

# NHS COVID-19 vaccination programme: equipment and consumables provision and supply (excluding Public Health England and corporate IT provisions)

30 November 2020 Version 1

The National Programme will provide the equipment and consumables for the management of the COVID-19 vaccine(s), and administration. They will be free of charge and delivered directly to every vaccination site. See the FAQs on page 6.

## **Supply Inventory List (SIL) Purpose**

“The Supply Inventory List is a ‘free of charge’ generic equipment and consumables list, which has been generated using the skills, expertise and knowledge of a wide range of clinicians, logisticians and managers from a variety of contexts, including acute and community. The list of equipment and consumables in the Supply Inventory List provides what is needed to effectively administer vaccinations. It is recognised that some areas may wish to have additional items due to local infrastructure. Local provision should be considered if such items are thought to be essential, with local finance engagement.”

Dr Jonathan Leach OBE

Medical Director NHS England COVID-19 Vaccination Programme

## **Nationally provided free of charge COVID-19 Vaccination SIL**

The products that are being provided nationally are listed in the SIL Appendix 1.

There is some equipment (whiteboard, chairs, tables, kitchen equipment, hand washing), where local provision will already be in place, as part of existing infrastructure. These items are, therefore, not part of the SIL, and local teams will use existing stock. If there are additional items local teams wish to provide, that are not on the SIL they will need to liaise with local finance teams.

There are also items where local contracts will be in place, and the utilisation of those local contracts is most appropriate (waste management, oxygen cylinders). A list of these items is provided in Appendix 2 (Local Provision), as a guide.

The SIL has also been sub divided into COVID-19 Vaccine Administration Centre Modalities:

- Hospital hubs
- Vaccination centres
- Local vaccination centres:
  - Local vaccination centres that are primary care network (PCN) designated sites (NHS or existing premises)
  - Local vaccination centres (new premises)
  - Roving local vaccinators (vaccinators that will be administering vaccines away from a fixed location like a PCN for example; in patient homes and care homes)

As 'roving' vaccinators will operate from both local vaccination centres (NHS) and local vaccination centres (non-NHS), the products and equipment needed by a 'roving' vaccinator will be supplied to the local vaccination, to which that 'roving' vaccinator is linked.

The SILs for each of these Administration Modalities are provided in Appendix 3.

## **SIL quantities to be supplied for each COVID-19 Vaccine Administration Centre**

Items on the SIL will be provided for:

- Establishing the COVID-19 Vaccine Administration sites; equipment and consumables
- Replenishment of the consumables required for COVID-19 vaccine administration

The quantities that will be supplied for each COVID-19 Vaccine Administration Centre Modality, have been modelled with the National COVID-19 Vaccine Clinical and NHS Trust Procurement Team listed in Appendix 4.

## **Process for the creation of the SIL and quantities to be supplied**

The SIL and quantities to be supplied, have been developed by a Clinical Team, in consultation with NHS England and NHS Improvement Regional Leads, and NHS Trust Procurement representatives. The consultation and governance process are provided in Appendix 4.

The replenishment of the COVID-19 Vaccine consumables will be in direct proportion to the number of 'Full Shift Equivalent' COVID-19 vaccinators operating at, or roving from, a site, and the number of COVID-19 vaccinations that are being ordered by a site. Additionally, to

ensure no shortage of consumables provision, the initial supply has been uplifted. The objective is to over supply consumables by circa 20%, and then reduce down the consumables volume replenishment based on feedback from the NHSEI COVID-19 Vaccination Regional Leads.

There will be no requirement for any COVID-19 Vaccination administration site to order items on the SIL, which relates to the relevant SIL for that site. It will be a 'push' model.

### **COVID-19 Vaccination SIL Supply Chain**

The National COVID-19 Vaccination Programme has established a dedicated supply chain **COVID-19 Vaccination Channel (CVC)**, to provide equipment and consumables from the SIL, to COVID-19 Vaccination administration sites.

The majority of the equipment and consumables in the SIL will be delivered into COVID-19 Vaccination administration sites, by the CVC. A limited number of items are required to be delivered by alternative routes, to COVID-19 Vaccination administration sites:

- pharmacy wholesalers (anaphylaxis kits)
- direct deliveries (Ultra Low Temperature PPE for Hospital hubs, freezers, fridges, AED equipment etc)

Each item on the SIL (Appendix 1) has the route of supply to the COVID-19 Vaccination Administration sites, identified next to the product description.

