COVID-19 Vaccination Programme
Programme: Overseas Vaccination Record Validation Service
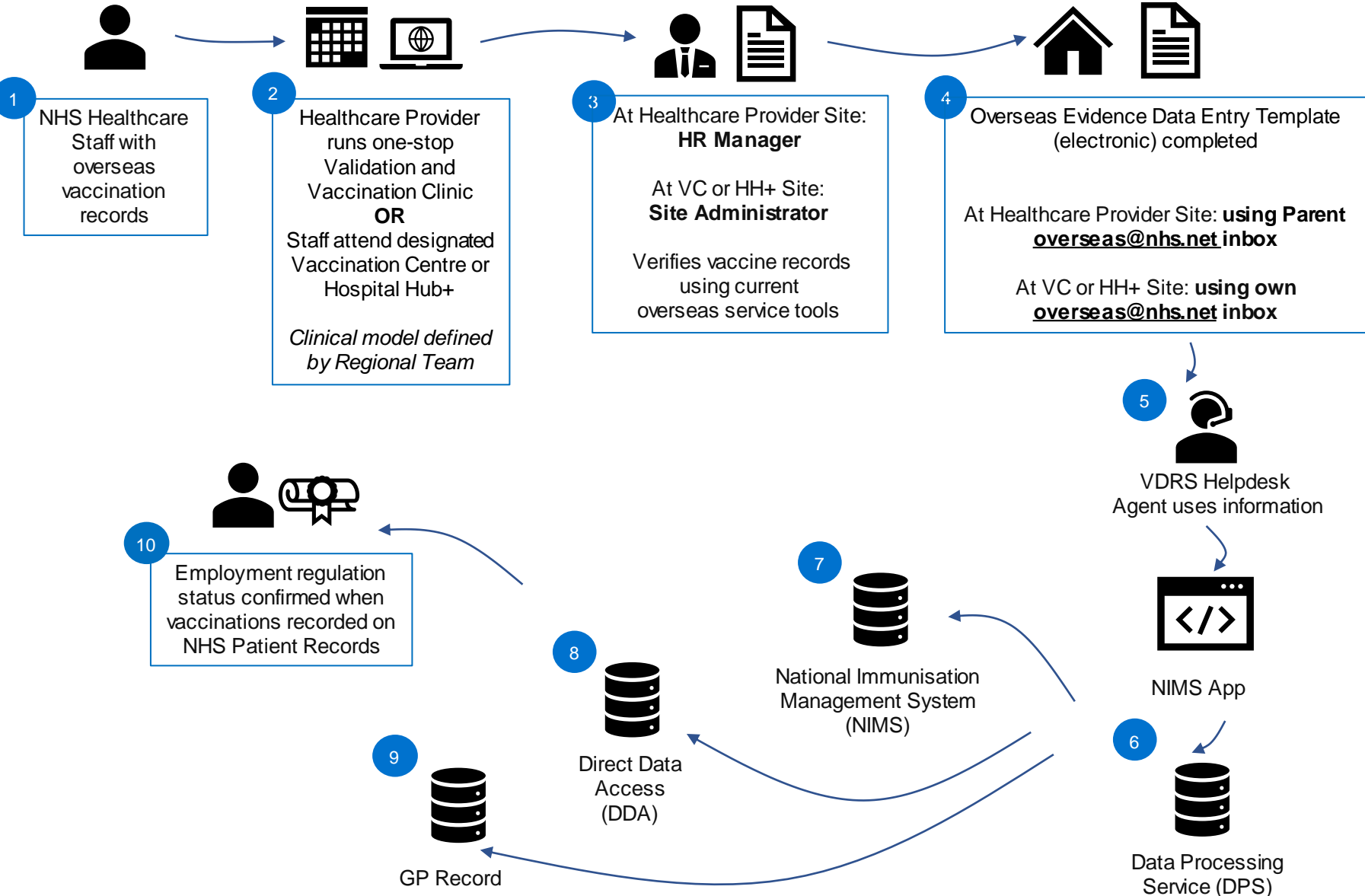
The Journey for Eligible Health Care Workers

