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COVID-19 vaccination programme: Schedule (2A)

1 April 2023 to 31 August 2023

X March 2023, Version 1.0

COVID-19 vaccination programme: Schedule 2(A)

1 April 2023 to 31 August 2023

Version **1.0**

Service name	COVID-19 vaccination programme: 1 April to 31 August 2023
Service specification number	
Population and/or geography to be served	<p><i>[Commissioner MUST insert whether the Provider is commissioned as a HH/HH+/VC]</i></p> <p><i>Delete as appropriate:</i></p> <p><i>The Provider is a</i></p> <ul style="list-style-type: none">• <i>[Hospital Hub for the purpose of this Schedule: COVID-19 vaccinations for long-stay inpatients (21 days and above); opportunistic vaccinations in short stay, outpatient and community settings]</i>• <i>[Hospital Hub+ for the purpose of this Schedule: COVID-19 vaccinations for long stay inpatients (21 days and above); opportunistic vaccinations in short stay, outpatient and community settings; vaccination of eligible public cohorts].</i>• <i>[Vaccination Centre for the purpose of this Schedule: COVID-19 vaccination of eligible cohorts].</i>
Service aims and desired outcomes	<p>The aims of this service are to:</p> <ol style="list-style-type: none">1. maximise uptake of COVID-19 vaccine by Patients by providing vaccination services from Providers where a need is identified by the Commissioner;2. mitigate vaccine hesitancy and lower uptake of COVID-19 vaccine amongst communities by taking this into account within planning, sites chosen and any information provided;

	<p>3. administer vaccines as recommended by the JCVI and in accordance with the Green Book;</p> <p>NHS Outcomes Framework Domains & Indicators</p> <table border="1" data-bbox="557 365 1390 947"> <tr> <td data-bbox="557 365 751 465">Domain 1</td> <td data-bbox="751 365 1310 465">Preventing people from dying prematurely</td> <td data-bbox="1310 365 1390 465">✓</td> </tr> <tr> <td data-bbox="557 465 751 566">Domain 2</td> <td data-bbox="751 465 1310 566">Enhancing quality of life for people with long-term conditions</td> <td data-bbox="1310 465 1390 566"></td> </tr> <tr> <td data-bbox="557 566 751 707">Domain 3</td> <td data-bbox="751 566 1310 707">Helping people to recover from episodes of ill-health or following injury</td> <td data-bbox="1310 566 1390 707"></td> </tr> <tr> <td data-bbox="557 707 751 808">Domain 4</td> <td data-bbox="751 707 1310 808">Ensuring people have a positive experience of care</td> <td data-bbox="1310 707 1390 808">✓</td> </tr> <tr> <td data-bbox="557 808 751 947">Domain 5</td> <td data-bbox="751 808 1310 947">Treating and caring for people in safe environment and protecting them from avoidable harm</td> <td data-bbox="1310 808 1390 947">✓</td> </tr> </table>	Domain 1	Preventing people from dying prematurely	✓	Domain 2	Enhancing quality of life for people with long-term conditions		Domain 3	Helping people to recover from episodes of ill-health or following injury		Domain 4	Ensuring people have a positive experience of care	✓	Domain 5	Treating and caring for people in safe environment and protecting them from avoidable harm	✓
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Domain 5	Treating and caring for people in safe environment and protecting them from avoidable harm	✓														
Service description and Designated Site(s) from which it will be delivered	<i>[Designated Site(s) to be added by Commissioner]</i>															