### **COVID-19 Vaccination Channel**

The CVC will require each COVID-19 Vaccination site to have a contact person, who will be responsible for receiving date and time delivery information.

The CVC will require each COVID-19 Vaccination site to have a location within the site, where Equipment and Consumables can be delivered.

The CVC will:

- schedule and make deliveries on a designated day, within a designated time slot, which will be communicated to each COVID-19 Vaccination site
- make deliveries direct to COVID-19 Vaccination sites
- deliver using transport appropriate to the size and location of each COVID-19 Vaccination site
- provide start up equipment and consumables for all COVID-19 Vaccine Administration sites

- replenish consumables, at volumes that align with the number of Full Shift Equivalent COVID-19 Vaccinators and number of COVID-19 Vaccines being administered
- consolidate the mix of consumables required into a single delivery
- consolidate the mix of consumables, presenting them at the COVID-19 Vaccination site using:
  - Pallets (mix of products on a pallet)
  - Boxes (mix of products in a box)

Larger sites (Vaccination Centres and Hospital Hubs) will receive palletised deliveries. The CVC delivery vehicles will provide appropriate handling equipment to offload and manage product to the COVID-19 Vaccination site storage location.

Smaller sites (Local Vaccination Centres) will receive equipment and consumables product in one of two ways, depending on the volume of a delivery:

- Larger volume deliveries will be on mixed pallets, which will be offloaded by hand to the COVID-19 vaccination site stores area
- Smaller volume deliveries will be in cardboard boxes, which will be off loaded by hand to the COVID-19 vaccination site stores area

### **CVC customer services**

A CVC Customer Services Team has been established for delivery queries. The contact details for the CVC Customer Services Team will be communicated shortly.

Equipment and consumables queries will be managed via the Regional Operation Centres.

### **COVID-19 Vaccination site supply chain readiness**

The National Programme requires each COVID-19 Vaccination site to have:

- a contact person, who will be responsible for receiving date and time delivery information
- a location within the site, where equipment and consumables can be delivered
- the ability to report on stock levels and stock consumption
- COVID-19 'Vaccination Centres' (large scale) will require the establishment of a material management function. This will need to be arranged by the lead trust.

## **Equipment and consumables out of scope**

There will be IT equipment, provided by Corporate IT, which is subject to separate communication.

To administer the COVID-19 Vaccination, Public Health England will provide a combined hypodermic needle and syringe, which will be delivered with the vaccine.

## **Appendices (published alongside)**

- Appendix 1 Supply Inventory List (SIL)
- Appendix 2 Locally Provided Product Suggestions
- Appendix 3 Supply Inventory List by COVID-19 Vaccine Administration Centre Type
- Appendix 4 Governance and Consultation process for the SIL and Volume model

## FAQs

1. **What will be the process for amending quantities if a site gradually uses more/less than the modelled amount?**

Feedback will be into the Regional Operations centre in relation to volume adjustments.

2. **Has modelling taken into account that roving units won't take the exact number of PPE items out with them, they will take, for example, a box of gloves or aprons and replenish when required?**

Yes, Unit of Issue and pack sizes have been part of the modelling.

3. **Will the CVC CST be able to amend quantities or kick off an emergency delivery if shortages / missing items in delivery are identified?**

Yes, if items are missing or short delivered this can be reported to the CVC Customer Services team.

4. **Will there be an opportunity for returning of delivery boxes for re-use when deliveries come into locations such as PCN?**

Where delivery boxes are cardboard boxes, they will be disposed of locally. Where they are tote boxes, they will be taken as returns at the next delivery.

5. **There are some items that were previously in lists that were issued, what has happened to them?**

Following consultation with clinical groups items have both been added and removed from the National procurement activity and the SIL. This will be for the following reasons:

- clinical advice
- local variability of need for office furniture, etc.

6. **What if an item is not on the SIL list but is needed to provide effective vaccination delivery?**

If there are items not on the SIL that are needed to enable the team, please liaise with regional or system finance leads. They will advise how funds can be made available for the items and what evidence will be needed to get the payment reimbursed.