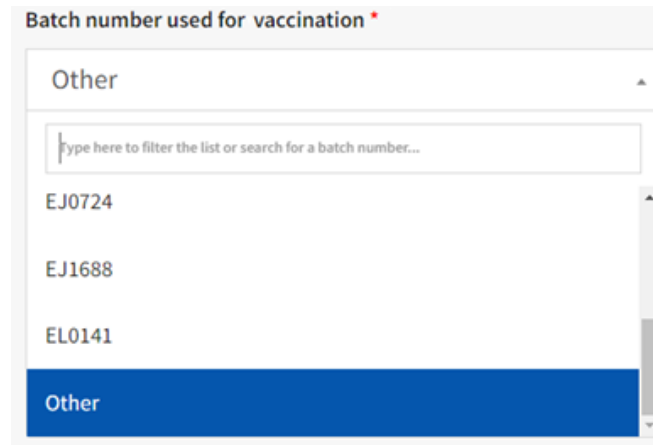
Periodically you will be asked to reselect the product and batch number to maintain data quality.

Product used for Flu vaccination *

 To maintain data quality, at regular intervals we ask that you select the product and batch manually (instead of using those from your last vaccination).

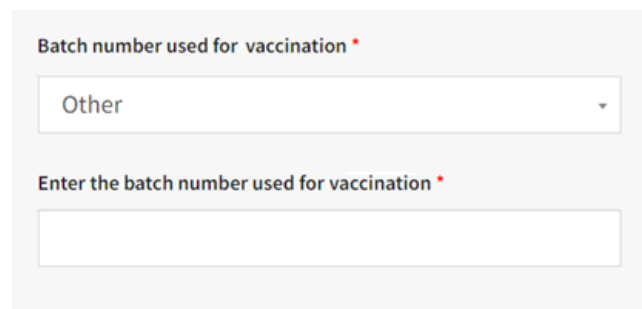
Manual batch number entry

Where the product is configured to support the manual entry of a batch number then 'Other' will be a selectable option from the list.



The screenshot shows a dropdown menu titled "Batch number used for vaccination *". The menu is open, displaying a search bar with the placeholder text "Type here to filter the list or search for a batch number...". Below the search bar, a list of batch numbers is shown: "EJ0724", "EJ1688", "EL0141", and "Other". The "Other" option is highlighted in blue at the bottom of the list.

Selecting 'Other' will prompt and enable the user to enter the batch number used for vaccination



The screenshot shows the form after selecting "Other". The dropdown menu is now closed, and the text "Other" is displayed in the field. Below the dropdown, there is a new label "Enter the batch number used for vaccination *" and an empty text input field for manual entry.

When an entry is made in the "other" batch number field, the application will check for:

- a batch number that is available for selection from the product's batch number list and where a batch number is found that matches a message is presented on screen suggesting that the user could select the entry from the list or continue with the entry as is. The user must select one to continue.
- a batch number that is known to have expired (on the date of the vaccination) where a batch number is found that matches the text that the user entered in the "other" batch number field and the matching batch number's expiry date (if any) is before the dose date a message is presented on the screen informing the user. This will not prevent the user from progressing, but the user must close the message to continue.

Post Vaccination Check

Once the user has completed the above steps the user is required to record that they directed the patient to the post-vaccination information.

Post Vaccination Check

Post-Vaccination Information and Guidance *

Give the patient post-vaccination information either verbally, using paperwork/leaflets or direct them to the nhsinform.scot website. 

☐

Patient Was Directed to Vaccination Information and Guidance

Finalise Vaccination Record

Save as Draft

Close without Saving

 Previous section: Screening and Consent

Selecting **'Vaccination Was Not Administered'** will reveal the following sections of the form for the user to complete.

Was the Vaccination Administered? *

☐

Vaccination Was Administered

☒

Vaccination Was Not Administered

Why was the vaccine not administered? *

☐

Patient refused vaccine

☐

Other

If the reason for not administering the vaccine was not because the patient refused, then the user must record the reason in the text box that appears when **'Other'** is selected.

Why was the vaccine not administered? *

☐ Patient refused vaccine ☒ Other

Other reason vaccine was not administered *

Finalise Vaccination Record

Save as Draft

Close without Saving

← Previous section: Screening and Consent

The final step for the user on the Vaccinate Patient – Vaccination tab is to decide whether they want to **'Finalise Vaccination Record'** so the patient vaccination record is saved, and that patient is removed Clinic Waiting List.

Finalise Vaccination Record

Or, if the user needs or what to return to the previous they can do so by clicking on **'Previous Section: Screening and Consent'**.

← Previous section: Screening and Consent

Or they may wish to **'Save as Draft', 'Close without Saving'**

Save as Draft

Close without Saving

'Safe as Draft' – If the User selects this then the record will be saved and added back to the Clinic List with a status of 'Vaccination Incomplete (Draft)'.

Save Draft Vaccination ×

You are saving this Vaccination for

0101791593 LANGFORD, Bernard (41y/M)

to be completed later (by you or a colleague).

This record has not been finalised.

No, Return to Form

Yes, Save Draft Vaccination

‘Close Without Saving’ – If the User selects this then all changes are discarded and added back to the Clinic List with a status of ‘Vaccination Incomplete (Draft)’.

Close Without Saving ×

Are you sure you want to close this Vaccination without saving?

All changes will be discarded!

No, Return to Form

Yes, Close without Saving

Co- Administration – Vaccination

In a clinic set up to support multiple vaccine types and the patient has been registered to receive the different vaccines available at the clinic then at the Vaccinate Patient stage the user will be presented with the screen below.

The user will then have to complete the vaccination details for the different vaccinations

Vaccinate Patient

Patient	Screening and Consent	Vaccination
---------	-----------------------	-------------

Flu Vaccination Details

i Records suggest that this patient has not received a Flu vaccination in the last 6 months (checked on 11/08/2021)

Was the Vaccination Administered? *

☐ Vaccination was administered ☐ Vaccination was NOT administered

COVID-19 Vaccination Details

i Records suggest that this patient has not received a COVID-19 vaccination in the last 6 months (checked on 11/08/2021)

Was the Vaccination Administered? *

☐ Vaccination was administered ☐ Vaccination was NOT administered

Your Details

Name	Registration Number Type	Registration Number
Gavin Vaccinator	General Medical Council (GMC Number)	1234567

Finalise Vaccination Record

Save as Draft

Close without Saving

Amend Vaccination Record

There is a window of opportunity for the user who created and completed the vaccination episode to amend the record before it is exported to the National Clinical Data Store (NCDS).

The Amend option is only available to the user where:

- The user is the Vaccinator who completed the Vaccination Episode
- The Vaccination Episode is in the Completed State
- The Vaccination Episode outcome is Administered
- The Vaccination Episode was completed within the previous 60 minutes

Where the above criteria are met the **'Amend vaccination'** option is available to the user from the **'Action'** button drop-down list on either the Clinic List or Patient Details Screen as below.

Clinic List: Action - 'Amend Vaccination' -

Clinic List

Refresh this List

Register New Patient

Find Patients

Display patients with the status: ☐ Registered ☐ In Progress ☒ Completed Today ☐ Removed Today

↕Patient Name	↕CHI	Registration ↕Date/Time	Appointment ↕Date/Time	↕Status	Actions
JONES, Brenda (18y/F)	0403025001	03/02/2021 09:17	none	Completed	Actions ▼

Showing 1 patient

View

Amend Vaccination

Patient Details: Action – 'Amend Vaccination'

Patient Details

CHI Number	Name	Date of Birth	Sex
0403025001	JONES, Brenda	04/03/2002	Female

Vaccinations Recorded for JONES, Brenda (18y/F)

Filter vaccinations by status, clinic etc.

↕Status	↕Date	Vaccine ↕Type	↕Product and Batch Number	↕Vaccination Clinic	Actions
Completed Administered	03/02/2021	COVID-19	COVID-19 mRNA Vaccine AB0001	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde	Actions ▼

View

Amend Vaccination

Amend Vaccination Screen

When the user selects '**Amend Vaccination**' the Amend Vaccination Screen will show the selected Vaccination Episode.

Note the user can only amend a vaccination record where the vaccination was administered, as such only the following fields are available to the user to amend.

- Date of Vaccination Dose
- Product Name
- Batch Number
- Vaccination Dose Number
- Method of Administration
- Site of Administration

Amend vaccination

Patient	Screening and consent	Vaccination
---------	-----------------------	-------------

Flu vaccination details

Records suggest that this patient has not received a Flu vaccination in the last 12 months (checked on 17/08/2022)

Date of Flu vaccination dose (dd/mm/yyyy) *

17/08/2022

Product used for Flu vaccination *

☐ Fluenz Tetra LAIV - For 2 years to under 18 years (AstraZeneca)

☒ Flucelvax Tetra QIVc - For 2 years and over (Seqirus)

☐ Fluad Tetra aQIV - For 65 years and over (Seqirus)

☐ Quadrivalent Influenza Vaccine QIVe - For 6 months and over (Sanofi)

☐ Supemtek QIVr - For 18 years and over (Sanofi)

Batch number used for Flu vaccination *

FX-0184

Flu vaccination dose number *

☒ 1 ☐ 2

Method of administration for Flu vaccination *

☒ Intramuscular

Site of administration for Flu vaccination *

☒ Upper left arm ☐ Upper right arm ☐ Left thigh ☐ Right thigh

[← Previous section: Screening and consent](#)

Once the user has made the amendments, they wish to make they should then click on the **'Amend Vaccination'** button and the amendments will be saved.

Amend Vaccination

However, should the user not wish to make any amendments then they can select **'Close without Saving'**.

Close without Saving

Whilst a record is being updated the status on the clinic list will show as **'In Progress (Amendment)'**.

Clinic List

Refresh this List

+ Register New Patient

Find Patients

Filter patients by name, CHI number etc.

Display patients with the status: ☐ Registered ☒ In Progress ☐ Completed Today ☐ Removed Today

↕Patient Name	↕CHI	Registration ↕Date/Time	Appointment ↕Date/Time	↕Status	Actions
JONES, Brenda (18y/F)	0403025001	03/02/2021 09:17	none	In Progress (Amendment)	Actions ▼

Delete Vaccination

The user who created and completed the vaccination episode can delete the record before it is exported to the National Clinical Data Store (NCDS).

The delete option is only available to the user who created and left the vaccination episode in one of the following states:

- Screening Incomplete (Draft)
- Screened
- Vaccination Incomplete (Draft)
- Completed and the Vaccination Episode was completed within the previous 60 minutes*

Where the above criteria are met the **'Delete vaccination'** option is available to the user from the **'Action'** button drop-down list on either the Clinic List or Patient Details Screen as below.

Clinic List Status - Screening Incomplete (Draft): Actions – 'Delete Vaccination'

↕Patient Name	↕CHI	Registration ↕Date/Time	Appointment ↕Date/Time	↕Status	Actions
SMITH, Jessie (63y/F)	0101585128	08/02/2021 17:00	none	Screening Incomplete (Draft)	Actions ▾
Showing 1 patient (filtered from 10 total patients)					
					View
					Continue Screening
					Delete Vaccination

Clinic List Status - Screened: Actions – 'Delete Vaccination'

↕Patient Name	↕CHI	Registration ↕Date/Time	Appointment ↕Date/Time	↕Status	Actions
SMITH, Danielle (45y/F)	0101765185	08/02/2021 16:20	08/02/2021 17:00	Screened	Actions ▾
Showing 1 patient (filtered from 5 total patients)					
					View
					Start Vaccination
					Delete Vaccination

Clinic List Status - Vaccination Incomplete (Draft): Actions – ‘Delete Vaccination’

⚙️ Patient Name	⚙️ CHI	Registration ⚙️ Date/Time	Appointment ⚙️ Date/Time	⚙️ Status	Actions
SMITH, Brian (65y/F)	0101565526	08/02/2021 17:42	none	Vaccination Incomplete (Draft)	Actions ▾ View Start Vaccination Delete Vaccination

Showing 1 patient (filtered from 10 total patients)

Clinic List Status - Completed Actions – ‘Delete Vaccination’

↕Patient Name	↕CHI	Registration ↕Date/Time	Appointment ↕Date/Time	↕Status	Actions
BLACK, Bob (74y/M)	0101478879	08/02/2021 18:07	none	Completed	Actions ▾ View Delete Vaccination

Note: Users can only delete where the Vaccination Episode was completed by them within the previous 60 minutes

Delete Vaccination is not supported for the following states:

Status	
Registered	'Remove From List' option will be used instead of 'Delete Vaccination'
In Progress (Screening)	'Unlock' action will be used to move to the Screening Incomplete (Draft) state before the user can delete the vaccination
In Progress (Vaccination)	'Unlock' action will be used to move to the Vaccination Incomplete (Draft) state before the user can delete the vaccination
In Progress (Amendment)	'Unlock' action will be used to move to the Completed state before the user can delete the vaccination*
Removed From List	Delete vaccination not valid
Enter in Error	

*Any Vaccination Episode that is required to be deleted post the 60 minutes from can be performed by the Records Manager user role.

Delete Vaccination Screen

When the user selects '**Delete Vaccination**' the Delete Vaccination Screen will show the Patient's CHI Number, Name, Date of Birth and Sex. It also details the date, time and who completed the registration, screening and vaccination at these stages where relevant.

Delete Vaccination

Patient

CHI Number	Name	Date of Birth	Sex
No CHI Number	BLOGGS, Joe	01/01/1979	Male

Registration

Registrant	Registration Date and Time	Vaccination Clinic
Gavin Vaccinator	25/02/2021 14:08	Barrhead Covid 19 Clinic

Screening

Screened By	Screening Completed Date and Time
Gavin Vaccinator	25/02/2021 15:47

Vaccination

Vaccinator	Finalised Date and Time
Gavin Vaccinator	25/02/2021 15:48

The user must explain the reason for deleting the record in the 'Deletion Reason' text box

Deletion

Deletion Reason *

Provide a brief explanation for the deletion

To complete the delete vaccination step the user must click on the '**Delete Vaccination**'

Delete Vaccination

The user will then be presented with the option to confirm the deletion by selecting **'Yes, Delete Vaccination'**

Confirm Delete Vaccination

×

Are you sure you want to delete this vaccination for

BLOGGS, Joe (42y/M)

The vaccination's status will be set to 'Entered in Error'.

No, Return to Form

Yes, Delete Vaccination

Records that are deleted will be shown on the **'Patient Details'** page with a status of **'Entered in Error'**

Patient Details

CHI Number

No CHI Number

Name

BLOGGS, Joe

Date of Birth

01/01/1979

Sex

Male

Vaccinations Recorded for BLOGGS, Joe (42y/M)

Filter Vaccinations

Filter vaccinations by status, clinic etc.

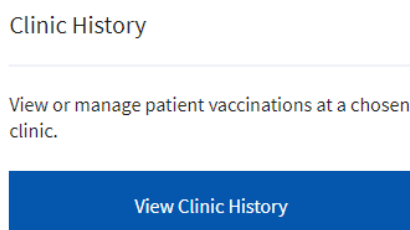
◆Status	◆Date	Vaccine ◆Type	◆Product and Batch Number	◆Vaccination Clinic	Actions
Entered in Error	10/03/2021	N/A	N/A	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	Actions ▾

By selecting **'Actions'** then **'View'** the user can see who deleted the record and the reason why the record was deleted.

Clinic History

Clinic History is available to the Registrant and Vaccinator user roles enabling them to search and view patient vaccination episodes at a clinic on a given date.

By selecting **'View Clinic History'** from the homepage tile.



The user will be taken to the Clinic History screen where they enter the following data items.

- NHS Health Board (Dropdown list available if the user works in multiple Health Boards)
- Clinic (Will only display the clinics available within the Health Board)
- Date (Enter a date before today)

Select Clinic and Date

A screenshot of the 'Select Clinic and Date' form. It contains three dropdown menus: 'NHS Health Board *' with 'NHS Greater Glasgow' selected, 'Clinic *' with 'Glasgow Centre - 2' selected, and 'Date *' which is currently blank. To the right of the date field is a calendar icon. A blue button labeled 'Show Clinic List' is positioned to the right of the date field.

By default, the Health Board and Clinic will be set using the user's Current Clinic (if any). The Date will be blank. When the user enters a date the **'Show Clinic List'** button is enabled.

A close-up screenshot of the 'Date *' field. The date '14/12/2020' has been entered. A calendar icon is visible to the right of the input field. The 'Show Clinic List' button is now highlighted in blue, indicating it is enabled.

and when the user clicks on the **'Show Clinic List'** button those vaccination episodes associated with the selected Clinic and where any of the following is true will be returned.

- The Registration Date/Time falls on the selected date
- The Appointment Date/Time falls on the selected date
- The Completed Date/Time falls on the selected date
- The Removed Date/Time falls on the selected date
- The Vaccination Dose Date is the same as the selected date

as can be seen in the following screenshot:

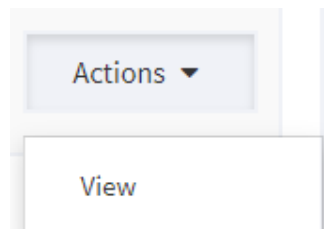
Clinic History - Barrhead Covid 19 Clinic on 07/12/2020

Filter patients by status, name, CHI number etc.

