

COVID-19 vaccination programme: Schedule (2A) – Detained Estates 1 September 2023 to 31 August 2024



Version 2.0, 31 January 2024

Updates to the previous version are highlighted in yellow.

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COVID-19 vaccination programme: Schedule 2(A) – Detained Estates
1 September 2023 to 31 August 2024

Service name	COVID-19 vaccination programme: 1 September 2023 to 31 August 2024							
Service specification number								
Population for Services	<p><i>The Provider is commissioned to deliver the vaccinations identified below to eligible Patients within the following populations in accordance with this Schedule 2A:</i></p> <table border="1" data-bbox="416 875 1318 1167"> <thead> <tr> <th data-bbox="416 875 975 1037">Eligible population from which Patients are to be vaccinated for COVID-19:</th> <th data-bbox="975 875 1318 1037">COVID-19 vaccination</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1037 975 1099">[Insert name of Detained Estate]</td> <td data-bbox="975 1037 1318 1099">x</td> </tr> <tr> <td data-bbox="416 1099 975 1167">[Insert name of Detained Estate]</td> <td data-bbox="975 1099 1318 1167">x</td> </tr> </tbody> </table>		Eligible population from which Patients are to be vaccinated for COVID-19:	COVID-19 vaccination	[Insert name of Detained Estate]	x	[Insert name of Detained Estate]	x
Eligible population from which Patients are to be vaccinated for COVID-19:	COVID-19 vaccination							
[Insert name of Detained Estate]	x							
[Insert name of Detained Estate]	x							
Service aims and desired outcomes	<p>The aims of this service are to:</p> <ul style="list-style-type: none"> • obtain the highest possible vaccination uptake across the Detained Estate and to administer vaccines as recommended by the JCVI and in accordance with the Green Book; • align the access to COVID-19 vaccination for people in the Detained Estate alongside people living in the community; • offering vaccination to reduce the scale and risk of outbreaks of COVID-19 in the Detained Estate; • support the continuation of flow of Service Users from and to the Detained Estate, as well as release into the general population; • support Service Users on admission during their COVID-19 vaccination treatment to receive subsequent dose(s) (as required) in the Detained Estate; and 							

	<ul style="list-style-type: none">• provide information in release planning about how Service Users can access subsequent doses using community vaccination services.
Service description and Designated Site(s) from which it will be delivered	[Detained Estate - Designated Site(s) to be added by Commissioner]

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 agreed vaccination services by the Provider in the Detained Estate. **This Service Specification shall continue to 31 August 2024 where it is part of a multi-year contract which continues to or beyond 31 August 2024 and otherwise the Commissioner and the Provider agree that this shall become a Schedule 2A Service Specification of the Particulars of the NHS Standard Contract 2024/25.** This specification is not applicable to General Practitioners or Pharmacy Contractors.
- 1.2. This Schedule is subject to amendments from time to time as the relevant vaccination programmes develop 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 a system-wide approach to service delivery. There will be key interdependencies with the vaccine supply chain, Commissioner (NHSE) regional teams, ICSs and other providers commissioned to support the 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 seasonal flu and COVID-19 campaigns, delivering the four workforce management objectives set out within the [20230308 workforce management model objectives v1.0 - COVID-19 Vaccination Programme - FutureNHS Collaboration Platform](#). The Provider shall engage with the regional vaccination leads if additional vaccination workforce is needed to deliver these arrangements.
- 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 **"DHSC"** the Department of Health and Social Care;