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1. Introduction

- 1.1. This schedule 2A Service Specification of the Particulars of NHS Standard Contract 2023/24 has been developed to support the delivery of COVID-19 vaccination services in Hospital Hub, Hospital Hub+ and Vaccination Centres. This specification is not applicable to General Practitioners, Pharmacy Contractors or Detained Estates.
- 1.2. This Schedule is subject to amendments from time to time as the COVID-19 vaccination programme develops and is subject to Ministerial Decision.
- 1.3. No part of this Schedule by commission, omission or implication defines or redefines any relevant legislative provisions that may apply.
- 1.4. The COVID-19 vaccination programme is based on a collaborative working and system-wide approach to service delivery. There will be key interdependencies with, Regional Vaccination Operation Centres (RVOC), System Vaccination Operation Centres (SVOC), vaccine supply chain, Commissioner (NHSE) regional teams, ICSs and other providers commissioned to support the COVID-19 vaccination programme.
- 1.5. Commissioners and Providers within Integrated Care Systems will need to have a workforce management model to enable deployment of the additional vaccination workforce to support the delivery of the spring campaign, delivering the four workforce management objectives set out within the [20230308 workforce management model objectives v1.0 - COVID-19 Vaccination Programme - FutureNHS Collaboration Platform](#).
- 1.6. Related Schedules include Schedule 3 (Payment), Schedule 4 (Local Quality Requirements) and Schedule 6A (Reporting Requirements).

2. Commonly Used Terms

2.1. In this Schedule:

- 2.1.1. “**Designated Site**” premises nominated by the Provider and approved by the Commissioner (NHSE) in accordance with the Designation Process as the premises from which the vaccination will be administered to Patients. The Designated Site(s) are set out at the start of this Schedule and may include additional agreed locations in accordance with paragraph [insert];

- 2.1.2. **“Designation Process”** the Site Designation Process which is undertaken to ensure that any Designated Sites meet the specified site criteria and which may be updated and amended as required from time to time and is an integral part of this Service.
- 2.1.3. **“Hospital Hub”** a Provider which provides the administration of COVID-19 vaccinations to frontline Staff in contact with Service Users in accordance with JCVI and Green Book guidance and as required by SC21.4, plus long-stay inpatients (≥ 21 days) and offers and administers opportunistic vaccinations to short stay inpatients (< 21 days), outpatients and eligible Patients [resident in] community settings, and, subject to Commissioner agreement, in complex vaccination clinics;
- 2.1.4. **“Hospital Hub+”** a Provider which fulfils the definition of a Hospital Hub and which also provides COVID-19 vaccinations to eligible non-hospital patients (those included in a JCVI Cohort which has been announced and authorised by the Commissioner as eligible for vaccination) and patients in other suitable locations (such as in the Patient’s home, a long-stay care home, or a long-stay residential facility as requested by the Commissioner and agreed by the Provider).
- 2.1.5. **“JCVI”** the Joint Committee on Vaccination and Immunisation;
- 2.1.6. **“MHRA”** the Medicines and Healthcare products Regulatory Agency;
- 2.1.7. **“Ministerial Decision”** a decision issued by the Secretary of State for Health and Social Care;
- 2.1.8. **“National Booking Service” or “NBS”** the national system used by Patients to book COVID-19 vaccination appointments;
- 2.1.9. **National Immunisation and Vaccination System (NIVs)** the system which shall be used to record the vaccination details of both Patients and health and social care workers eligible for vaccination under this Contract by Hospital Hub and Hospital Hub+. The vaccination event data will feed back to GP systems and the National Immunisations Management System (NIMS);
- 2.1.10. **“Patient”** those Service Users who are eligible to receive the vaccination by the Provider and who are eligible for vaccinations in accordance with JCVI cohorts and guidance;
- 2.1.11. **“Point of Care System”** a clinical system that has been assured by NHS Digital to record COVID-19 vaccination events, and for

Hospital Hub and Hospital Hub+ refers to the National Immunisation and Vaccination Service (NIVS) and the NHS Immunisation Management Service (NIMS) specifically;

2.1.12. **“Surge”** an operational response for the management of a rapid short-term increase in capacity as a consequence of a new variant or a specific instruction to vaccinate or revaccinate a defined population. It is a system change in line with JCVI Guidance to ensure the defined population in England is offered and has access to a COVID-19 vaccination; and

2.1.13. **“Vaccination Centre”** a Provider which delivers COVID-19 vaccinations to eligible Service Users subject to Commissioner agreement.