↕Patient	↕CHI	↕Status	Date and ↕Time	Vaccine ↕Type	Product and Batch ↕Number	↕Vaccinator	Actions
CLELLAND, Sheena (43y/F)	0101789262	Completed Administered	07/12/2020 Administered	COVID-19	Placeholder COVID-19 Vaccine Batch YYY	Gavin Vaccinator	Actions ▼
LANGFORD, Bernard (42y/M)	0101791593	Completed Administered	07/12/2020 Administered	COVID-19	COVID-19 mRNA Vaccine EE8492	Gavin Vaccinator	Actions ▼
CLELLAND, Bridget (65y/F)	0101561245	Completed Administered	07/12/2020 Administered	COVID-19	COVID-19 Vaccine AstraZeneca AB0001	Gavin Vaccinator	Actions ▼

Showing 3 patients

The only action available to a user from the Clinic History List is **'View'**



Clicking on the **'View'** action will take the user to the patient's vaccination details displaying the three tabs **'Patient'**, **'Screening and Consent'** and **'Vaccination'** providing the available detail for those stages of the vaccination episode.

Vaccination Details

i This vaccination is Complete (Vaccination Was Administered).

Patient	Screening and Consent	Vaccination
----------------	----------------------------------	--------------------

Patient

CHI Number

0101561245

Name

CLELLAND, Bridget

Date of Birth

01/01/1956

Patient Search

Patient Search is available to the Registrant and Vaccinator user roles enabling them to search and view patient vaccination episodes recorded in the Turas Vaccination Management Tool and where available will include the patient vaccination history as held on NCDS.

By selecting **'Patient Search'** from the homepage tile.

Patient Search

Search for patients with vaccinations recorded using Turas Vaccination Management.

Patient Search

The user will be taken to the Patient Search screen where they are presented with a Search Criteria Panel with these fields;

- CHI Number
- Date of Birth
- Last Name
- First Name

Patient Search

[Barrhead Health Centre Clinic Homepage](#) > Patient Search

The screenshot shows the Patient Search interface. At the top, there is a blue header bar with the text "Patient Search". Below the header, there is a breadcrumb trail: "Barrhead Health Centre Clinic Homepage > Patient Search". The main search area is a light gray box containing a "Go Back" link, the title "Patient Search", and an "Information about searching" link. Below this, there are four input fields: "CHI Number", "Date of Birth" (with a calendar icon), "Last Name", and "First Name". A "Search" button is located to the right of the "First Name" field.

A search can be started where

- A valid CHI Number is entered OR
- A valid Date of Birth AND either a Last Name, two or more characters, OR a First Name, two or more characters is entered

Based on the combination of the search criteria entered satisfies the rules above this will enable the **'Search'** button. The user can then click the **'Search'** button to search and this will use all the criteria entered to find matching patients recorded within the Turas Vaccination Management Tool.

Patient Search Results

As stated in the previous section this search checks only those patients who have been recorded through Turas Vaccination Management.

The results of the Patient search will return a tabular view containing:

- CHI Number
- Date of Birth
- Last Name
- First Name
- Sex
- Home Postcode
 - Is the home postcode recorded in Turas Vaccination Management for the patient at the time of the latest Vaccination Episode.
- Last Vaccination Clinic
 - The Clinic Name and Health Board are associated with the latest Vaccination Episode.
- Date
 - The Vaccination Dose Date (where the vaccination was administered) or the Completed Date of their latest Vaccination Episode.

Patient Search [Information about searching](#)

CHI Number	Date of Birth	Last Name	First Name	
0102035024	__/__/__	Last Name	First Name	Search

Search Results

Please note that this search checks only those patients who have been recorded through Turas Vaccination Management.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Last Vaccination Clinic	Date	Action
0102035024	01/02/2003	Fnpclient	Freda	Female		Glasgow Centre - 2 NHS Greater Glasgow and Clyde	31/12/2020 Administered	View

By default, the list will be ordered chronologically by the Date (newest first).

The list can be ordered by any of the data columns and it can be filtered based on a free text filter.

Clicking the **‘View’** action button will take the user to the Patient Details – see next page.

Patient Details

The Patient Details screen will display a summary panel containing:

- CHI Number
- Full Name
- Date of Birth
- Sex

Patient Details –Vaccinations

The **'Vaccinations'** tab displays a table showing each Vaccination Episode associated with the Patient previously recorded in the tool. Each row in this table will contain:

- Status
- Date
- Vaccine Type
- Dose Number
- Product and Batch Number
- Vaccination Clinic
- Suitability Notes

[< Go back](#)

Patient details

CHI number	Name	Date of birth	Sex
0101855265	SMITH, Lesley	01/01/1985	Female

Actions

[+ Register this patient at your current clinic](#)

[📅 Record a retrospective vaccination for this patient](#)

Turas vaccinationsVaccination history

Turas vaccinations recorded for SMITH, Lesley (37y/F)

📘 These are all the vaccinations recorded for this patient using Turas Vaccination Management.

Filter vaccinations

Filter vaccinations by status, clinic etc.

↕Status	↕Date	Vaccine type ↕	Dose ↕number	↕Product and batch number	↕Vaccination clinic	Notes	Actions
Completed Administered	15/04/2021	COVID-19	1	COVID-19 mRNA Vaccine (Pfizer) AB0002	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Actions ▾

By default, the list will be ordered chronologically by the Date (newest first).

The list can be ordered by any of the data columns and it can be filtered based on a free text filter.

Clicking the **'Actions'** button will enable to user to view further detail of that vaccination episode.

'View notes' will only display when there is a suitability note to review for the vaccination episode.

Patient Details - Start Activities from Patient Details Screen

The Patient Details screen offers options to register the patient at the user's current clinic or to record a retrospective vaccination for the patient.

0101613717 VALLANCE, Drew (60y/M) - Patient Details

Combined Flu and COVID-19 Booster Clinic Homepage > Clinic List > Patient Search > Patient Details

[< Go Back](#)
Patient Details

CHI Number	Name	Date of Birth	Sex
0101613717	VALLANCE, Drew	01/01/1961	Male

Actions
[Register this patient at your current clinic](#)
[Record a retrospective vaccination for this patient](#)

Patient Details – Recent Vaccination History

The **'Recent Vaccination History'** tab displays a table showing all the vaccination held for the patient on the National Clinical Data Store (NCDS) where vaccination has previously been recorded for the patient in the tool. Each row in this table will contain:

- Vaccination Course
- Dose Number
- Date of Vaccination
- Vaccination Clinic
- Suitability Notes

Turas vaccinations
Vaccination history

Vaccination history for SMITH, Lesley (37y/F)

These are all the vaccinations held for this patient in the National System (NCDS)

Vaccination course	Dose number	Date of vaccination	Vaccination clinic	Notes	Source
Flu Flucelvax Tetra (Seqirus)	1	16/11/2021 (21 weeks, 3 days ago)	Barrhead Health Centre Clinic NHS Greater Glasgow and Clyde		Turas

Showing 1 vaccination

By default, the list will be ordered chronologically by the Date (newest first).

The list can be ordered by any of the data columns and it can be filtered based on a free text filter.

'View note' will only display when there is a suitability note to review for the vaccination episode

Record Retrospective Vaccination

Record Retrospective Vaccination is available to both Vaccinator and Records Manager user roles enabling them to enter details of a vaccination that was completed at an earlier date.

By selecting '**Record Retrospective Vaccination**' from the homepage tile.

Record Retrospective Vaccination

Enter details of a vaccination that was completed earlier (for example one recorded on a paper form).

Record Retrospective Vaccination

The user will be taken to the Record Vaccination – Date and Clinic screen where they are prompted to enter the date when the vaccination happened.

Record Vaccination - Date and Clinic

Required fields are marked with an asterisk *

Date

When did the vaccination happen? (dd/mm/yyyy) *

Upon entering the date, the vaccination happened the user is prompted to select the clinic where the vaccination took place.

Clinic

NHS Health Board

NHS Greater Glasgow and Clyde

Where did the vaccination take place? *

Having selected the clinic where the vaccination took place the **'Next Section: Patient Registration'** button enables

Clinic

NHS Health Board

NHS Greater Glasgow and Clyde

Where did the vaccination take place? *

Barrhead Covid 19 Clinic

▼

Clinic Description/Information

Mon 0900 -1400 Contact 0141

Next section: Patient Registration

Close Without Saving

By clicking the **'Next Section: Patient Registration'** button the user is taken to the Record Vaccination – Patient Registration screen where the user can search for the patient using either a CHI number, the patient details or if no CHI match is found register them without a CHI number.

Record Vaccination - Patient Registration

Required fields are marked with an asterisk *

Search for Patient by CHI Number *

Search CHI

Don't know the Patient's CHI Number?

Search Using Patient Details

☐ Continue without CHI Number

This user flow is the same as the Register Patient flow detailed earlier in the document.

Once you have found the patient you must then select, from a list of active users in your health board, the person who registered the patient.

Registrant Details

Who registered this patient? *

 Identify the person responsible for registering this patient on 10/03/2021

Mr Roger Registrant

▼

This will then enable the **'Next section: Screening and Consent'** button.

← Previous section: Date and Clinic

Next section: Screening and Consent

Close Without Saving

By clicking the ' **Next section: Screening and Consent**' button the user is taken to the Record Vaccination – Screening and Consent screen. On this screen, the user records the details about Previous Vaccinations, Pregnancy, Suitability for Vaccine and Patient Consent to Vaccination.

Record Vaccination - Screening and Consent

Required fields are marked with an asterisk *

Previous Vaccinations

Has the Patient Received Any Additional Vaccinations in the Last 6 Months? *

☐ Yes	☐ No
---------------------------	--------------------------

Today's Vaccination

Vaccination Course *

☒ COVID-19

Suitability for Vaccine

Suitable for Vaccination? *

☐ Patient is Suitable	☐ Patient is not Suitable
---	---

Note: On the retrospective recording of a vaccination episode the 6 Month Vaccination History is not displayed as it would be when recording the vaccination episode at the point of care.

Otherwise, this user flow is the same as the Screen Patient – Screening and Consent detailed earlier in the document.

Once you have completed the Screening and Consent section you must select, from a list of active users in your health board, the person who Screened the patient.

Screener Details

Who screened this patient? *

 Identify the person responsible for screening this patient on 10/03/2021

Mr Vinnie Vaccinator (NMC 66b8888r) ▼

Depending on the outcome of the Screening and Consent the user will have the option to either proceed to the '**Next section: Vaccination**'

 Previous section: Patient Registration

Next section: Vaccination

Close Without Saving

Or '**Finalise Vaccination Record**'

 Previous section: Patient Registration

Finalise Vaccination Record

Close Without Saving

Selecting '**Finalise Vaccination Record**' will prompt the user to confirm and they can Finalise the vaccination record

Confirm Finalise Vaccination Record

✕

Are you sure you want to finalise this vaccination record for

0101791593 LANGFORD, Bernard

at Barrhead Covid 19 Clinic on 10/03/2021

No, go back

Yes, Finalise Vaccination Record

Where the user has selected '**Next section: Vaccination**' the user is taken to the Record Vaccination – Vaccination screen.

This user flow is the same as the Record Vaccination flow detailed earlier in the document.

Record Vaccination - Vaccination

Required fields are marked with an asterisk *

COVID-19 Vaccination Details

Was the Vaccination Administered? *

☒ Vaccination Was Administered

☐ Vaccination Was Not Administered

Once you have completed the Record Vaccination section you must select, from a list of active users in your health board, the person who Vaccinated the patient.

Vaccinator Details

Who vaccinated this patient? *

 Identify the person responsible for vaccinating this patient on 10/03/2021

Mr Vinnie Vaccinator (NMC 66b8888r) ▾

This will then enable the '**Finalise Vaccination Record**' button

[← Previous section: Screening and Consent](#)

Finalise Vaccination Record

Close Without Saving

Selecting '**Finalise Vaccination Record**' will prompt the user to confirm and they can Finalise the vaccination record

Confirm Finalise Vaccination Record ×

Are you sure you want to finalise this vaccination record for

0101791593 LANGFORD, Bernard

at Barrhead Covid 19 Clinic on 10/03/2021

[No, go back](#)

Yes, Finalise Vaccination Record

Any subsequent user who views the vaccination details for the Vaccination Episode will see who keyed the vaccination episode retrospectively.

Vaccination Details



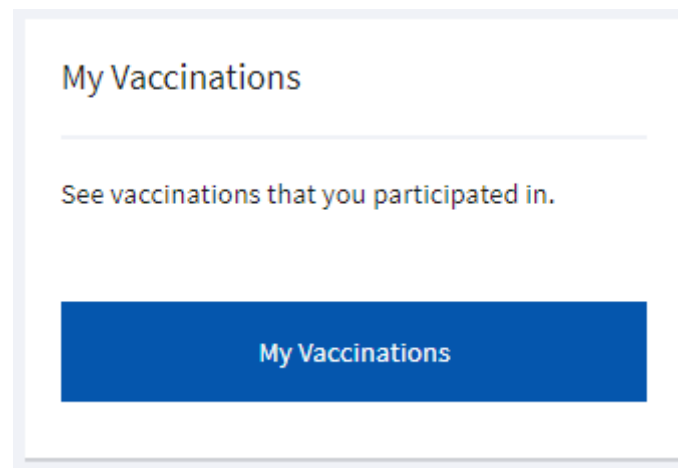
This vaccination is Complete (Vaccination Was Administered).

This Vaccination Episode was entered retrospectively by Gavin Vaccinator on 22/03/2021.

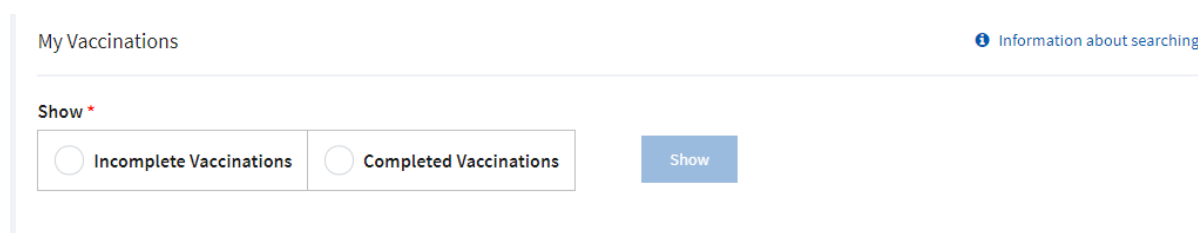
Note: Where a Vaccination Episode has been recorded retrospectively it is not possible to revise the record if the record needs to be revised then the user will need to delete the Retrospective Vaccination Episode and re-key it.

My Vaccinations

My Vaccinations is available to both Vaccinator and Registrant user roles enabling them to view details of vaccination episodes where they were involved with either registering, screening or vaccinating that patient.



By selecting the '**My Vaccinations**' tile from the homepage the user will be taken to the My Vaccinations screen.



This screen offers the user the option to view either

- Incomplete Vaccinations
- Completed Vaccinations

Incomplete Vaccinations

Where 'Incomplete Vaccinations' is selected, and the user clicks the '**Show**' button the system will return records where the Vaccination Episode is associated with the current user (any of the following is true):

- The Vaccination Episode State is "Registered" and the user is recorded as the Registrant
- The Vaccination Episode State is "In Progress (Screening)" and the user is recorded as holding the Lock on the Episode
- The Vaccination Episode State is "Screening Incomplete (Draft)" and the user is recorded as the Screener
- The Vaccination Episode State is "Screened" and the user is recorded as the Screener
- The Vaccination Episode State is "In Progress (Vaccination)" and the user is recorded as the Vaccinator

- The Vaccination Episode State is "Vaccination Incomplete (Draft)" and the user is recorded as the Vaccinator
- The Vaccination Episode State is "In Progress (Amendment)" and the user is recorded as holding the Lock on the Episode
- The Vaccination Episode State is "In Progress (Revision)" and the user is recorded as holding the Lock on the Episode

The results of the 'My Incomplete Vaccination' search will be shown as a table detailing the following:

- Patient
- CHI
- Status (of Vaccination Episode)
- Date and Time
- This will be the date/time associated with the Status (of Vaccination Episode)
- Clinic

Each entry will also include an Action menu offering the actions applicable to the vaccination episode represented by the row.

My Incomplete Vaccinations

Filter Vaccinations

Filter these Vaccinations by Name, Clinic etc.

↕Patient	↕CHI Number	↕Status	↕Date and Time	↕Clinic	Action
SHIELDS, Keith	0101786913	In Progress (Screening)	22/03/2021 Appointment	Barrhead Covid 19 Clinic	Actions ▼
SMITH, Rinnie	2601565047	Screened	26/03/2021 Appointment	Barrhead Covid 19 Clinic	Actions ▼
FOTHERINGHAM, Irene	0101014449	In Progress (Vaccination)	07/04/2021 Appointment	Barrhead Covid 19 Clinic	Actions ▼

Showing 3 Vaccinations

Complete Vaccinations

Where 'Completed' is selected, and the user clicks the '**Show**' button the system will return records where the Vaccination Episode is associated with the current user (any of the following is true):

- The Vaccination Episode's Registrant is the current user
- The Vaccination Episode's Screener is the current user
- The Vaccination Episode's Vaccinator is the current user
- The Vaccination Episode is currently Locked by the current user
- The Vaccination Episode was deleted by the current user

And

- The current state of that Vaccination Episode is one of;
- Completed

- Removed from List
- Entered in Error

And any of the following is true;

- The Registration Date/Time falls on the selected date
- The Appointment Date/Time falls on the selected date
- The Completed Date/Time falls on the selected date
- The Discarded Date/Time falls on the selected date
- The Deleted Date/Time falls on the selected date
- The Vaccination Dose Date is the same as the selected date

The results of the 'My Completed Vaccination' search will be shown as a table detailing the following:

- Patient
- CHI
- Status (of Vaccination Episode)
- Date and Time
- This will be the date/time associated with the Status (of Vaccination Episode)
- Clinic

Each entry will also include an Action menu offering the actions applicable to the vaccination episode represented by the row.