- 2.1.2 “**Designated Site**” the Detained Estate premises nominated by the Provider and approved by the Commissioner (NHSE) in accordance with the Designation Process as the premises from which the COVID-19 vaccination will be administered to Patients. The Designated Site(s) are set out at the start of this Schedule;
- 2.1.3 “**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;
- 2.1.4 **Immunisation against infectious disease: Green Book ("Green Book")** available at the following website as updated from time to time: <https://www.gov.uk/government/publications/influenza-the-green-book-chapter-19> for flu, and [COVID-19: the green book, chapter 14a - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-the-green-book-chapter-14a);
- 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 “**NHS Digital**” the part of NHS England which was previously the Health and Social Care Information Centre;
- 2.1.9 “**NICE**” the National Institute for Health and Care Excellence;
- 2.1.10 “**Patient**” those Service Users who are eligible to receive the COVID-19 vaccination by the Provider in accordance with paragraph 4 and who are eligible for vaccinations in accordance with the relevant JCVI cohort, the Green Book and which has been announced and authorised by the Commissioner (NHSE);
- 2.1.11 “**Point of Care System**” means the National Immunisation and Vaccination System, which is a clinical system that has been authorised by NHS Digital to record COVID-19 vaccination events, unless exceptionally agreed in writing with the Commissioner (NHSE). The vaccination event data will feed back to general practitioner systems and be used for national reporting;

- 2.1.12 "**Service User**" detainees within the Designated Site whom the Commissioner (NHSE) has responsibility and who receives Services under the NHS Standard Contract;;
- 2.1.13 "**Services**" the provision of COVID-19 vaccinations to Patients only in the populations as set out at the start of this Schedule;
- 2.1.14 "**Surge**" an operational response for the management of a rapid short-term increase in capacity for COVID-19 vaccination 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
- 2.1.15 "**UKHSA**" the UK Health Security Agency.

3. Duration

- 3.1. This Schedule shall come into force on 1 September 2023 and shall continue until 31 August 2024 unless it is terminated in accordance with paragraph 3.4.
- 3.2. The Expected Service Commencement Date for COVID-19 vaccination services under this Schedule shall be the date announced in the Programme communications for the administration of COVID-19 vaccinations.
- 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 administration of the vaccinations.
- 3.4. The Commissioner Notice Period for this service is 42 days. The Commissioner Earliest Termination Date is 13 October 2023.

4. Service Delivery Specification

- 4.1. The Provider shall only provide the Services which it is commissioned to provide in accordance with this Schedule. Nothing in this Schedule shall interfere with the obligations placed on the Provider by SC21.4 or permit the Provider to provide any other vaccination services within or outside of the Designated Site.
- 4.2. The Provider must ensure that all Patients are offered and (if that offer is accepted) provided with COVID-19 vaccination.

- 4.3. Co-administration of seasonal influenza (where applicable) and COVID-19 vaccinations must be considered in line with Designated Site clinic planning, vaccine supply and national guidance where the Provider is also commissioned to administer seasonal influenza vaccinations under a separate commissioning arrangement. The delivery of either vaccine should not be unduly delayed to facilitate co-administration.
- 4.4. The Provider must:
- 4.4.1. only vaccinate Patients included in a relevant JCVI Cohort which has been announced and authorised by the Commissioner (NHSE) as eligible for vaccination;
 - 4.4.2. comply with all relevant guidance issued by JCVI, the Commissioner (NHSE), DHSC, MHRA, NICE and/or UKHSA. In the event of a conflict between guidance issued by these organisations, the Commissioner (NHSE) shall confirm which guidance shall be adopted;
 - 4.4.3. comply with any national, regional and system processes in relation to COVID-19 vaccine (and where relevant, consumables) stock forecasting, supplying and ordering and reporting arrangements, which will include complying with the processes and requirements set out in any relevant Standard Operating Procedures (including in relation to receipt and storage of the COVID-19 vaccine);
 - 4.4.4. consider and engage, as appropriate with stakeholders including the Local Authority Public Health and ICB leads responsible for immunisations and vaccinations for the local population where the Designated Site is, the lead Provider in the community responsible for delivery of the vaccine service primary medical care providers, Local NHS Trust/Foundation Trust Providers, local pharmacy service providers, local urgent care providers and custodial teams for enablement of the service; work with custodial teams in the Designated Site to agree delivery procedures in line with national guidance and security arrangements;
 - 4.4.5. agree with custodial teams the location within the Designated Site from which the vaccination clinics will take place and vaccine storage can occur;
 - 4.4.6. prepare a clinic schedule (including in the event of a Designated Site outbreak and to accommodate reception screening) to administer