3. Duration

3.1. This Schedule sets out the requirements for Hospital Hub, Hospital Hub+ and Vaccination Centres.

3.2. The vaccination services under this Schedule shall commence with effect from [1 April 2023] and shall continue until [31 August 2023] or as otherwise notified by the Commissioner (NHSE).

3.3. Where there is, in the reasonable view of the Commissioner (NHSE) a requirement to increase capacity at pace to respond to a Surge, the Provider shall agree with the Commissioner (NHSE) their role in the system wide response to the Surge, both in terms of increased volume and rapid timeframe for the administrations of the vaccinations.

3.4. The Commissioner Notice Period for this service is 42 days. The Commissioner Earliest Termination Date is 15 May 2023.

4. Service Delivery Specification

4.1. Where the Provider is a Hospital Hub and/or Hospital Hub+ it:

4.1.1. must ensure that any Patient who remains an inpatient under the Providers care for 21 days or more is, before their discharge, offered and (if that offer is accepted) provided with a vaccination;

- 4.1.2. must make reasonable endeavours to offer and administer opportunistic vaccination to Patients who remain inpatients under the Providers care for less than 21 days, outpatient and community settings;
 - 4.1.3. may, subject to written agreement with the Commissioner (NHSE), be commissioned to offer complex vaccination clinics (such as allergy clinics etc);
 - 4.1.4. may use Local Booking Systems to support delivery;
 - 4.1.5. must use NIVS as the NHS-endorsed Point of Care System for screening (including) querying eligibility, JCVI cohort, date of last COVID-19 vaccination(s) and suitable vaccine type, vaccination event data capture (including product and batch details and quality data); and recording any adverse reactions within 7 days from point of delivery, in line with Schedule 6A.
- 4.2. In addition to the provisions of paragraph 4.1 of this Schedule 2A, where the Provider is a Hospital Hub+ it:
- 4.2.1. may vaccinate those Patients included in a JCVI Cohort which has been announced and authorised by the Commissioner (NHSE) as eligible for vaccination by the Provider;
 - 4.2.2. must offer bookable appointments for Patients on the National Booking Service;
 - 4.2.3. may be required to make arrangements to vaccinate patients in other suitable locations, such as in the Patient's home, a long-stay care home, or a long-stay residential facility as requested by the Commissioner (NHSE) and agreed by the Provider;
 - 4.2.4. should advertise "walk-in" clinics on the 'find a walk-in coronavirus (COVID-19) vaccination site Grab-a-Jab' website as available which shall be maintained in-line with current guidance.
- 4.3. Where the Provider is a Vaccination Centre it:
- 4.3.1. may vaccinate Patients included in a JCVI Cohort which has been announced and authorised by the Commissioner (NHSE) as eligible for vaccination at a Designated Site;

- 4.3.2. may be required to make arrangements to vaccinate Patients in other suitable locations, such as in the Patient's home, a long-stay care home, or a long-stay residential facility as requested by the Commissioner and agreed by the Provider;
- 4.3.3. may be required to operate regular clinics in the evening, at weekends and on bank holidays to meet the needs of the local population as agreed with the Commissioner (NHSE). Actual delivery hours shall be agreed with the Commissioner (NHSE) to meet Patient requirements, JCVI guidance on dosing intervals, the size of the local population eligible for vaccination and available vaccine supply;
- 4.3.4. must offer appointments in line with NBS. Advertised walk-in clinics or alternative arrangements to improve uptake or engage with communities as agreed with the Commissioner (NHSE) should also be offered;
- 4.3.4.1. staff must have access to the booking platform information to support check-in of Service Users in line with the following guidance at [\[https://www.england.nhs.uk/coronavirus/publication/covid-19-vaccination-centres-information-and-guidance-on-setting-up-and-managing-the-booking-capacity-of-each-vaccination-centre/\]](https://www.england.nhs.uk/coronavirus/publication/covid-19-vaccination-centres-information-and-guidance-on-setting-up-and-managing-the-booking-capacity-of-each-vaccination-centre/) ;
- 4.3.5. must use an NHS-endorsed Point of Care System for screening (including) querying eligibility, JCVI cohort, date of last COVID-19 vaccination(s) and suitable vaccine type, vaccination event data capture (including product and batch details and quality data); and recording any adverse reactions within 7 days from point of delivery, in line with Schedule 6A.
- 4.3.5.1. should advertise "walk-in" clinics on the 'find a walk-in coronavirus (COVID-19) vaccination site Grab-a-Jab' website as appropriate and which shall be maintained in-line with current guidance.