My Completed Vaccinations for 15/03/2021

Filter Vaccinations

Filter these Vaccinations by Name, Clinic etc.

↕Patient	↕CHI Number	↕Status	↕Date and Time	↕Clinic	Action
CLELLAND, Bridget	0101561245	Completed Administered	15/03/2021 Administered	Barrhead Covid 19 Clinic	Actions ▼
LANGFORD, Bernard	0101791593	Completed Administered	15/03/2021 Administered	Barrhead Covid 19 Clinic	Actions ▼
LANGFORD, Eleanor	0101442564	Completed Administered	15/03/2021 Administered	Barrhead Covid 19 Clinic	Actions ▼
LANGFORD, Eleanor	0101442564	Removed From List	15/03/2021 13:36 Removed	Barrhead Covid 19 Clinic	Actions ▼

By default, the lists for both 'My Incomplete Vaccinations' and 'My Completed Vaccination' will be ordered chronologically by the Date and Time. The list can be ordered by any of the data columns. The list can be filtered based on a free text filter.

Where the result set has been truncated (for performance reasons a maximum of 200 vaccinations will be shown), a notification message will be shown.

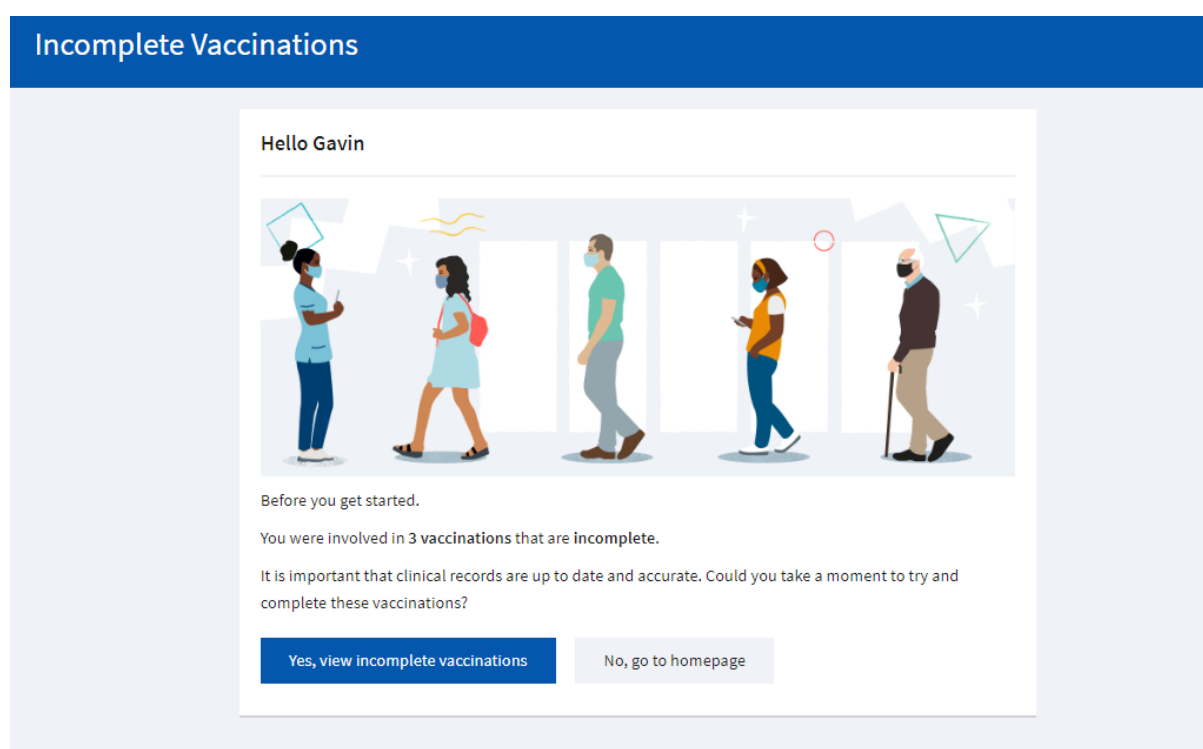
 There are a large number of matching Vaccinations, only the first 200 are shown.

Incomplete Vaccinations Sign In Notification

On sign in to Turas Vaccination Management, the Vaccinator and Registrant user roles will be notified of any incomplete vaccination records.

This happens after the user has selected their current clinic but before the user is taken to the clinic home page.

This screen will only show if the user has incomplete vaccinations



The rules for this notification to appear are the same as those detailed for Incomplete Vaccinations in the preceding section - Incomplete Vaccinations

Yes, view incomplete vaccinations

The user can select '**Yes, view My Incomplete Vaccinations**' and it will take them to the My Vaccinations Incomplete Vaccinations screen as detailed in the preceding section - Incomplete Vaccinations.

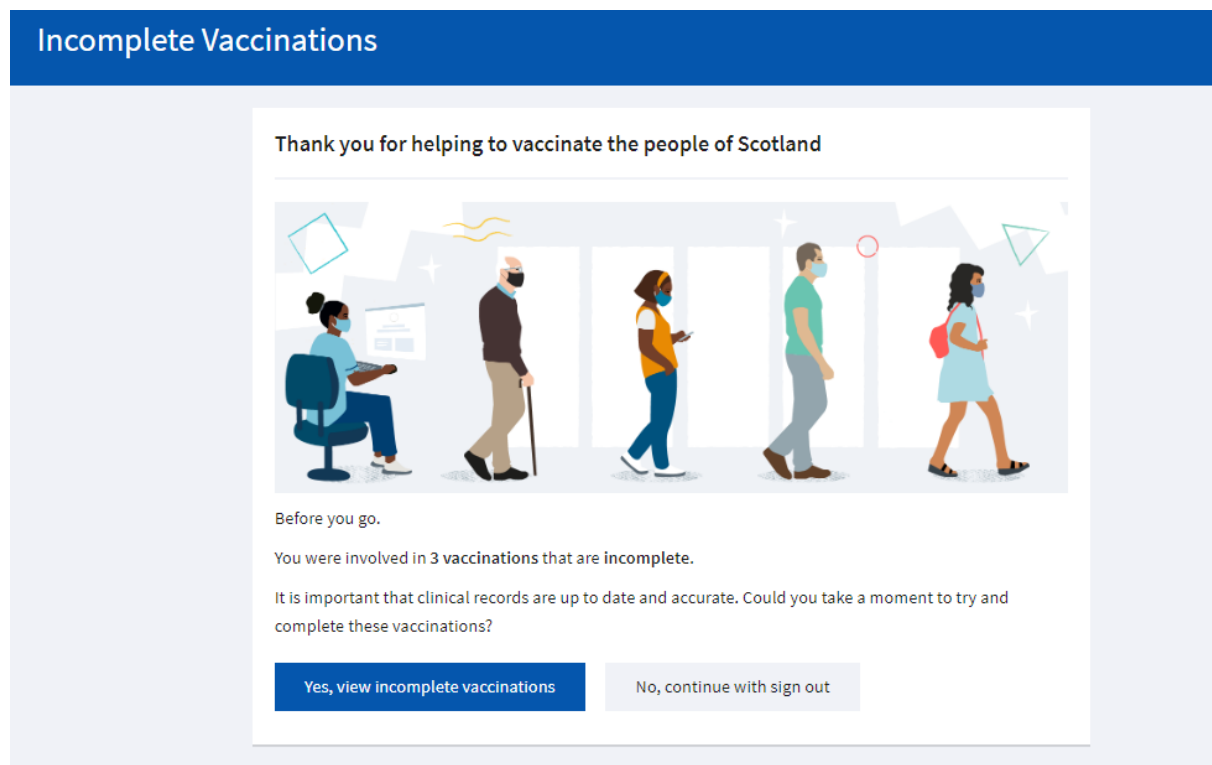
No, go to homepage

Alternatively, the user can continue with the sign-in by selecting **'No, go to homepage'** and they will be taken to the clinic homepage.

Note: Where patients are being pre-registered to clinics days in advance the user who registered them will be notified that these records are incomplete.

Incomplete Vaccinations Sign Out Notification

On sign out from Turas Vaccination Management, the Vaccinator and Registrant user roles will be notified of any incomplete vaccination records.



The rules for this notification to appear are the same as those detailed for Incomplete Vaccinations in the preceding section - Incomplete Vaccinations.

Yes, view incomplete vaccinations

The user can select **'Yes, view incomplete vaccinations'** and it will take them to the My Vaccinations Incomplete Vaccinations screen as detailed in the preceding section - Incomplete Vaccinations.

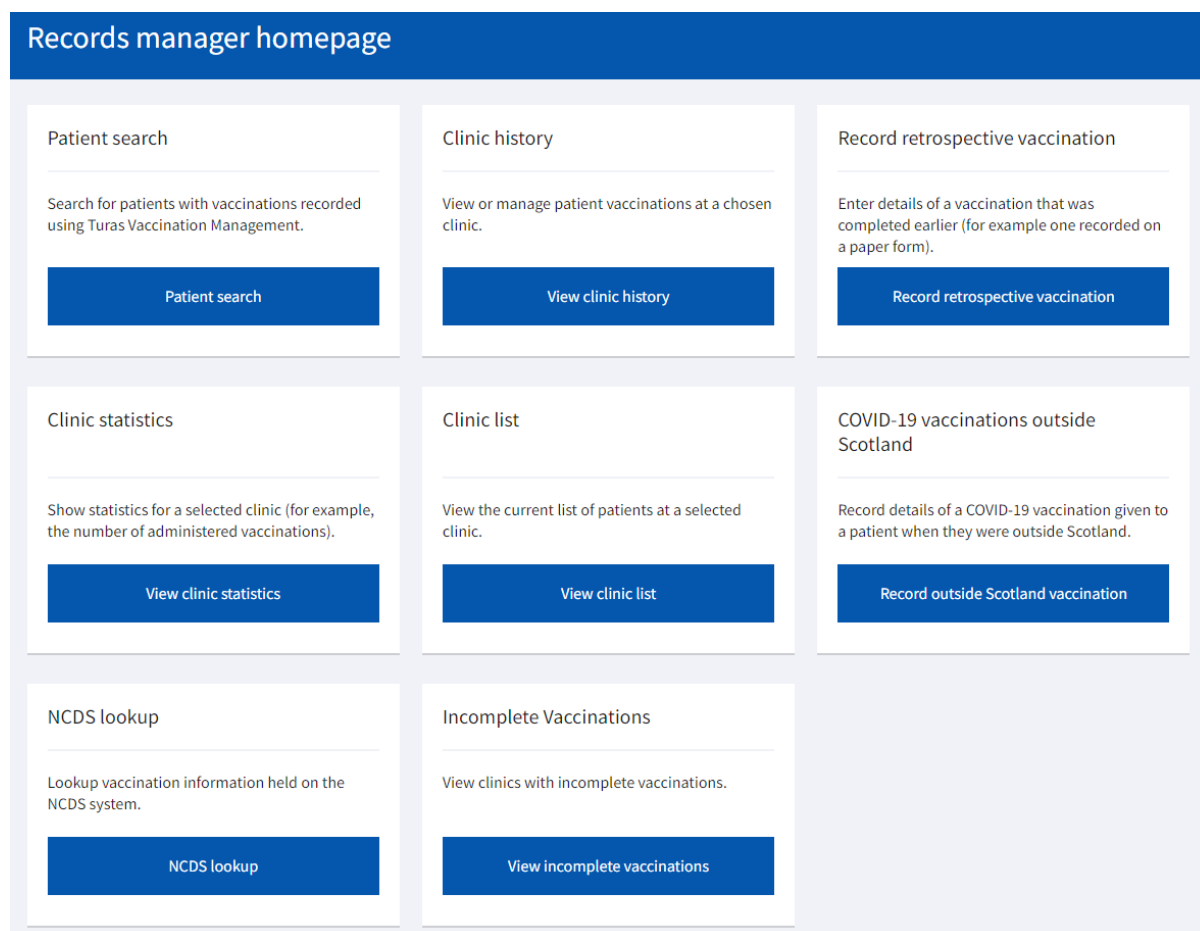
No, continue with sign out

Alternatively, the user can continue with the sign-out by selecting **'No, continue with sign out'**

Note: Where patients are being pre-registered to clinics days in advance the user who registered them will be notified that these records are incomplete.

Records Manager Homepage

When the Records Manager signs in they will be taken to the Records Manager Homepage where they are presented with the option to 'Patient search', 'View clinic history', 'Record retrospective vaccination', 'View clinic statistics', 'View clinic list', 'Record outside Scotland vaccination', 'NCDS lookup' or 'Incomplete Vaccinations'.



The screenshot shows the 'Records manager homepage' with a blue header. Below the header, there are eight white cards arranged in a 3x3 grid (with the bottom-right cell empty). Each card has a title, a description, and a blue button. The cards are: 1. 'Patient search' (Search for patients with vaccinations recorded using Turas Vaccination Management. Button: Patient search). 2. 'Clinic history' (View or manage patient vaccinations at a chosen clinic. Button: View clinic history). 3. 'Record retrospective vaccination' (Enter details of a vaccination that was completed earlier (for example one recorded on a paper form). Button: Record retrospective vaccination). 4. 'Clinic statistics' (Show statistics for a selected clinic (for example, the number of administered vaccinations). Button: View clinic statistics). 5. 'Clinic list' (View the current list of patients at a selected clinic. Button: View clinic list). 6. 'COVID-19 vaccinations outside Scotland' (Record details of a COVID-19 vaccination given to a patient when they were outside Scotland. Button: Record outside Scotland vaccination). 7. 'NCDS lookup' (Lookup vaccination information held on the NCDS system. Button: NCDS lookup). 8. 'Incomplete Vaccinations' (View clinics with incomplete vaccinations. Button: View incomplete vaccinations).

The exception to this is where a dual role has been allocated such as Registrant or Vaccinator user role then the user will be taken to the clinic homepage.

In some instances, this will mean that an option available to the Record Manager as a single user role may have moved to the navigation menu drop-down lists.

Please refer to the earlier sections in this guide for an overview of Patient Search, Clinic History, Clinic List and Record Retrospective Vaccination functionality.

Records Management

The Records Manager user role enables the user to search for a patient then either

- revise (amend) a vaccination episode
- or
- delete a vaccination episode

They can also view high-level statistics for clinics within their health board detailing things such as the number of vaccinations administered, the batch numbers in use on a given date etc.

Record Manager – Revise a Completed Vaccination

As a Record Manager user, you can revise the Vaccination Episode provided the following conditions are true:

- The Vaccination Episode was recorded at a clinic associated with your Health Board
- The Vaccination Episode is in the Completed State
- The Vaccination Episode outcome is Administered
- The Vaccination Episode has been exported to the National Clinical Data Store (NCDS). The record is exported to NCDS 60 minutes after completion
- The Vaccination Episode's Completed Date is less than 78 weeks from the Current Date
- The Vaccination Episode has not been retrospectively entered.

Where the above is true the user can search for the patient via 'Patient Search'

Patient Search [Information about searching](#)

CHI Number	Date of Birth	Last Name	First Name	
	01/01/1979	Bloggs	Joe	Search

Once the patient record is returned by the search the user can view the patient details by selecting the '**View**' action.

Search Results

[Information](#) Please note that this search checks only those patients who have been recorded through Turas Vaccination Management.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Last Vaccination Clinic	Date	Action
No CHI Number	01/01/1979	Bloggs	Joe	Male	TT01 1TT	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	25/02/2021 Administered	View

From the 'Patient Details' page, the user can locate the Vaccination Episode they want to amend by selecting the '**Revise Vaccination**' action.

Patient Details

CHI Number	Name	Date of Birth	Sex
No CHI Number	BLOGGS, Joe	01/01/1979	Male

Vaccinations Recorded for BLOGGS, Joe (42y/M)

Filter Vaccinations

Status	Date	Vaccine Type	Product and Batch Number	Vaccination Clinic	Actions
Completed Administered	25/02/2021	COVID-19	COVID-19 mRNA Vaccine EE8493	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	Actions ▼
Completed Not Administered	12/02/2021	COVID-19	None	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	View
Completed Not Administered	02/02/2021	COVID-19	None	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	Revise Vaccination
					Delete Vaccination

When the user selects **‘Revise Vaccination’** the Revise Vaccination Screen will show the selected Vaccination Episode.

Note the user can only amend a vaccination record where the vaccination was administered, as such only the following fields are available to the user to amend.

- Date of Vaccination Dose
- Product Name
- Batch Number
- Vaccination Dose Number
- Method of Administration
- Site of Administration

The user is also required to provide a reason for revising the record.

Patient	Screening and consent	Vaccination
---------	-----------------------	-------------

Flu vaccination details

Records suggest that this patient has not received a Flu vaccination in the last 12 months (checked on 12/08/2022)

Date of Flu vaccination dose (dd/mm/yyyy) *

12/08/2022

Product used for Flu vaccination *

☐ Fluenz Tetra LAIV - For 2 years to under 18 years (AstraZeneca)
 ☒ Flucelvax Tetra QIVc - For 2 years and over (Seqirus)
 ☐ Fluad Tetra aQIV - For 65 years and over (Seqirus)
 ☐ Quadrivalent Influenza Vaccine QIVe - For 6 months and over (Sanofi)
 ☐ Supemtek QIVr - For 18 years and over (Sanofi)

Batch number used for Flu vaccination *

FX-0145

Flu vaccination dose number *

☒ 1
 ☐ 2

Method of administration for Flu vaccination *

☒ Intramuscular

Site of administration for Flu vaccination *

☒ Upper left arm
 ☐ Upper right arm
 ☐ Left thigh
 ☐ Right thigh

Revision reason

Reason for revision to Flu vaccination *

Provide a brief explanation for the change

Once the user has made the amendments, they wish to make they should then click on the **‘Revise Vaccination’** button

Revise Vaccination

The user will then be presented with the option to confirm the amendment by selecting **‘Yes, Revise and Finalise Vaccination Record’**

Confirm Revision and Finalise Vaccination

×

Are you sure you want to revise and finalise this vaccination record for

BLOGGS, Joe (42y/M)

No, Return to Form

Yes, Revise and Finalise Vaccination Record

The user can view the revision by selecting the **‘View’** action on the Patient Details page for that Vaccination episode and then selecting the Vaccination tab on the Vaccination Details page.