COVID-19 vaccinations in agreement with the prison operator, in line with the requirements of this specification and the vaccine characteristics and the Outbreak Control Team (as appropriate). The Provider shall ensure that schedules are prepared in line with JCVI guidance and/or any further Commissioner (NHSE) instruction in relation to vaccine delivered to the Designated Site;

- 4.4.7. use their own booking, call and recall processes for Patients, ensuring that these records are shared via any national dataflow requirements to the National Immunisation Service. All systems must be able to supply data to Service User Record and National Immunisations Record within 24 hours;
 - 4.4.8. be aware that, due to the potential movement of Service Users across Detained Estates, there may be associated challenges with ensuring completion of a primary course of COVID-19 vaccine doses. Current 'call and recall' processes may not accurately capture the vaccine status for a Service Users not currently residing in their usual place of residence (UPR) or transferring between residences part way through a vaccination schedule. Therefore, additional or augmented processes for data and information capture may be required;
 - 4.4.9. report to onward healthcare providers should a vaccination schedule be interrupted part way through, to enable appropriate scheduling to complete the course;
 - 4.4.10. use the Point of Care System for screening (including) querying eligibility, JCVI cohort, date of last relevant 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;
 - 4.4.11. record the vaccination status of new Patient admissions into the Designated Site; and
 - 4.4.12. provide details of vaccinations available in accordance with [Standard Contract 21.5](#);
- 4.5 The Provider must ensure that:
- 4.5.1 Patients do not require an NHS number to receive a vaccination and must not be denied vaccination on this basis;

- 4.5.2 Patients who receive vaccinations are suitable clinically to receive the vaccination in accordance with law and guidance;
 - 4.5.3 it complies with any relevant clinical checklists shared by the Commissioner (NHSE);
 - 4.5.4 informed Patient consent is recorded in the Point of Care System and in accordance with law and guidance;
 - 4.5.5 it advises Patients where required of any current policy as recommended by the JCVI in relation to the timing or the administration of vaccinations;
 - 4.5.6 ensure that all staff are familiar with, have online access to the latest edition of and comply with the Green Book;
 - 4.5.7 all staff have appropriate security clearance to administer vaccinations at the Designated Site;
 - 4.5.8 in line with GC5.5, that every member of Staff has received proper and sufficient training and instruction in relation to the administration of vaccination to the Patient; and
 - 4.5.9 COVID-19 vaccine wastage is kept to an absolute minimum through delivery and deployment and wastage is reported nationally, in line with Schedule 6A.
- 4.6 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).
- 4.7 The Provider must adhere to defined standards of record keeping as set out in Schedule 6A ensuring that the vaccination event is recorded on the same day that it is administered, within the Point of Care System.
- 4.8 The Provider must comply with communications and messaging aimed at targeting Patients and provided by the Commissioner (NHSE). It must use this to support communications and strategies to support the uptake of vaccinations.
- 4.9 The Provider must seek Patient consent to, or advise them about, the handling of information about them (which will include the sharing that will take place for the appropriate recording of the vaccination in their general practice record)

including advising the patient that information may be anonymised and used by the Commissioner (NHSE) (or their agents) for the purposes of service delivery, evaluation and research.

- 4.10 The Provider shall attend immunisation working groups/programme boards as may be required by the Commissioner (NHSE) and shall provide Safety and Quality of Service Performance Reports in accordance with Schedule 6A.

5. Site Designation

- 5.1. The Provider must have access to the Designated Site 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 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, including assurance of readiness to receive the 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 by the Commissioner (NHSE) on roving and mobile models.