4.4. The Provider must ensure that:

- 4.4.1. it collaborates with any national, regional and system processes in relation to vaccine stock forecasting and ordering arrangements, which will include complying with the processes and requirements set out in any relevant Standard Operating Procedures. This will include providing weekly updates on actual stock and may include, for example, providing

daily or weekly updates on actual stock use, vaccines delivered (including the brand of vaccine used), vaccine wastage and forecasted requirements;

- 4.4.2. Patients do not require an NHS number or GP registration to receive a vaccination and must not be denied vaccination on this basis;
 - 4.4.3. where the Provider signs up to use the National Booking Service it complies with the conditions of sign up;
 - 4.4.4. Patients who receive vaccinations are eligible in accordance with the JCVI cohorts and suitable clinically to receive the vaccination in accordance with law and guidance;
 - 4.4.5. it complies with all relevant clinical checklists published by the Commissioner (NHSE) (including checklists relevant to the vaccination of those under 18 years of age);
 - 4.4.6. informed Patient consent is recorded in the Point of Care System and in accordance with law and guidance;
 - 4.4.7. all staff are familiar with and have online access to the latest edition of the Green Book;
 - 4.4.8. it advises Patients where required of any current policy as recommended by the JCVI in relation to the timing or the administration of vaccinations;
 - 4.4.9. In line with General Condition 5.5, every member of Staff has received proper and sufficient training and instruction in relation to the administration of COVID-19 vaccinations to the Patient;
 - 4.4.10. vaccine wastage is kept to an absolute minimum through delivery and deployment. Wastage is reported nationally, in line with Schedule 6A; and
- 4.5. for business continuity reasons, the Provider may be required to store and/or distribute vaccine on behalf of the Commissioner (NHSE) and on instruction from the Commissioner (NHSE), using equipment provided by the Commissioner (NHSE) and on loan to the Provider (e.g. ultra low temperature freezers).

5. Site Designation

- 5.1. Providers must have nominated and have access to one or more Designated Sites from which vaccinations must be administered unless otherwise agreed in writing with the Commissioner (NHSE) and must comply with the Site Designation Process.
- 5.2. The Commissioner (NHSE) shall determine whether any proposed premises meets (and is likely to continue to meet) the requirements of the Site Designation Process while having regard to issues of Patient access, the geographical distribution of sites, the total number of Designated Sites that can be accommodated within vaccine supply arrangements and value for money.
- 5.3. The decision and sign-off that a site is ready and able to operate at the required standard, and that they can safely handle and administer specific vaccines, is the responsibility of a named Commissioner (NHSE) Regional Senior Responsible Officer (SRO)/Regional Director of Commissioning (RDC).
- 5.4. The Provider must provide assistance and information such as is required for the Commissioner (NHSE) or authorised organisations acting on their behalf to carry out their assessment of site readiness, and vaccine. This may include access to inspect the vaccination site if required. The Provider will be notified by the Commissioner (NHSE) in advance of any visit and the details of who will undertake that visit.
- 5.5. Any amendments, additions or removal of Designated Sites shall be undertaken in accordance with the Designation Process at the discretion of the Commissioner (NHSE) Regional Senior Responsible Officer (SRO)/Regional Director of Commissioning (RDC).
- 5.6. Where consent is provided to deliver vaccinations away from a Designated Site, the Provider must:
 - 5.6.1. ensure that appropriate measures are taken to ensure the integrity of the cold chain as well as meeting all other relevant standards; and
 - 5.6.2. follow Guidance published by the Commissioner (NHSE) on roving and mobile models.