Vaccination Details

This vaccination is Complete (Vaccination Was Administered).

This Vaccination Episode has revisions which will soon be exported to the National System (NCDS).

Patient

Screening and Consent

Vaccination

At the bottom of the Vaccination tab, the user can see the following details for the revision

- Revised By
- Revision Reason
- Revision Date and Time

Latest Revision Details

Revised By

Gavin Record Manager

Revision Reason

Updated site of administration to from left
to right arm

Revision Date and Time

10/03/2021 19:48

Record Manager – Delete a Vaccination

As a Record Manager user, you can delete the Vaccination Episode provided the following conditions are true:

- The Vaccination Episode was recorded at a clinic associated with my Health Board
- The Vaccination Episode is in any of these States;
 - Screening Incomplete (Draft)
 - Screened
 - Vaccination Incomplete (Draft)
 - Completed
- Where the Vaccination Episode has the "Completed" status, then the Completed Date is less than 78 weeks from the Current Date

‘Delete Vaccination’ is not supported for the following states:

Status	
Registered	‘Remove From List’ option will be used instead of ‘Delete Vaccination’
In Progress (Screening)	‘Unlock’ action will be used to move to the Screening Incomplete (Draft) state before the user can delete the vaccination*
In Progress (Vaccination)	‘Unlock’ action will be used to move to the Vaccination Incomplete (Draft) state before the user can delete the vaccination*
In Progress (Amendment)	‘Unlock’ action will be used to move to the Completed state before the user can delete the vaccination*
Removed From List	Delete vaccination not valid
Enter in Error	

*Only a vaccinator user role can unlock an in-progress record.

Where the above is true the user can search for the patient via ‘Patient Search’

Patient Search

[Information about searching](#)

CHI Number

Date of Birth

Last Name

First Name

Search

Once the patient record is returned by the search the user can view the patient details by selecting the **‘View’** action.

Search Results

Please note that this search checks only those patients who have been recorded through Turas Vaccination Management.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Last Vaccination Clinic	Date	Action
No CHI Number	01/01/1979	Bloggs	Joe	Male	TT01 1TT	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	25/02/2021 Administered	View

From the 'Patient Details' page, the user can locate the Vaccination Episode they want to delete by selecting the '**Delete Vaccination**' action.

Patient Details

CHI Number	Name	Date of Birth	Sex
No CHI Number	BLOGGS, Joe	01/01/1979	Male

Vaccinations Recorded for BLOGGS, Joe (42y/M)

Filter Vaccinations

⚙️Status	⚙️Date	Vaccine ⚙️Type	⚙️Product and Batch Number	⚙️Vaccination Clinic	Actions
Completed Administered	25/02/2021	COVID-19	COVID-19 mRNA Vaccine EE8493	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	Actions ▾
Completed Not Administered	12/02/2021	COVID-19	None	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	View
Completed Not Administered	02/02/2021	COVID-19	None	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	Revise Vaccination
					Delete Vaccination

When the user selects '**Delete Vaccination**' the Delete Vaccination Screen will show the Patient's CHI Number, Name, Date of Birth and Sex. It also details the date, time and who completed the registration, screening and vaccination at these stages where relevant.

Delete Vaccination

Patient

CHI Number	Name	Date of Birth	Sex
No CHI Number	BLOGGS, Joe	01/01/1979	Male

Registration

Registrant	Registration Date and Time	Vaccination Clinic
Gavin Vaccinator	25/02/2021 14:08	Barrhead Covid 19 Clinic

Screening

Screened By	Screening Completed Date and Time
Gavin Vaccinator	25/02/2021 15:47

Vaccination

Vaccinator	Finalised Date and Time
Gavin Vaccinator	25/02/2021 15:48

The user must explain the reason for deleting the record in the 'Deletion Reason' text box

Deletion

Deletion Reason *

Provide a brief explanation for the deletion

To complete the delete vaccination step the user must click on the '**Delete Vaccination**'

Delete Vaccination

The user will then be presented with the option to confirm the deletion by selecting '**Yes, Delete Vaccination**'

Confirm Delete Vaccination ×

Are you sure you want to delete this vaccination for

BLOGGS, Joe (42y/M)

The vaccination's status will be set to 'Entered in Error'.

No, Return to Form Yes, Delete Vaccination

Records that are deleted will be shown on the 'Patient Details' page with a status of 'Entered in Error'

Patient Details

CHI Number	Name	Date of Birth	Sex
No CHI Number	BLOGGS, Joe	01/01/1979	Male

Vaccinations Recorded for BLOGGS, Joe (42y/M)

Filter Vaccinations

Filter vaccinations by status, clinic etc.

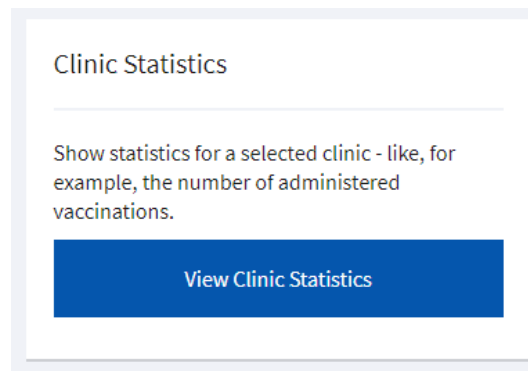
◆Status	◆Date	Vaccine ◆Type	◆Product and Batch Number	◆Vaccination Clinic	Actions
Entered in Error	10/03/2021	N/A	N/A	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	Actions ▼

By selecting '**Actions**' then '**View**' the user can see who deleted the record and the reason why the record was deleted.

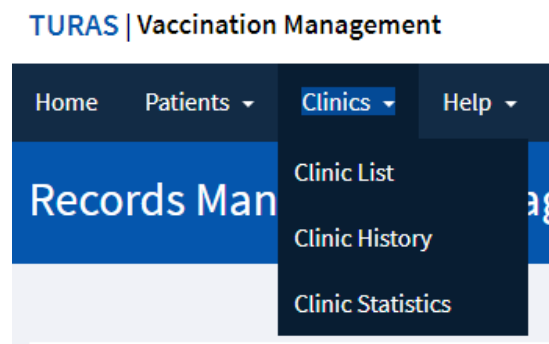
Record Manager – Clinic Statistics

The Record Manager can, at glance, view high-level vaccination statistics about clinics today and in the past for Completed Vaccinations, Administered Vaccinations and Incomplete Vaccinations

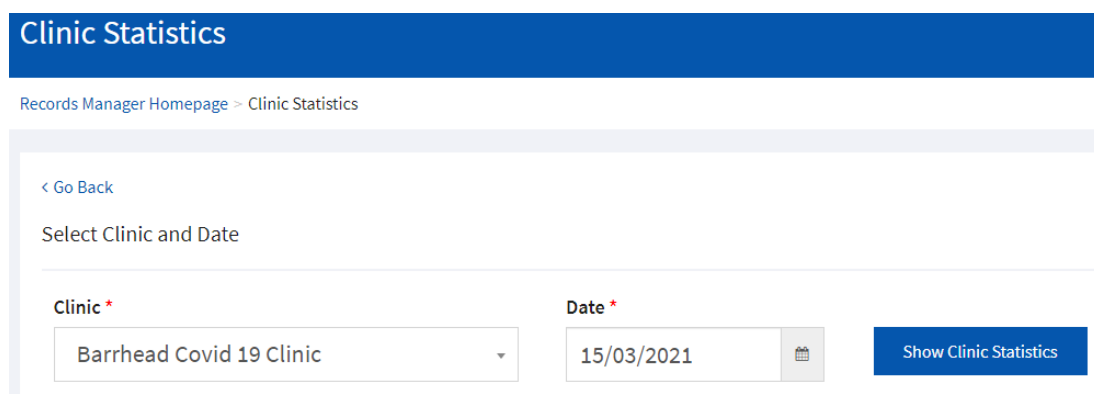
This can be accessed either by clicking 'View Clinic Statistics' on the homepage tile,



Or by selecting 'Clinic Statistics' from the navigation menu.



This will take the user to the Clinic Statistics page where the user will be given the option to select a clinic and the date for which they want to see the clinic statistics.



Having selected a clinic and date the 'Show Clinic Statistics' button will enable and when clicked by the user it will return the clinic statistics.

Where the selected date falls outside the start and end date of the selected clinic a message will be presented to the user showing the start and end dates for the clinic.

Clinic Not Open on 04/07/2021

 This clinic's start date was 11/12/2020 and its end date was 28/02/2021

The Clinic Statistics Results page will display a maximum of 4 tables:

- Patient Summary
- Completed Vaccinations
- Administered Vaccinations
- Incomplete Vaccinations

Patient Summary

A table will show the patients with completed visits (if any) on the date in question. This information will be broken down by the number of vaccinations the patient received,

Each row will show:

- Vaccinations administered
 - The number of vaccinations received
- With appointment
 - The number of vaccination episodes which had a scheduled appointment
- Without appointment
 - The number of vaccination episodes which did not have a scheduled appointment
- Total patients
 - The total number of patients with a completed visit for vaccination regardless of having a schedule appointment or not

Patients at Clydebank Flu & COVID-19 Clinic on 01/10/2022

 Export table data to CSV

 This is a summary of the patients with a completed visit at Clydebank Flu & COVID-19 Clinic on 01/10/2022, grouped by the number of vaccinations they received.

Vaccinations administered	With appointment	Without appointment	Total patients
0	1	0	1
1	1	4	5
2	6	4	10
Overall total	8	8	16

Completed Vaccinations

This table will be shown if the selected Clinic had any vaccinations recorded on the selected date. A vaccination episode is considered complete if its status is "Complete". It is considered to have happened on the selected date if:

- The Vaccination was NOT administered and the Vaccination Episode's Completed Date falls on the selected date
- The Vaccination WAS administered and the Vaccination Episode Vaccination's Vaccine Dose Date falls on the selected date

The table will include a row for each Completion Type, showing the number of vaccinations that were completed in that way.

The Completion Types are:

- Patient not suitable
- Patient did not consent
- Vaccination was not administered
- Vaccination was administered

Completed Vaccinations at Barrhead Covid 19 Clinic on 15/03/2021

 This is a summary of the vaccinations that were completed at Barrhead Covid 19 Clinic on 15/03/2021, grouped by each completion type.

Completion Type	Number
Patient is NOT suitable	2
Consent NOT given	0
Vaccination was NOT administered	1
Vaccination was administered	4
Total	7

The table will include a "total" row providing an overall total of the completed vaccinations.

Administered Vaccinations

Where the Completed Vaccinations table shows a vaccination has been administered, then this table is shown with a row for each different Product and Batch used for those administered vaccinations. Each row will show

- Vaccine Type
- Vaccination Product (with the abbreviated Supplier Name)
- Batch Number
- Number of Vaccinations Administered using this Product / Batch combination

Administered Vaccinations at Barrhead Covid 19 Clinic on 15/03/2021

 This is a summary of the vaccinations administered at Barrhead Covid 19 Clinic on 15/03/2021, grouped by the product and batch numbers used.

Vaccine Type	Product	Batch Number	Total
COVID-19	COVID-19 mRNA Vaccine (Pfizer)	EE8492	2
COVID-19	COVID-19 mRNA Vaccine (Pfizer)	EJ0533	1
COVID-19	COVID-19 Vaccine (AstraZeneca)	AB0002	1

Incomplete Vaccinations

Where there are incomplete vaccination episodes associated with the Clinic (regardless of when those vaccination episodes were created), then this table is shown with a row for each Vaccination Status that has one or more incomplete vaccination episodes at that state (for the selected Clinic).

The vaccination episode states that are considered incomplete are:

- Registered
- In Progress (Screening)
- Screening Incomplete (Draft)
- Screened
- In Progress (Vaccination)
- Vaccination Incomplete (Draft)
- In Progress (Amendment)
- In Progress (Revision)

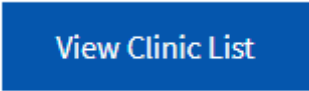
Incomplete Vaccinations at Barrhead Covid 19 Clinic

 This is a summary of the vaccinations that are **CURRENTLY** incomplete at Barrhead Covid 19 Clinic, grouped by their status.

Vaccination Status	Number
In Progress (Screening)	14
Screened	1
In Progress (Vaccination)	17
Vaccination Incomplete (Draft)	1
In Progress (Amendment)	1
Total	34

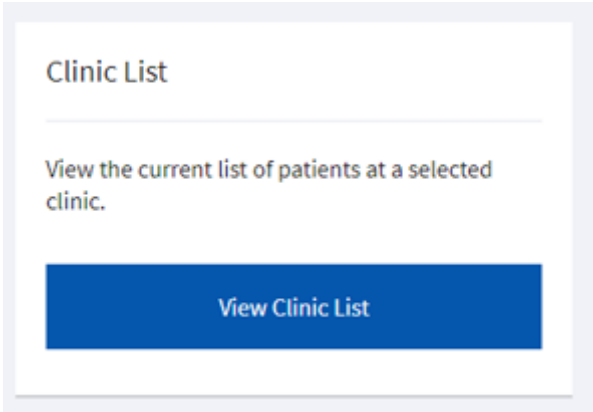
The table will include a "total" row providing an overall total of the incomplete vaccinations.

From the Incomplete Vaccination table, the Record Manager has the option to view the incomplete records at the clinic by clicking on 'View Clinic List'



View Clinic List

This can also be accessed from the Record Management Homepage by clicking on 'View Clinic List'



Clinic List

View the current list of patients at a selected clinic.

View Clinic List

Record Manager – Assign a CHI number to a no CHI record

The Records Manager user role now has the functionality to enable them to assign a CHI number for patients without a CHI number where:

- They have not already been "Assigned" by this process
- They have vaccination episodes status of "Complete"

Note: Whilst the term assign a CHI number is used the process in the background is deleting the patient vaccination record without a CHI number and creating a new vaccination record with a CHI number. This mimics the current manual process performed by Record Managers.

The assign a CHI number process can be started from the Patient Details page; however, the first step is to find the patient without a CHI number this will be done by performing a patient search and clicking on the **'Patient Search'** button from the Record Manager homepage.

Patient Search

Search for patients with vaccinations recorded using Turas Vaccination Management.

Patient Search

This will present the user with the Patient Search page where they can enter the date of birth, last name and first name of the patient without a CHI number.

[Records Manager Homepage](#) > Patient Search

[< Go Back](#)

Patient Search

[Information about searching](#)

CHI Number

Date of Birth

Last Name

First Name

Search

01/01/1956

Fotheringhar

Lloyd

When the user clicks on the **'Search'** button this will return vaccination records matching the criteria

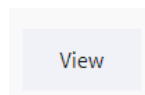
Search Results

i Please note that this search checks only those patients who have been recorded through Turas Vaccination Management.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Last Vaccination Clinic	Date	Action
No CHI Number	01/01/1956	Fotheringham	Lloyd	Male	TT3 4DY	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	09/08/2021 Administered	View

Showing 1 Patient

To get to the Patient Details page the user must click on the **‘View’** button



This will then display the Patient Details for this patient and from this screen, the user can select the action to **‘Assign a CHI number to this Patient’**

FOTHERINGHAM, Lloyd (65y/M) - Patient Details

[Records Manager Homepage](#) > [Patient Search](#) > [Patient Details](#)

[< Go Back](#)

Patient Details

CHI Number	Name	Date of Birth	Sex
No CHI Number	FOTHERINGHAM, Lloyd	01/01/1956	Male

Actions

- Record a retrospective vaccination for this patient
- Assign a CHI number to this patient**

Vaccinations Recorded for FOTHERINGHAM, Lloyd (65y/M)

These are all the vaccinations recorded for this patient using Turas Vaccination Management.

Status	Date	Vaccine Type	Dose Number	Product and Batch Number	Vaccination Clinic	Suitability Notes	Actions
Completed Administered	09/08/2021	COVID-19	1	Comirnaty COVID-19 mRNA (Pfizer) EE8492	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde		Actions ▾

Showing 1 vaccinations

The **‘Assign a CHI number to this Patient’** process employs a wizard-style approach, with 2 steps;

Step 1 - Select CHI Number

Step 2 - View Summary, provide the reason and proceed

Assign CHI Number: Step 1

When the user clicks on the **‘Assign a CHI number to this Patient’** action they are taken to the Assign CHI Number – Select CHI Number page.

Assign CHI Number - Select CHI Number

[Records Manager Homepage](#) > [Patient Search](#) > [Patient Details](#) > [Assign CHI Number - Select CHI Number](#)

Assign CHI Number - Step 1 of 2: Select CHI Number

Required fields are marked with an asterisk *

Search for Patient by CHI Number

Search CHI

Don't know the Patient's CHI Number?

Search Using Patient Details

Close without Saving

The user can select the CHI number using either:

- Search for Patient by CHI Number
- Search Using Patient Details i.e. Date of Birth / Name lookup

Assign CHI Number - Step 1 of 2: Select CHI Number

Required fields are marked with an asterisk *

Search for Patient by CHI Number

Search CHI

Don't know the Patient's CHI Number?

Search Using Patient Details

Close without Saving

The assumed flow is that the patient's CHI number is known and entered by the user and they will search for patient details by clicking **'Search CHI'** and returning the details found.

 These details were found for CHI **0101567456**

Name	Date of Birth	Age	Sex
FOTHERINGHAM, Lloyd	01/01/1956	65 years	Male

Select this Patient

Incorrect Details

Once the user clicks **'Select this Patient'** the normal CHI fields are shown (read-only)

- Given Name
- Surname
- Sex
- Postcode
- GP Practice Code
- These fields are shown (and can be changed but do not update CHI)
- Patient Address
- Phone Number
- GP Details (pre-populated with information from the CHI system)

Assign CHI Number - Step 1 of 2: Select CHI Number

Required fields are marked with an asterisk *

Search for Patient by CHI Number

0101567456

Change CHI

First Name *

Lloyd

Last Name *

Fotheringham

Sex *



Female



Male

Date of Birth (dd/mm/yyyy) *

01/01/1956

Age

65 years

Patient Address *

56 Main Street
Town
City



Patient Postcode

G51 1PR

Patient Phone Number (mobile preferred)

GP Details

GP Practice Code

67456

GP Name/Address (if known) *

Dr Cameron Parveen

Assignment Details

Close without Saving

Once the user is satisfied, they have found and identified the correct patient CHI number they can click the **'Assignment Details'** button to proceed to step 2 to view a summary and assign the CHI number.

Assign CHI Number: Step 2

Step 2 of the process shows an indication of whether the patient with the CHI number already exists within VMT and a summary of the patient details with no CHI number and a summary of the patient record with a CHI number to allow the user to confirm the details. There is also a mandatory 'Reason for Assignment' text field for the user to complete.

Records Manager Homepage > Patient Search > Patient Details > Assign CHI Number - Assignment Details

Assign CHI Number - Step 2 of 2: Assignment Details

Current Details

CHI Number
No CHI Number

Given Name Lloyd	Surname Fotheringham
Date of Birth 01/01/1956	Sex Male

New Details

CHI Number
0101567456

Given Name Lloyd	Surname Fotheringham
Date of Birth 01/01/1956	Sex Male

Required fields are marked with an asterisk *

Reason for assignment *

Provide a brief background to this CHI assignment

Select CHI Number Assign CHI Number Close without Saving

On selecting the 'Assign CHI number' a check will be performed for any data that doesn't comply with associated validation rules and where no issues are detected the user will be presented with a confirmation message to either select 'Yes, Assign CHI Number' or 'No, Return to form'.

Confirm Assign CHI Number ×

Are you sure you want to assign the CHI number 0101567456 to this patient?

No, Return to Form Yes, Assign CHI Number

Where issues are detected one or more validation messages are to be presented to indicate the issue, and the submission of the form will stop.

If the assigning of the CHI number is successful, the user will be returned to the Patient Details page for the No CHI record. This record will now have the status of 'Entered in Error' There will be a

The Actions section includes a link to view the patient with the CHI number which was assigned.

[Records Manager Homepage](#) > [Patient Search](#) > [Patient Details](#)

[← Go Back](#)

CHI Number	Name	Date of Birth	Sex
No CHI Number	FOTHERINGHAM, Lloyd	01/01/1956	Male

[View the patient with CHI number 0101567456](#)

Assigned CHI number	Assigned by	Assigned on
0101567456	Gavin Record Manager	22/10/2021

These are all the vaccinations recorded for this patient using Turas Vaccination Management.

Status	Date	Vaccine Type	Dose Number	Product and Batch Number	Vaccination Clinic	Suitability Notes	Actions
Entered in Error	22/10/2021	COVID-19	N/A	N/A	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde		Actions

The CHI Number Assignment Details provide the following information relating to the assignment:

- 96

On selecting the **'Select CHI Number'** the user is returned to Step 1 of the Assign CHI Number process. The previous values will be shown on the Step 1 page.

Assign CHI Number - Step 1 of 2: Select CHI Number

Required fields are marked with an asterisk *

Search for Patient by CHI Number

0101567456 [Change CHI](#)

First Name *

Lloyd

Last Name *

Fotheringham

Sex *

☐ Female ☒ Male

Date of Birth (dd/mm/yyyy) *

01/01/1956

Age

65 years

Patient Address *

56 Main Street
Town
City

Patient Postcode

G51 1PR

Patient Phone Number (mobile preferred)

GP Details

GP Practice Code

67456

GP Name/Address (if known) *

Dr Cameron Parveen

[Assignment Details](#) [Close without Saving](#)

On selecting the **'Close without Saving'** action the user can select **'Yes, Close without Saving'** or **'No Return to Form'**

Close Without Saving ✕

Are you sure you want to close this page without granting access to this user?

[No, Return to Form](#) [Yes, Close without Saving](#)

Record Manager – Patient Search after a CHI number Assignment

When a user performs a date of birth and patient name search where a CHI number has previously taken place the results will show both the original patient vaccination records with the No CHI record marked as deleted.

Patient Search Information about searching

CHI Number Date of Birth Last Name First Name

Search Results

Please note that this search checks only those patients who have been recorded through Turas Vaccination Management.

Filter Patients

Filter these Patients by Name, Clinic etc.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Last Vaccination Clinic	Date	Action
No CHI Number	01/01/1956	Fotheringham	Lloyd	Male	G51 1PR	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	22/10/2021 Deleted	View
0101567456	01/01/1956	Fotheringham	Lloyd	Male	G51 1PR	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde	09/08/2021 Administered	View

Showing 2 Patients

If the user selects the **'View'** button for either the listed patient vaccination episode they are taken to the respective patient details screen.

For the deleted no CHI record the user will see that the record was assigned to the given CHI number.

This patient was initially recorded without a CHI number. Later the patient was assigned the CHI number 0101567456.

< Go Back

Patient Details

CHI Number	Name	Date of Birth	Sex
No CHI Number	FOTHERINGHAM, Lloyd	01/01/1956	Male

Actions

CHI Number Assignment Details

Assigned CHI number	Assigned by	Assigned on
0101567456	Gavin Record Manager	22/10/2021

Reason for assignment

Previous vaccination recorded without a CHI number

Vaccinations Recorded for FOTHERINGHAM, Lloyd (65y/M)

These are all the vaccinations recorded for this patient using Turas Vaccination Management.

Status	Date	Vaccine Type	Dose Number	Product and Batch Number	Vaccination Clinic	Suitability Notes	Actions
Entered in Error	22/10/2021	COVID-19	N/A	N/A	Barrhead Covid 19 Clinic NHS Greater Glasgow and Clyde		Actions

Showing 1 vaccinations

Record Manager – Revise Vaccination Clinic

The Records Manager user role now has the functionality to enable them to revise and reassign a vaccination event to a different clinic.

The revise a vaccination clinic process is started from the Patient Details page which can primarily be accessed via Patient Search. It is also possible to access Patient Details from NCDS Lookup and revise a vaccination clinic can be accessed from the Vaccination Details screen.

Patient Search

Search for patients with vaccinations recorded using Turas Vaccination Management.

Patient Search

Clicking **'Patient Search'** will present the user with the Patient Search page where they can enter either the CHI Number for the patient or the date of birth, last name and first name of the patient without a CHI number.

Patient search [Information about searching](#)

CHI number

0101780176

Date of birth

__/__/__

Last name

Last name

First name

First name

Search

When the user clicks on the **'Search'** button this will return vaccination records matching the criteria

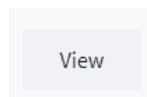
Search results

Please note that this search checks only those patients who have been recorded through Turas Vaccination Management.

CHI number	Date of birth	Last name	First name	Sex	Home postcode	Last vaccination clinic	Date	Action
0101780176	01/01/1978	Carver	Alistair	Male	G51 1PR	Shingles Clinic NHS Lothian	20/04/2022 Administered	View

Showing 1 patient

To get to the Patient Details page the user must click on the **‘View’** button



This will then display the Patient Details for this patient and from this screen, the user can select the **‘Actions’** then **‘Revise vaccination clinic’**.

[< Go back](#)
Patient details

CHI number	Name	Date of birth	Sex
0101780176	CARVER, Alistair	01/01/1978	Male

Actions

- Record a retrospective vaccination for this patient
- Record a vaccination for this patient that happened outside Scotland

Turas vaccinations

Vaccination history

Turas vaccinations recorded for CARVER, Alistair (44y/M)

These are all the vaccinations recorded for this patient using Turas Vaccination Management.

Status	Date	Vaccine type	Dose number	Product and batch number	Vaccination clinic	Notes	Actions
Completed Administered	20/04/2022	Shingles	1	Shingrix (GSK) D3M0	Shingles Clinic NHS Lothian		Actions ▼

Showing 1 vaccination

View

Revise vaccination

Revise vaccination clinic

Delete vaccination

Selecting **‘Revise vaccination clinic’** will present the user with the revise clinic window where they will be able to select the clinic the vaccination event should be assigned to and they will be prompted to provide a reason for making this change.

Revise vaccination clinic

Required fields are marked with an asterisk *

Current vaccination clinic

Shingles Clinic

Revised vaccination clinic *

-- Select --

Reason for revision *

Provide a brief explanation for the change

Revise vaccination clinic Close without saving

Once the user selects the revised vaccination clinics and provides a reason for the change then the user must select **'Revise vaccination clinic'** to commit the clinic revision.

The user can view details of vaccination revisions via the Vaccination details screen by selecting the **'View this vaccination's revisions'**

0101780176 CARVER, Alistair (44y/M) | Vaccination details

Records manager homepage > Patient search > Patient details > Vaccination details

< Go back

Vaccination details

i This vaccination is complete;

- Shingles vaccination was administered

Patient Screening and consent Vaccination

Actions

- Revise this vaccination
- Revise this vaccination clinic
- View this vaccination's revisions**
- Delete this vaccination
- Show this patient's details

Selecting **'View this vaccination's revisions'** will display the vaccination revision history screen

[< Go back](#)

Vaccination revision history

Patient

CHI number	Name	Date of birth	Sex
0101780176	CARVER, Alistair	01/01/1978	Male

Vaccination

Vaccinator	Finalised date and time	Vaccination clinic
Gavin Vaccinator	20/04/2022 13:10	Shingles Clinic

Revision 1 of 1

Revised by

Mr Ralph Recordsmanager

Revision date

22/04/2022 11:24

Reason for revision

Reassigned to new clinic

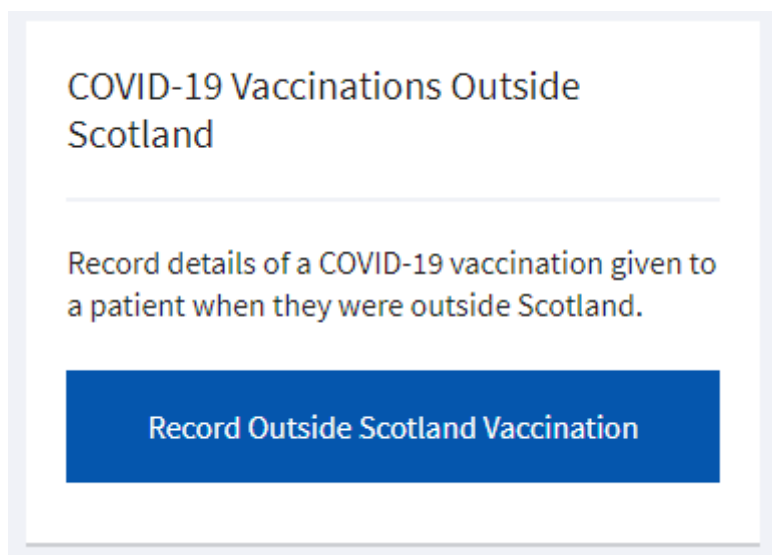
Changes made

Item	Before value	After value
Vaccination clinic	Multi Type Vaccination Clinic	Shingles Clinic

[< Go back](#)

Record Manager - Record Outside Scotland Vaccination

Record Outside Scotland Vaccination is available to the user enabling them to record the details of a COVID-19 Vaccination given to a citizen when they were outside Scotland



By selecting '**Record Outside Scotland Vaccination**' from the homepage tile the user is taken to the following page where the user can populate the patient details by entering a CHI number and clicking on the '**Search CHI**' or If you don't know the Patient's CHI Number, you can search using the patient details by clicking on '**Search Using Patient Details**'

Record Outside Scotland Vaccination

Search for Patient by CHI Number *

Search CHI

Don't know the Patient's CHI Number?

Search Using Patient Details

Close without Saving

Correct Details

Where the user enters a valid CHI number and clicks '**Search CHI**' that will return the patient details held on CHI e.g.

 These details were found for CHI 0101029926

Name	Date of Birth	Age	Sex
SHIELDS, Sheena	01/01/2002	19 years	Female

Select this Patient

Incorrect Details

If the details returned are correct, then the user should click **'Select this Patient'** and this will prepopulate the patient details as below.

Record Outside Scotland Vaccination

Search for Patient by CHI Number *

0101029926

Change CHI

First Name *

Sheena

Last Name *

Shields

Sex *



Female



Male

Date of Birth (dd/mm/yyyy) *

01/01/2002

Age

19 years

Patient Address *

26 Main Street

Town

City

Patient Postcode

G51 1PR

Search using the patient's details

If you don't know the Patient's CHI Number, you can search using the patient details by clicking on **'Search Using Patient Details'**

Don't know the Patient's CHI Number?

Search Using Patient Details

Clicking on **'Search Using Patient Details'** will display the following page

Register Patient - CHI Search

Vaccination Management Homepage > Register Patient - CHI Search

[Go Back](#)

Register Patient - CHI Search [Information about searching](#)

Date of Birth *

Last Name

First Name

Search

The user must enter the patient's date of birth and at least one other value:

- The patient's Last Name, or two or more characters to match the start of their last name
- The patient's First Name, or two or more characters to match the start of their first name

Click **'Search'** to find the CHI records that match the information you've entered.

Register Patient - CHI Search

[Information about searching](#)

Date of Birth *

Last Name

First Name

Search

CHI Search Results

Filter CHI Search Results

Filter these CHI records by CHI Number etc.

CHI Number	Date of Birth	Last Name	First Name	Sex	Home Postcode	Notes	Action
0101792174	01/01/1979	Langford	Charles	Male	DD1 2NP		Select Patient
0101790325	01/01/1979	Langford	Annabelle	Female	DD3 0NP		Select Patient
0101794444	01/01/1979	Langford	Irene	Female	DD4 4NP		Select Patient
0101791488	01/01/1979	Langford	Bridget	Female	DD4 1NP		Select Patient

Showing 4 CHI records

If the patient, you are looking for is listed click **'Select Patient'** then follow the flow to prepopulate the patient details

The user will then be prompted to select where the vaccination was administered from the available list of countries

COVID-19 Vaccination Details

Where was the vaccination administered? *

-- Select --

Selecting a country will reveal the available product that can currently be accepted

COVID-19 Vaccination Details

Where was the vaccination administered? *

England

Product used for vaccination *

☒ Comirnaty COVID-19 mRNA (Pfizer) ☐ Vaxzervia COVID-19 Vaccine (AstraZeneca)

☐ Spikevax COVID-19 mRNA (Moderna)

Then by selecting a product you will be presented with the option to provide

- batch number if known
- dose number
- date of vaccination

Product used for vaccination *

☒ Comirnaty COVID-19 mRNA (Pfizer) ☐ Vaxzervia COVID-19 Vaccine (AstraZeneca)

☐ Spikevax COVID-19 mRNA (Moderna)

Is the batch number used for vaccination known? *

☐ Batch number is known ☐ Batch number is NOT known

Vaccination dose number *

☐ 1 ☐ 2 ☐ Booster [Show other dose numbers](#)

Date of vaccination dose (dd/mm/yyyy) *

__/__/____ 

For the following four nations of the United Kingdom, Isle of Man, Jersey, and Guernsey – there are preloaded batch numbers that can be selected, however, if the batch number cannot be found but is available the user can select 'Other'

Batch number used for vaccination *

i If the batch number used is not shown, select the last entry ('Other') and enter the number manually

-- Select --

Other

Doing so will reveal a data field where the user can enter the batch number used for the vaccination if known.

Batch number used for vaccination *

i If the batch number used is not shown, select the last entry ('Other') and enter the number manually

Other

Enter the batch number used for vaccination *

The user is required to record the source of the vaccination information they have the option to select

- Paper Vaccination Card
- Printed Letter
- Printed QR Code
- Electronic QR Code
- Other

What was the source of the vaccination information? *

-- Select --

-- Select --

Paper Vaccination Card (a handwritten card with the patient's details and vaccination information)

Printed Letter (an official letter with the patient's details and vaccination information)

Printed QR Code (a QR code, on an official letter, scanned to get the patient's vaccination details)

Electronic QR Code (a QR code, on an electronic device, scanned to get the patient's vaccination details)

Other (another form of evidence)

Once complete then click the **'Record Outside Scotland Vaccination'** to record the vaccination.

Record Outside Scotland Vaccination

Close without Saving

Record Manager - Delete a vaccination that happened outside Scotland.

If the user needs to delete a vaccination that happened outside Scotland that was entered via Turas Vaccination Management, they can do so from the Patient Details page returned on patient search.

0101029926 SHIELDS, Sheena (19y/F) - Patient Details

National Certifier Homepage > Patient Search > Patient Details

[< Go Back](#)

Patient Details

CHI Number	Name	Date of Birth	Sex
0101029926	SHIELDS, Sheena	01/01/2002	Female

Actions

Record a vaccination for this patient that happened outside Scotland

Vaccinations

Recent Vaccination History

Vaccinations Recorded for SHIELDS, Sheena (19y/F)

These are all the vaccinations recorded for this patient using Turas Vaccination Management.

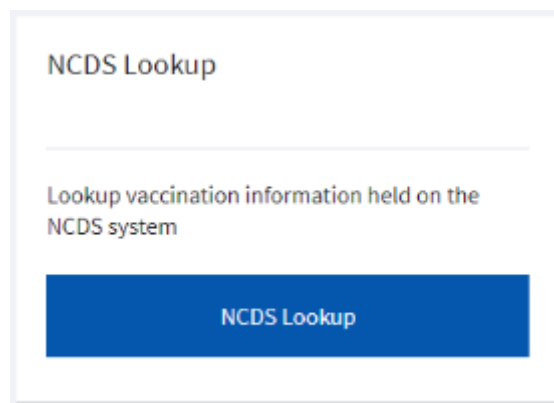
Status	Date	Vaccine Type	Dose Number	Product and Batch Number	Vaccination Clinic	Suitability Notes	Actions
Completed Administered	14/09/2021	COVID-19	1	Comirnaty COVID-19 mRNA (Pfizer) Unknown	England Rest of the United Kingdom		Actions

Showing 1 vaccinations

View
Delete Vaccination

Record Manager – NCDS lookup

NCDS Lookup enables the user to lookup vaccination information held on the NCDS system that was not recorded via Turas Vaccination Management previously i.e. Vaccination events recorded via GPIT systems or directly imported to NCDS such cross border data flows.



Record Manager – NCDS Lookup Page – CHI Number Search

The Lookup page has one field - 'Lookup Patient by CHI Number'

[< Go Back](#)

NCDS Lookup

Lookup Patient by CHI Number *	Don't know the Patient's CHI Number?
	Lookup Using Patient Details
Lookup	

- When a valid CHI Number is entered, the user can start the lookup operation by selecting the **'Lookup'** button
- The results are shown on the same page

Record Manager – NCDS Lookup Page – Patient Details Search

The Lookup page also includes a link to allow a patient's CHI number to be found using their Date of Birth and Name.

Don't know the Patient's CHI Number?

[Lookup Using Patient Details](#)

On clicking the link, the user will be presented with the existing CHI Search page

[< Go Back](#)

Select Patient - CHI Search

[Information about searching](#)

Date of Birth *	Last Name	First Name	
			Search

Where the user will need to enter the patient's date of birth and at least one other value;

- The patient's Last Name, or two or more characters to match the start of their last name
- The patient's First Name, or two or more characters to match the start of their first name

The user then clicks '**Search**' to find the CHI records that match the information you've entered.

Record Manager – NCDS Lookup - Results - Summary

The NCDS lookup page results are shown in 3 sections

- CHI Details
- NCDS Results
- VMT Details

Record Manager – NCDS Lookup - Results - CHI Details

This section shows the result of the CHI system lookup of the CHI Number entered detailing:

- Patient Name
- Patient Date of Birth
- Where the patient is alive; Patient's Age
- Where the patient is deceased; Date of Death
- Sex
- Address
- GP Name

CHI Details for 0101569777			
Name	Date of Birth	Age	Sex
VALLANCE, Tommy	01/01/1956	65 years	Male
Address	GP Name		
77 Main Street, Town, City, G51 1PR	Dr Cameron Underwood		

Record Manager – NCDS Lookup - Results - NCDS Details

This section shows the result of the NCDS system lookup of the CHI Number entered. The results will be presented in a table, where each vaccination returned by the NCDS system will be shown, with the following information:

- Vaccination Course - the type of vaccine administered and, where it is available, the product used and the supplier of that product
- Dose Number - the dose number associated with the vaccination
- Date of Vaccination - the date of the vaccination and the elapsed time
- Vaccination Clinic - the name of the clinic where the vaccination was administered or the country where it took place.

NCDS Results for 2401165002

Filter Vaccinations

Filter these vaccinations by type, clinic etc.

◆Vaccination Course	◆Dose Number	◆Date of Vaccination	◆Vaccination Clinic
Flu Influenza vaccine (product)	1	15/10/2021 (21 days ago)	Barrhead Health Centre Clinic
COVID-19 Vaxzervia COVID-19 Vaccine (AstraZeneca)	1	23/06/2021 (19 weeks, 2 days ago)	Lothian Vaccination Centre

Showing 1 to 2 vaccinations

By default, the list will be ordered chronologically by the Date of Vaccination - the most recent first. The list can be ordered by any of the data columns. The list can be filtered based on a free text filter.

Record Manager – NCDS Lookup Page - Results - VMT Details

This section indicates whether the Vaccination Management application has a record of a patient with the CHI number entered.

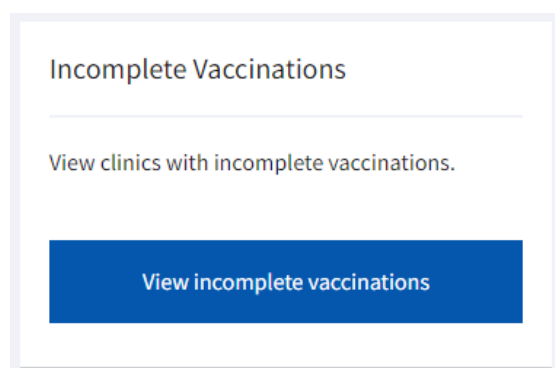
Where there is a patient in VMT with the CHI number entered, a link to the Patient Details page for that patient is shown.

Turas Vaccination Management Details for 0101556276

[View Patient Details](#)

i There is a patient with the CHI number 0101556276 recorded in Turas Vaccination Management.

Record Manager – Incomplete Vaccinations



View incomplete vaccinations enable the Record manager to view clinics in their Health Board with incomplete vaccinations. Users can also access clinics with incomplete vaccination via 'Clinics' on the navigation header menu.

Clicking on '**View incomplete vaccinations**' will display the following page that details all clinics in the Health Board with incomplete vaccinations

Clinics with incomplete vaccinations - NHS Greater Glasgow and Clyde

Records manager homepage > Clinics with incomplete vaccinations

[< Go back](#)

Clinics with incomplete vaccinations in NHS Greater Glasgow and Clyde

i Incomplete vaccinations are those created more than 7 days ago that have not yet been completed, removed or deleted.

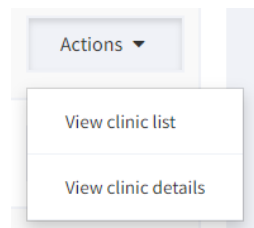
Filter clinics

[Export table data to CSV](#)

Vaccination clinic name	Incomplete vaccinations	Actions
Barrhead Health Centre Clinic	456	Actions ▾
Glasgow Centre - 2	160	Actions ▾
NHS Louisa Jordan (Covid-19)	122	Actions ▾

From the Clinics with incomplete vaccinations page the Record Manager can filter the table date by clinic name or the export the table data to CSV.

Clicking on the **‘Actions’** button will enable the user to either view the clinic list or view the clinic details.



Selecting **‘View clinic list’** will enable the user to view the clinic list from where they will be able to identify the incomplete vaccinations at that clinic.

Clinic list - Clinic ABCD Refresh this list

Filter patients

Filter patients by name, CHI number etc.

Display patients with the status: ☒ Registered ☒ Screened ☒ In progress ☐ Completed today ☐ Removed today

Patient name	CHI	Vaccine type	Registration date/time	Appointment date/time	Status	Actions
PATFIVE, Inprogress (57y/M)	0401665011	COVID-19	14/01/2021 15:29	none	Screening incomplete (draft)	Actions
SDF, Sdfsd (96y/F)	1211262707	COVID-19	03/02/2021 15:08	31/03/2021 08:30	In progress (amendment)	Actions
ASD, Asd (2y/M)	No CHI number	COVID-19	16/12/2020 09:00	03/12/2020 01:04	In progress (screening)	Actions

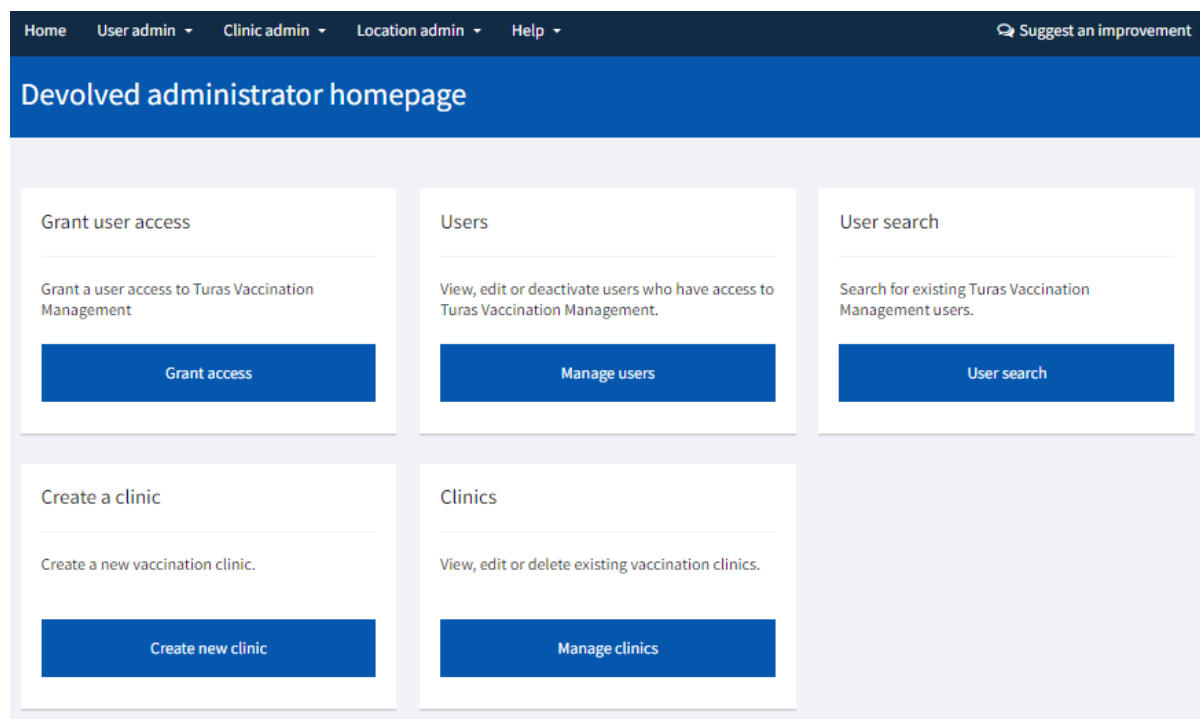
Selecting **‘View clinic details’** will enable the user to view the clinic details such as the clinic start and end date and the vaccine types available at the clinic

Clinic details

Clinic name	Clinic ABCD
NHS Health Board	NHS Greater Glasgow and Clyde
Health and social care partnership	Glasgow City
Clinic type	Mobile or multiple locations
Is this a clinic for clinical trials?	No
Is this clinic run by a GP practice?	No
Start date	02/11/2020
End date	31/07/2021
Vaccine types	Flu COVID-19

Devolved Administrator Homepage

When the Devolved Administrator signs in they will be taken to the Devolved Administrator Homepage where they are presented with the option to 'Grant User Access', 'Users', 'User Search', 'Create a Clinic' or 'Clinics'.



The exception to this is where a dual role has been allocated such as Registrant or Vaccinator user role then the user will be taken to the clinic homepage and the Devolved Administrator functions will only be available via the Menu Bar – 'User Admin', 'Clinic Admin' and 'Location Admin'.

User admin

User admin enables the Devolved Administrator with three key functions:

- The ability to onboard as a user and grant access to the Turas Vaccination Management Tool via Grant User Access – **'Grant access'**
- The ability to view, edit or deactivate users who have access to the Turas Vaccination Management Tool via – **'Manage users'**
- The ability to search for existing Turas Vaccination Management user via - **'User search'**

Grant user access

By selecting '**Grant access**' from the homepage tile

Grant User Access

Grant a user access to the Turas Vaccination Management Tool.

Grant Access

or selecting '**User admin**' in the main navigation and then '**Grant user access**' from the drop-down

User admin ▾
Manage users
Grant user access
User search

The Devolved Administrator will be taken to the following screen Grant Access – Step 1 of 2 where they can onboard and grant a user access to the Turas Vaccination Management tool by entering the user's email address.

If the individual already has a Turas account, enter the email address they use to access Turas as this will avoid creating duplicate Turas accounts.

Grant Access - User's Email

[Devolved Administrator Homepage](#) > Grant Access - User's Email

Grant Access - Step 1 of 2: User's Email Address

Required fields are marked with an asterisk *

 To grant access enter the user's email address. If they already has a Turas account, enter the email address they use to access Turas.

User's Email Address *

Next

Cancel

Once you have entered the email address of the user you wish to onboard and grant access to the Turas Vaccination Management tool click **'Next'**

No Turas Account Found

If no Turas Account is found this will display Grant Access - Step 2 of 2

Grant Access - Step 2 of 2: User's Details

No Turas Account Found

There is no Turas account associated with the email address Gavin.Registrant@uat.vacc.example.com.

When you submit the form below, a new Turas account and Vaccination Management account will be created for this user.

An email will be sent to Gavin.Registrant@uat.vacc.example.com welcoming them to Turas. Once the user signs in, they will be able to access Vaccination Management.

User's Email Address

Gavin.Registrant@uat.vacc.example.com

Title

First Name *

Last Name *

Phone

Role *

-- Select --

The Devolved Administrator must provide as a minimum the 'First Name' and 'Last Name' and 'Role' for the new user being given access – mandatory fields are denoted with an *asterisk.

Role *

-- Select --

-- Select --

Vaccinator - Can register patients and record vaccinations

Registrant - Can register patients

The roles that the Devolved Administrator can grant access to are:

- Vaccinator – Can register patients and record vaccinations
- Registrant – Can register patients

The following section of the form is how you grant the user access to your health board.

Health Board(s)

☐ NHS Ayrshire and Arran	☐ NHS Borders	☐ NHS Dumfries and Galloway
☐ NHS Fife	☐ NHS Forth Valley	☐ NHS Grampian
☐ NHS Greater Glasgow and Clyde	☐ NHS Highland	☐ NHS Lanarkshire
☐ NHS Lothian	☐ NHS Orkney	☐ NHS Shetland
☐ NHS Tayside	☐ NHS Western Isles	☐ The Golden Jubilee Hospital
☐ Healthcare Improvement Scotland	☐ NHS 24	☐ NHS Education for Scotland
☐ NHS Health Scotland	☐ NHS National Services Scotland	☐ Public Health Scotland
☐ The State Hospital	☐ Scottish Ambulance Service	

[Change Email Address](#) [Grant User Access](#) [Cancel](#)

You can only grant access to those Health Board for whom you are the Devolved Administrator. The other health boards will be greyed out. In this example, the Devolved Administrator can only grant access to NHS Greater Glasgow and Clyde.

When you submit the form by clicking **‘Grant User Access’** a new Turas account Vaccination Management account will be created for this user.

[Change Email Address](#) [Grant User Access](#) [Cancel](#)

An email will be sent to the user welcoming them to Turas once the user signs in they will be able to access the Vaccination Management Tool.

Existing Turas Account Found

If an existing Turas Account is found this will display Grant Access - Step 2 of 2

Grant Access - Step 2 of 2: User's Details

i Existing Turas Account Found

There is an existing Turas account associated with the email address Gavin.Registrant@uat.vacc.example.com.

That is the Turas Account of Gavin Registrant.

When you submit the form below, a Vaccination Management account will be created for this user and it will be linked to their existing Turas account.

User's Email Address

Gavin.Registrant@uat.vacc.example.com

Title

First Name *

Gavin

Last Name *

Registrant

Phone

Role *

-- Select --

Any existing details for the user e.g. the 'First Name' and 'Last Name' will be prepopulated.

The user needs only to select the 'Role' for the new user.

Role *

-- Select --

-- Select --

Vaccinator - Can register patients and record vaccinations

Registrant - Can register patients

The roles that the devolved administrator can grant access to are:

- Vaccinator – Can register patients and record vaccinations
- Registrant – Can register patients

When you submit the form to grant access a Vaccination Management account will be created for this user and it will be linked to their existing Turas account. Note no automated email is sent to the user if they have an existing Turas Account.

Existing Vaccination Management Account Found

If there is an existing Vaccination Management account associated with the email address entered and the user does not already have access to your health board then you can grant them access. You can also see the other health boards they have been granted access to, but you cannot edit or update these unless you are also the Devolved Administrator for that health board.

Grant Access - Step 2 of 2: User's Details

Existing Vaccination Management Account Found
There is an existing Vaccination Management account associated with the email address Gavin.Registrant@uat.vacc.example.com.
That is the Vaccination Management Account for Gavin Registrant.
You can grant this user access to your Health Board(s) using the selection list below.

User's Email Address

Gavin.Registrant@uat.vacc.example.com

User's Name

Gavin Registrant

Health Board(s)

☐ NHS Ayrshire and Arran	☐ NHS Borders	☐ NHS Dumfries and Galloway
☐ NHS Fife	☐ NHS Forth Valley	☐ NHS Grampian
☐ NHS Greater Glasgow and Clyde	☐ NHS Highland	☐ NHS Lanarkshire
☒ NHS Lothian	☐ NHS Orkney	☐ NHS Shetland
☐ NHS Tayside	☐ NHS Western Isles	☐ The Golden Jubilee Hospital
☐ Healthcare Improvement Scotland	☐ NHS 24	☐ NHS Education for Scotland
☐ NHS Health Scotland	☐ NHS National Services Scotland	☐ Public Health Scotland
☐ The State Hospital	☐ Scottish Ambulance Service	

Change Email Address

Grant User Access

Cancel

Or if there is an existing Vaccination Management account associated with the email address entered and the user already has access to your health board then all you can do is select to update the user's details.

Grant Access - Step 2 of 2: User's Details

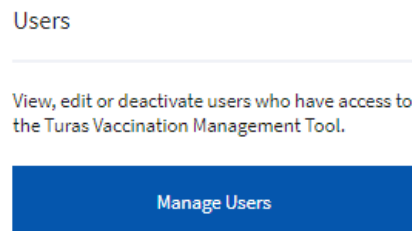
Existing Vaccination Management Account Found
There is an existing Vaccination Management account associated with the email address Gavin.Registrant@uat.vacc.example.com.
That is the Vaccination Management Account for Gavin Registrant.
You can [update this user's details](#)

Change Email Address

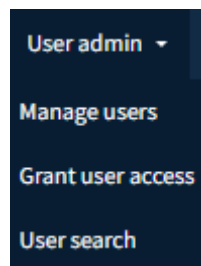
Cancel

Users

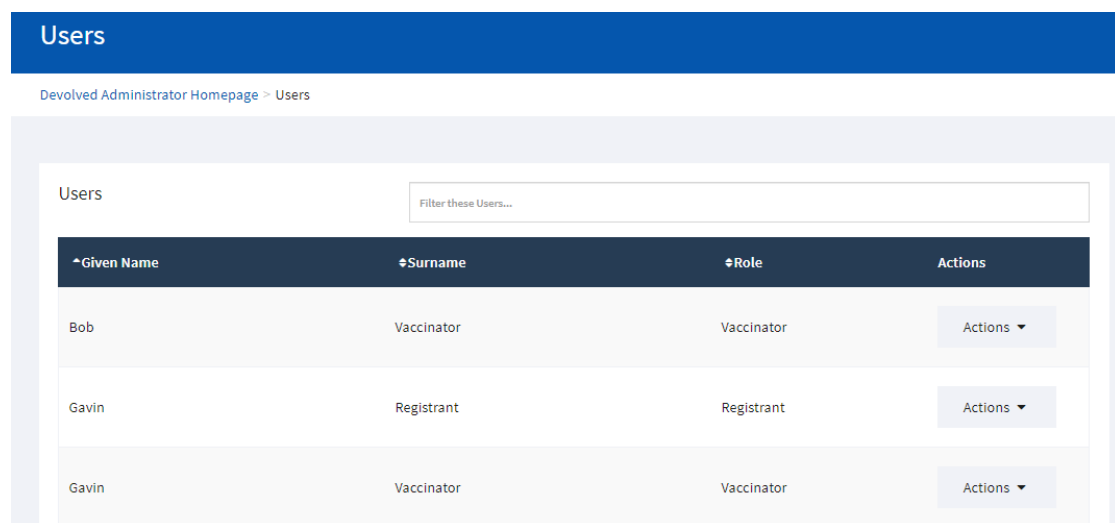
By selecting **'Manage users'** from the homepage tile



or selecting **'User admin'** in the main navigation and then **'User list'** from the drop-down

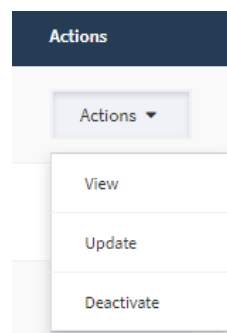


This will display a list of users that the Devolved Administrator can select to perform further action.



Users Actions

The actions available to the Devolved Administrator are **'View'**, **'Update'** and **'Deactivate'**.



Action – View

This action enables the Devolved Administrator to view the user details i.e. Title, Name, Phone Number, Email Address, Role and the Health Boards in which they can perform that role

Gavin Registrant Details

Devolved Administrator Homepage > Users > User Details

[< Go Back](#)

User Details

Title

First Name

Gavin

Last Name

Registrant

Phone

Email Address

Gavin.Registrant@uat.vacc.example.com

Role

Registrant - Can register patients

Health Board(s)

NHS Greater Glasgow and Clyde

NHS Lothian

Last Login Date/Time

Actions

 [Update this user's details](#)

 [Deactivate this user's account](#)

The Devolved Administrator has the option to update the user's details by clicking on **'Update this user's details'** – See action Update.

 [Update this user's details](#)

Or they can deactivate the user's Turas Vaccination Management account by clicking on **'Deactivate this user's account'** – See action Deactivate.

 [Deactivate this user's account](#)

Action – Update

This action enables the Devolved Administrator to update the user details i.e. Title, Name, Phone Number, Email Address, Role and the Health Boards in which they can perform that role.

Update User Details

Email Address
Gavin.Registrant@uat.vacc.example.com

Title

First Name *

Last Name *

Phone

Role *

Health Board(s)

☐ NHS Ayrshire and Arran	☐ NHS Borders	☐ NHS Dumfries and Galloway
☐ NHS Fife	☐ NHS Forth Valley	☐ NHS Grampian
☒ NHS Greater Glasgow and Clyde	☐ NHS Highland	☐ NHS Lanarkshire
☒ NHS Lothian	☐ NHS Orkney	☐ NHS Shetland
☐ NHS Tayside	☐ NHS Western Isles	☐ The Golden Jubilee Hospital
☐ Healthcare Improvement Scotland	☐ NHS 24	☐ NHS Education for Scotland
☐ NHS Health Scotland	☐ NHS National Services Scotland	☐ Public Health Scotland
☐ The State Hospital	☐ Scottish Ambulance Service	

NOTE If you no longer want the user to perform the role in your Health Board and the user is assigned to other Health Boards then uncheck your Health Board rather than deactivating the User account.

Once the user clicks **'Update'** the following pop-up will appear asking the user to confirm by clicking **'Yes, Update User'**.

Confirm Update User Details ×

Are you sure you want to update the User Details for Gavin Registrant?

If the user selects **'No, Return to Form'** they will be returned to the Update User Details form.

Action– Deactivate

This action enables the Devolved Administrator to deactivate the user's Turas Vaccination Management account and in doing so the Devolved Administrator will have to provide a reason for deactivating a user account in the 'Reason for deactivation field'.

Deactivate User Account

Title

First Name
Gavin

Last Name
Registrant

Phone

Email Address
Gavin.Registrant@uat.vacc.example.com

Role
Registrant - Can register patients

Health Board(s)
NHS Greater Glasgow and Clyde
NHS Lothian

Last Login Date/Time

Required fields are marked with an asterisk *

Reason for deactivation *

Deactivate User Account

Cancel

Once the user clicks '**Deactivate User Account**' the following pop-up will appear asking the user to confirm by clicking '**Yes, Deactivate User Account**'.

Confirm Deactivate User Account ×

Are you sure you want to deactivate the User Account for Gavin Registrant?

They will no longer have access to Vaccination Management.

No, Return to Form

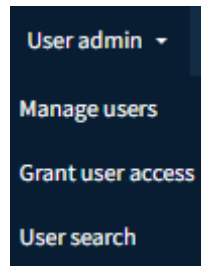
Yes, Deactivate User Account

IMPORTANT performing the Deactivate action will remove the user's access to all Health Boards if the user is assigned to more than one Health Board. If you only want to remove access from your Health Board then use the Action – Update.

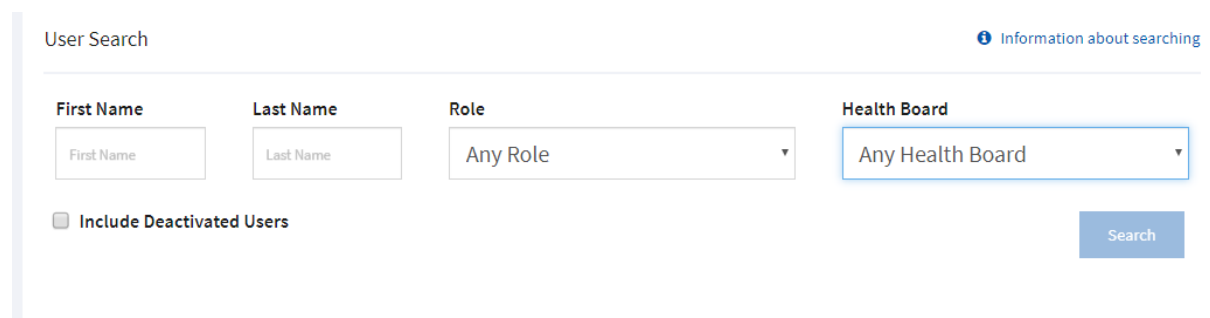
If the user selects '**No, Return to Form**' they will be returned to the Deactivate User Account form.

User Search

Selecting **'User admin'** in the main navigation and then **'User search'** from the drop-down



This will display a screen where the Devolved Administrator can enter the First Name Last Name, Role and Health Board to find users of the system. This is particularly helpful in some larger health boards with significant numbers of users

The 'User Search' form is displayed within a light blue header bar. The title 'User Search' is on the left, and a link 'Information about searching' is on the right. Below the header, there are four input fields: 'First Name' (text box), 'Last Name' (text box), 'Role' (dropdown menu showing 'Any Role'), and 'Health Board' (dropdown menu showing 'Any Health Board'). Below these fields is a checkbox labeled 'Include Deactivated Users'. A blue 'Search' button is located at the bottom right of the form area.

Clinic admin

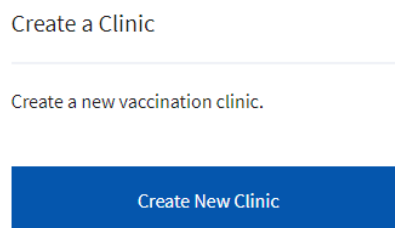
Clinic admin enables the Devolved Administrator with two key functions:

- The ability to create a clinic in the Turas Management Tool via Create a Clinic – **‘Create New Clinic’**
- The ability to view, edit or delete vaccination clinics set up in Turas Vaccination Management Tool via Clinics – **‘Manage Clinics’**.

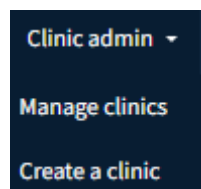
Note it is not possible to delete a clinic that has commenced.

Create a Clinic

By selecting **‘Create New Clinic’** from the homepage tile



or selecting **‘Clinic admin’** in the main navigation and then **‘Create a clinic’** from the drop-down



The Devolved Administrator will be taken to the create clinic screen where they enter the following data items to create a clinic.

- NHS Health Board
- Health and Social Care Partnership
- Clinic Type
- Clinic is run by a GP Practice
- Clinic Name & Description
- Start Date
- End Date
- Vaccine Type

Required fields are marked with an asterisk*.

Create clinic

Required fields are marked with an asterisk *

NHS Health Board *

-- Select --



Health and social care partnership *

-- Select Health Board first --



Clinic type *

☐

Fixed location

☐

Mobile or multiple locations

Is this a clinic for clinical trials? *

☐

Yes

☐

No

Is this clinic run by a GP practice? *

☐

Yes

☐

No

Clinic name *

Clinic description and/or information

 Provide helpful clinic details such as opening times or days for users selecting their current clinic.

Start date (dd/mm/yyyy) *



End date (dd/mm/yyyy) *



Vaccine types *

☐

Flu

☐

COVID-19

☐

Pneumococcal

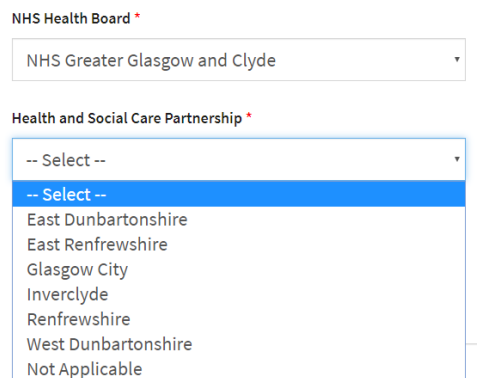
☐

Shingles

Create clinic

Close without saving

Upon selecting the Health Board, the subsequent drop-down will list all applicable Health and Social Care Partnerships including the option **'Not Applicable'**. It is recognised that not all Health Boards or clinics created will associate with a Health and Social Care Partnership E.g. Specialist Boards and Staff Clinics.



The image shows two dropdown menus. The first is labeled 'NHS Health Board *' and has 'NHS Greater Glasgow and Clyde' selected. The second is labeled 'Health and Social Care Partnership *' and is open, showing a list of options: '-- Select --', '-- Select --', 'East Dunbartonshire', 'East Renfrewshire', 'Glasgow City', 'Inverclyde', 'Renfrewshire', 'West Dunbartonshire', and 'Not Applicable'.

Having selected the Health Board and the Health and Social Care Partnership the Devolved Administrator then needs to select the clinic type of either

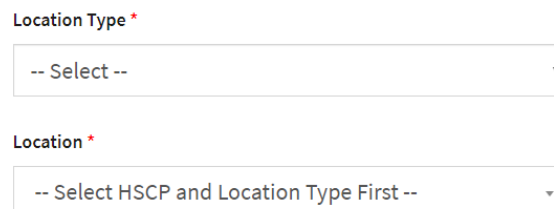
- Fixed Location – i.e. a permanent location with a postcode
- Mobile or Multiple Locations – i.e. a mobile clinic or home visits

Clinic Type - Fixed Location



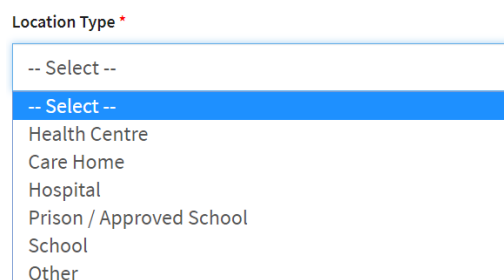
The image shows two radio buttons under the label 'Clinic Type *'. The first is 'Fixed Location' and is selected. The second is 'Mobile or Multiple Locations'.

Selecting a clinic type of **'Fixed location'** will reveal the following prompting the user to select both a Location Type and then a Location.



The image shows two dropdown menus. The first is labeled 'Location Type *' and has '-- Select --' selected. The second is labeled 'Location *' and has '-- Select HSCP and Location Type First --' selected.

The selection of the Location Type is used to filter down the number of Locations available when the user comes to select a location. The location types available are 'Health Centre', 'Care Home', 'Hospital', 'Prison/Approved School', 'School' and 'Other'.



The image shows a dropdown menu labeled 'Location Type *' with the following options: '-- Select --', '-- Select --', 'Health Centre', 'Care Home', 'Hospital', 'Prison / Approved School', 'School', and 'Other'.

The location data and the location types are imported from the Public Health Scotland (previously ISD Scotland) location reference file.

Having selected the Location Type the user is required to select a location. The select makes use of a 'smart filter' that will filter the dropdown list by the criteria entered this can either be partial or full location name e.g. 'Bar' for Barrhead returns the following

Location *

-- Select --

Bar

- Barlanark Clinic (G33 4RY)
- Barlanark Parent Support Group (G33 4PN)
- Barmulloch Community Centre Clinic (G21 3PX)
- Barrhead Centre (G78 1AA)**

Or partial or full postcode e.g. 'G7' for G78 1AA returns the following

Location *

-- Select --

G7

- Bank Street Clinic (G78 2RA)
- Barrhead Centre (G78 1AA)**
- Barrhead Health and Social Care Centre (G78 1SW)
- Broom Church Clinic (G77 5HN)

If the location can not be found then the Devolved Administrator has to option create a new location within the Vaccination Management tool by clicking on the hyperlink '**create a new location here**'. This process is outlined below in the Location admin section.

 [If the location is not available you can create a new location here](#)

Clinic Type - Mobile or Multiple Locations

Selecting a clinic type of '**Mobile or Multiple Locations**' does not require the user to provide either a Location Type or Location.

Clinic Type *

☐ Fixed Location ☒ **Mobile or Multiple Locations**

Is this clinic for clinical trials?

The user must specify whether the clinic being created is for recording vaccination events as part of a clinical trial.

Is this a clinic for clinical trials? *

☐ Yes	☐ No
---------------------------	--------------------------

Answering 'Yes' will mean that the mainstream products and batches will not be available at this clinic. This is to enable the differentiation of clinical trial clinics, products and batches so as not to be confused with the national vaccine supply. **Note** it will be possible to request the addition of national vaccine supply products and batch numbers to a clinical trial clinic for the clinical trial.

Is this clinic run by a GP Practice?

The user must specify whether the clinic being created is being run by a GP Practice.

Is this clinic run by a GP practice? *

☐ Yes	☐ No
---------------------------	--------------------------

If yes the user will be prompted to enter the 5-digit GP Practice Code.

GP Practice Code *

Clinic Details

Once a location has been selected then the Devolved Administrator can enter the clinic details:

- Clinic Name & Description
- Start Date
- End Date
- Vaccine Type

It is recommended that the Devolved Administrator give some consideration to implementing a naming convention for the clinics they create to make it easier for the end-user to find the clinics once they have signed in and selected the clinic they are working from.

Clinic Name *

The Devolved Administrator is also encouraged to provide helpful clinic information in the Clinic Description.

Clinic Description and/or information

e.g. Age 80 and Over
Mon 0800 - 1600
Friday 1000 - 1400
Contact 0141 000 1234

 Provide helpful clinic details such as opening times or days for users selecting their current clinic.

The clinic start date cannot be in the past. If the start date is set to today and created, it cannot be deleted as it will be deemed to have commenced with the status of 'Open' on the list of Clinics. If the start date is future dated, it will still be possible to delete and have a status of 'Not yet Open' on the list of Clinics.

Start Date (dd/mm/yyyy) *

02/12/2020



End Date (dd/mm/yyyy) *

24/12/2020



Note: via the edit function the Devolved Administrator can amend the clinic start date (of a clinic that is open) to a date before the current clinic start date.

The final detail for setting up the clinic is the vaccine type(s) to be administered at the clinic.

Vaccine types *

☐	Flu
☐	COVID-19
☐	Combined Pertussis, Diphtheria, Polio and Tetanus
☐	Pneumococcal
☐	Shingles

*see appendix for all vaccine types supported.

Once the user clicks '**Create Clinic**' the following pop-up will appear asking the user to confirm by clicking '**Yes, Create Clinic**'.

Confirm Create Clinic



Are you sure you want to create this clinic?

Yes, Close Without Saving

Yes, Create Clinic

Manage Clinics

By selecting **'Manage Clinics'** from the homepage tile

Clinics

View, edit or delete existing vaccination clinics.

Manage Clinics

or selecting **'Clinic admin'** in the main navigation and then **'Manage Clinics'** from the drop-down

Clinic admin ▾

Manage clinics

Create a clinic

The Devolved Administrator will be taken to the Clinics page listing all clinics for the Health Board where they can search for and **'View'**, **'Edit'** or **'Delete'** existing vaccination clinics.

Clinics

Filter Clinics by name, vaccine type etc.

Display clinics with the status ☐ Expired

Name	Start Date	End Date	Vaccine Type(s)	Status	Actions
Glasgow City Homeless Outreach Clinic	02/12/2020	16/12/2020	COVID-19	Not yet open	Actions ▾
Barrhead Health Centre	01/10/2020	28/02/2021	Flu	Open	Actions ▾

They can also search for and 'View' expired clinics by checking the **'Expired'** checkbox.

Display clinics with the status ☒ Expired

This will display all expired clinics for the Health Board.

Clinics

Filter Clinics by name, vaccine type etc.

Display clinics with the status ☒ Expired

Name	Start Date	End Date	Vaccine Type(s)	Status	Actions
Clydebank	01/10/2019	28/02/2020	Flu	Expired	Actions ▼
e.g. Barrhead Centre COVID Clinic	02/12/2020	24/12/2020	COVID-19	Not yet open	Actions ▼

Clinics Actions

The user actions available are dependent on the status of the clinic.

Status 'Not Yet Open'	Status 'Open'	Status 'Expired'
Actions ▼ View Edit Clinic Delete Clinic	Actions ▼ View Edit Clinic	Actions ▼ View Edit Clinic

- A status of 'Not Yet Open' allows the user to **'View'**, **'Edit'** or **'Delete'**.
- A status of 'Open' allows the user to **'View'** or **'Edit'**
- A status of 'Expired' allows the user to **'View'** or **'Edit'**

Action – ‘View’

This action enables the Devolved Administrator to view the clinic details e.g. Clinic Name, Location, Start and End Dates, Vaccine Types etc.

Clinic Details

Clinic Name

e.g. Barrhead Centre COVID Clinic

Clinic Description and/or information

e.g. Age 80 and Over Mon 0800 - 1600 Friday 1000 - 1400 Contact 0141 000 1234

NHS Health Board

NHS Greater Glasgow and Clyde

Health and Social Care Partnership

East Renfrewshire

Clinic Type

Fixed Location

Location

Barrhead Centre

Integrated Learning Disability Team

8 Carlibar Road

Barrhead

Glasgow

G78 1AA

Start Date

02/12/2020

End Date

24/12/2020

Vaccine Types

COVID-19

Action – ‘Edit’

This action enables the Devolved Administrator to edit the clinic details e.g. Clinic Name, HSCP, Clinic Type, Location Type, Location, Start and End Dates, Vaccine Types etc.

Note: once a clinic has commenced it is **not** possible:

- to delete a clinic
- to remove an existing vaccine type given at the clinic

Update Clinic

Required fields are marked with an asterisk *

NHS Health Board *

NHS Greater Glasgow and Clyde

Health and Social Care Partnership *

East Renfrewshire

Clinic Type *

☒ Fixed Location ☐ Mobile or Multiple Locations

Location Type *

Health Centre

Location *

Barrhead Health Centre (G78 1SA)

! If the location is not available you can create a new location here

Clinic is run by a GP Practice *

☐ Yes ☒ No

Clinic Name *

Barrhead Covid 19 Clinic

Clinic Description and/or information

Mon 0900 -1400
Contact 0141

! Provide helpful clinic details such as opening times or days for users selecting their current clinic.

Start Date (dd/mm/yyyy) *

04/12/2020

End Date (dd/mm/yyyy) *

31/01/2029

Vaccine Types *

☐ Flu ☒ COVID-19

! This clinic has started, so existing Vaccine Types cannot be removed.

Once the user clicks ‘**Update**’ the following pop-up will appear asking the user to confirm by clicking ‘**Yes- Update Clinic**’.

Confirm Update Clinic ✕

Are you sure you want to update e.g. Barrhead Centre COVID Clinic?

If the user selects ‘**No, Return to Form**’ they will be returned to the Update Clinic form.

Action – ‘Delete’

This action enables the Devolved Administrator to delete a clinic that has not yet commenced.

Delete Clinic

Clinic Name

e.g. Barrhead Centre COVID Clinic

Clinic Description and/or information

e.g. Age 80 and Over Mon 0800 - 1800 Friday 1000 - 1400 Contact 0141 000 1234

NHS Health Board

NHS Greater Glasgow and Clyde

Health and Social Care Partnership

East Renfrewshire

Clinic Type

Fixed Location

Location

Barrhead Centre
Integrated Learning Disability Team
8 Carlibar Road
Barrhead
Glasgow
G78 1AA

Start Date

02/12/2020

End Date

24/12/2020

Vaccine Types

COVID-19

Required fields are marked with an asterisk *

Reason for deletion *

Delete

Cancel

Once the user clicks **‘Delete’** the following pop-up will appear asking the user to confirm by clicking **‘Yes- Delete Clinic’**.

Confirm Delete Clinic

Are you sure you want to delete e.g. Barrhead Centre COVID Clinic?

No, Return to Form

Yes, Delete Clinic

If the user selects **‘No, Return to Form’** they will be returned to the Delete Clinic form.

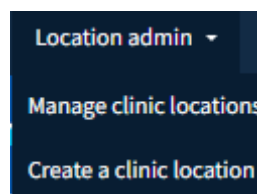
Location admin

Location admin enables the Devolved Administrator with two key functions:

- The ability to view, edit or delete a clinic location set up in Turas Vaccination Management Tool via **'Location admin' – 'Manage a clinic location'**.
- The ability to create a clinic location in the Turas Management Tool via **'Location admin' – 'Create a clinic location'**.

Clinic Locations

By selecting **'Location admin'** in the main navigation and then **'Manage a clinic location'** from the drop-down.



The Devolved Administrator will be taken to the Clinic Locations page listing all clinic locations for the Health Board where they can search for and **'View'** or **'Delete Clinic Location'**.

Clinic Locations - NHS Greater Glasgow and Clyde

Devolved Administrator Homepage > Clinic Locations

Select Health Board *

NHS Greater Glasgow and Clyde

+ Add a Clinic Location

Clinic Locations

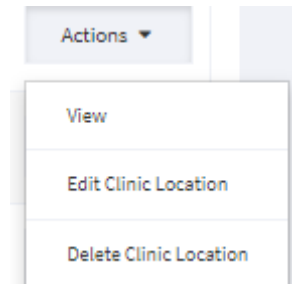
Filter Clinic Locations by name, location type etc.

Name	Postcode	Location Type	Actions
2-4 Waterloo Close	G66 2HL	Hospital	Actions
3 Bridges Care Home	G44 4UN	Care Home	Actions
Abbey Court Care Home	G34 0JH	Care Home	Actions
Abbey Mill Childcare	PA1 1JS	School	Actions
Abbey Nursery - Paisley	PA1 2RE	School	Actions

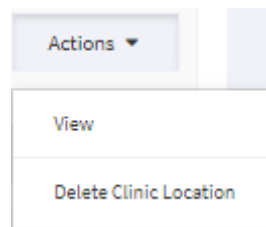
Clinic Location Actions

The user actions available are **'View'**, **'Edit Clinic Location'** Or **'Delete Clinic Location'** although the actions available are dependent on whether the Location was added to the tool manually or whether imported from the Public Health Scotland (previously ISD Scotland) location reference file.

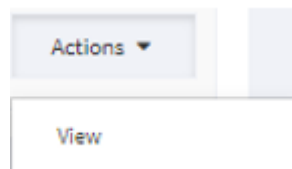
- Location added manually by a Devolved Administrator and not yet linked to Vaccination clinic: Actions available **'View'**, **'Edit Clinic Location'** Or **'Delete Clinic Location'**



- Location imported from PHS location reference file and not yet linked to Vaccination clinic: Actions available **'View'** Or **'Delete Clinic Location'**



- Location linked to a vaccination clinic that has commenced you will only be able to view: Actions available **'View'** only



Action – ‘View’

This action enables the Devolved Administrator to view the Clinic Location details e.g. Clinic Name, Location Type, NHS Board, Address.

Clinic Location Details - Made Up Health Centre

Devolved Administrator Homepage > Clinic Locations > Clinic Location Details

[< Go Back](#)

Clinic Location Details

Name
Made Up Health Centre

Location Type
Health Centre

NHS Health Board
NHS Greater Glasgow and Clyde

Address Line 1
1 The Road

Address Line 2
Down The Street

Address Line 3

Address Line 4

Address Line 5

Postcode
G78 2SA

Actions

[✎ Update this Clinic Location](#)

[🗑 Delete this Clinic Location](#)

The Devolved Administrator has the option to update the user’s details by clicking on **‘Update this Clinic Location’** – See Action Edit.

[✎ Update this Clinic Location](#)

Or

Deleting the clinic location by clicking on **‘Delete this clinic location’** – See Action Delete.

[🗑 Delete this Clinic Location](#)

Action – ‘Edit’

This action enables the Devolved Administrator to update the Clinic Location details.

Update Clinic Location

Required fields are marked with an asterisk *

Search for Location by Postcode

Search for Location

Name *

Made Up Health Centre

Address Line 1

1 The Road

Address Line 2

Down The Street

Address Line 3

Address Line 4

Address Line 5

Location Type *

Health Centre ▼

NHS Health Board *

NHS Greater Glasgow and Clyde ▼

Update Clinic Location

Cancel

Once the user clicks **‘Update Clinic Location’** the following pop-up will appear asking the user to confirm by clicking **‘Yes, Update Clinic Location’**.

Confirm Update Clinic Location ×

Are you sure you want to update Made Up Health Centre?

No, Return to Form

Yes, Update Clinic Location

If the user selects **‘No, Return to Form’** they will be returned to the Update Clinic Location form.

Action – ‘Delete’

This action enables the Devolved Administrator to delete a clinic location from the Vaccination Management Tool they are required to enter a reason for deletion before deleting the clinic location.

Delete Clinic Location

Name

Made Up Health Centre

Location Type

Health Centre

NHS Health Board

NHS Greater Glasgow and Clyde

Address Line 1

1 The Road

Address Line 2

Down The Street

Address Line 3

Address Line 4

Address Line 5

Search for Location by Postcode

G78 2SA

Required fields are marked with an asterisk *

Reason for deletion *

Delete Clinic Location

Cancel

Once the user clicks **‘Delete Clinic Location’** the following pop-up will appear asking the user to confirm by clicking **‘Yes-Delete Clinic Location’**.

Confirm Delete Clinic Location

Are you sure you want to delete Made Up Health Centre?

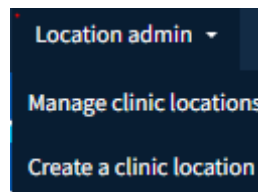
No, Return to Form

Yes, Delete Clinic Location

If the user selects **‘No, Return to Form’** they will be returned to the Delete Clinic Location form.

Create a Clinic Location

By selecting '**Location admin**' in the main navigation and then '**Create a Clinic Location**' from the drop-down.



The Devolved Administrator will be taken to the Create Clinic Location screen where they can search for a location by postcode by entering a postcode and clicking '**Search for Location**'.

Create Clinic Location

Devolved Administrator Homepage > Create Clinic Location

< Go Back

Create Clinic Location

Required fields are marked with an asterisk *

Search for Location by Postcode

Search for Location

Cancel

Location Found

If a location is found for the postcode entered this will be returned as follows.

Create Clinic Location

Devolved Administrator Homepage > Create Clinic Location

< Go Back

Create Clinic Location

Required fields are marked with an asterisk *

Search for Location by Postcode

Search for Location

i This location was found for the Postcode **G78 1SA**

*Name	#Address	Action
Barrhead Health Centre	203 Main Street, Barrhead, G78 1SA	Select this Location

i If this location is not the one you need, then you can search using a different postcode.

If this is the correct location click on '**Select this Location**'.

The Devolved Administrator will then be taken to the create clinic location screen.

Create Clinic Location

Required fields are marked with an asterisk *

Search for Location by Postcode

G78 1SA

Change Postcode

Name *

Barrhead Health Centre

Address Line 1

203 Main Street

Address Line 2

Barrhead

Address Line 3

Address Line 4

Address Line 5

Location Type *

Health Centre

NHS Health Board *

NHS Greater Glasgow and Clyde

Create Clinic Location

Cancel

Once the Devolved Administrator clicks **‘Create Clinic Location’** the following pop-up will appear asking the user to confirm by clicking **‘Yes, Create Clinic Location’**. A clinic can now be created at this location via **‘Create a Clinic’**.

Confirm Create Clinic Location

Are you sure you want to create this clinic location?

No, Return to Form

Yes, Create Clinic Location

If the Devolved Administrator selects **‘No, Return to Form’** they will be returned to the Create Clinic Location form.

No Location Found

If no location is found for the postcode entered this will be returned as follows.

The screenshot shows a web interface for 'Create Clinic Location'. At the top is a blue header with the title 'Create Clinic Location'. Below the header is a breadcrumb trail: 'Devolved Administrator Homepage > Create Clinic Location'. The main content area has a '< Go Back' link. Below that is the title 'Create Clinic Location'. A note states 'Required fields are marked with an asterisk *'. The section is titled 'Search for Location by Postcode'. It contains a text input field with 'G78 2SA' and a blue button labeled 'Search for Location'. Below the search area, a yellow-bordered box contains a warning icon and the message 'No locations were found for the Postcode G78 2SA'. At the bottom, there are two buttons: a green button labeled 'Re-enter the Postcode' and a light blue button labeled 'Continue with this Postcode'.

The Devolved Administrator has the option to **'Re-enter the Postcode'** or they can choose to **'Continue with this Postcode'**.

If the user selects **'Re-enter the Postcode'** the user can start the search again.

If the user selects **'Continue with this Postcode'** they are taken to the create clinic location screen – see next page.

On the Create Clinic Location screen the Devolved Administrator is required to enter the Location Name, Address, Select a Location Type and the Health Board of the location.

Create Clinic Location

Required fields are marked with an asterisk *

Search for Location by Postcode

Search for Location

Name *

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Location Type *

-- Select --

NHS Health Board *

-- Select --

Create Clinic Location

Cancel

Once the Devolved Administrator clicks **'Create Clinic Location'** the following pop-up will appear asking the user to confirm by clicking **'Yes, Create Clinic Location'**. A clinic can now be created at this location via **'Create a Clinic'**.

Confirm Create Clinic Location ×

Are you sure you want to create this clinic location?

No, Return to Form

Yes, Create Clinic Location

If the Devolved Administrator selects **'No, Return to Form'** they will be returned to the Create Clinic Location form.

Create Clinic Validation

If the Devolved Administrator tries to create a clinic location with the same name as another location already stored within the Vaccination Management tool they will get the following message and will have to restart the create clinic process by providing a different name.

Please correct the errors and try again.

- The clinic location name 'Made Up Health Centre' is currently in use. Please choose another name.

It is assumed at this point the Devolved Administrator has already determined that a new location has to be created.

Appendix

Vaccine types supported and dose number configuration

Vaccine Type	Supported in tool	Enabled in User Interface	Dose number configuration
Cholera	Yes	Yes	Dose 1, Dose 2, Dose 3, Booster
Combined (Diphtheria, Tetanus and Polio)	Yes	Yes	Dose 1, Dose 2, Dose 3, Booster
Combined (Pertussis, Diphtheria, Tetanus and Polio)	Yes	Yes	Dose 1, Dose 2
Combined (Hepatitis A and Typhoid)	Yes	Yes	Dose 1, Dose 2, Booster
COVID-19	Yes	Yes	Dose 1, Dose 2, Dose 3, Booster
Flu	Yes	Yes	Dose 1, Dose 2
Hepatitis A	Yes	Yes	Dose 1, Dose 2, Booster
Pneumococcal	Yes	Yes	Dose 1, Booster
Shingles	Yes	Yes	Dose 1, Dose 2
Typhoid	Yes	Yes	Dose 1, Dose 2, Dose 3, Booster

Methods and sites of administration supported

Method of administration	Site of administration
Intradermal	Upper left arm, Upper right arm, Left thigh, Right thigh
Intramuscular	Upper left arm, Upper right arm, Left thigh, Right thigh
Nasal	Nostrils
Oral	Mouth
Subcutaneous	Upper left arm, Upper right arm, Left thigh, Right thigh

ALTERNATIVE FORMATS

This resource may be made available, in full or summary form, in alternative formats and community languages.

Please contact us on **0131 656 3200** or e-mail: **altformats@nes.scot.nhs.uk** to discuss how we can best meet your requirements.

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