Version: Final

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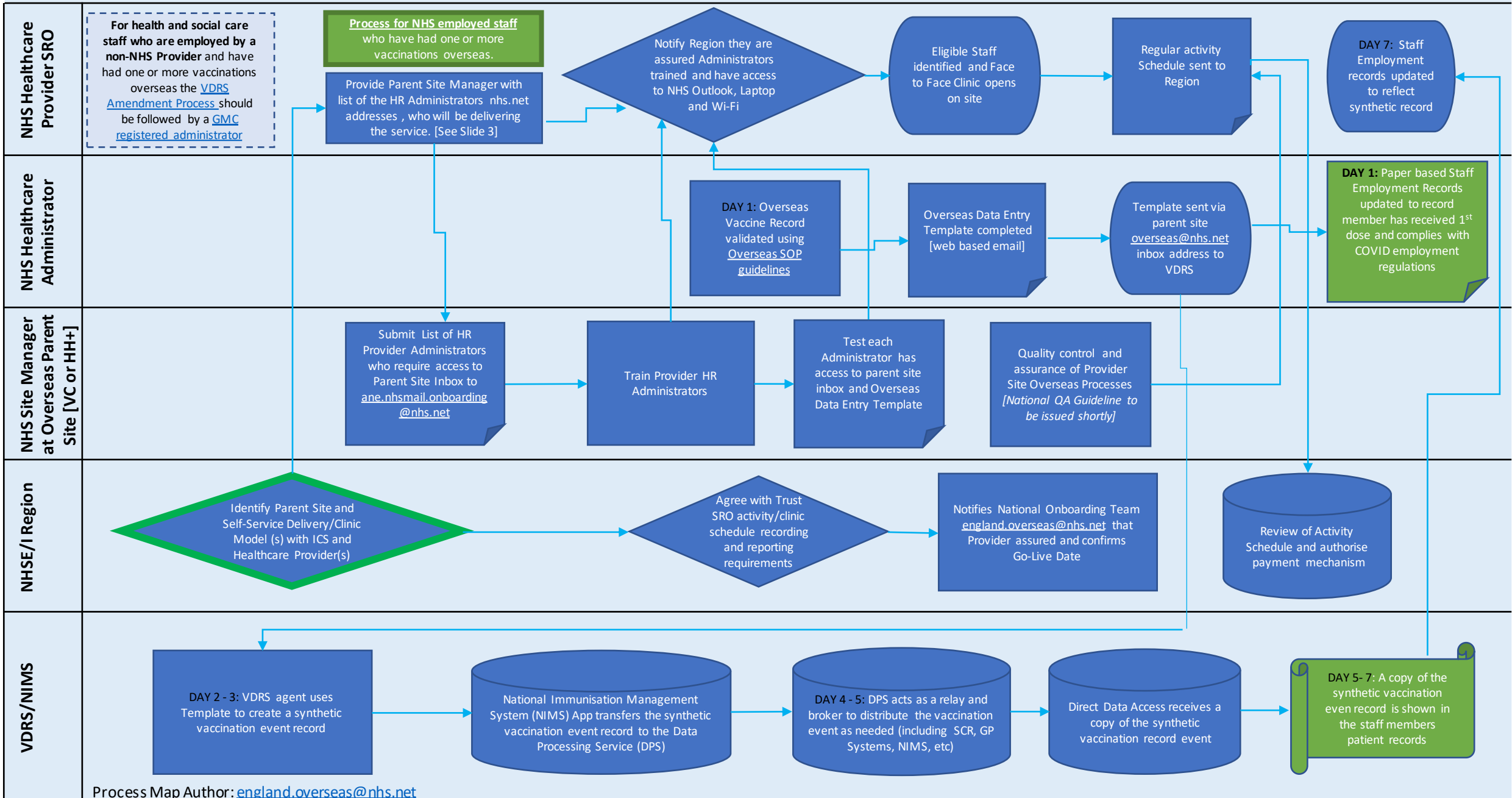
NHS England and NHS Improvement

1. Eligible Trust Health Care Workers Journey to have their overseas vaccinations and status recorded

1 NHS Healthcare Staff with overseas vaccination records

2 Healthcare Provider runs one-stop Validation and Vaccination Clinic
OR
Staff attend designated Vaccination Centre or Hospital Hub+

Clinical model defined by Regional Team

3 At Healthcare Provider Site:
HR Manager

At VC or HH+ Site:
Site Administrator

Verifies vaccine records using current overseas service tools

4 Overseas Evidence Data Entry Template (electronic) completed

At Healthcare Provider Site: **using Parent overseas@nhs.net inbox**

At VC or HH+ Site: **using own overseas@nhs.net inbox**

5 VDRS Helpdesk Agent uses information

NIMS App

6 Data Processing Service (DPS)

7 National Immunisation Management System (NIMS)

8 Direct Data Access (DDA)

9 GP Record

10 Employment regulation status confirmed when vaccinations recorded on NHS Patient Records

1. Member of eligible staff employed by an NHS Provider organisation who requires their 1st dose administered overseas, of one of the 4 approved MHRA for use in England COVID vaccines to be recorded on their employment and NHS healthcare records

2. The eligible staff are identified by the Trust/Provider as having one or more COVID-19 vaccinations overseas. HR Team book staff to attend VC or HH+ Site or Trust clinic to have their documentation reviewed

3. The HR Manager/Site Administrator reviews and verifies the individual's documentation against guidance from DHSC/PHE

4. Information is recorded in the standard Overseas Evidence Data Entry Template electronically stored in an active VC or HH+ site overseas secure trusted source inbox. The template is electronically transferred and received into the VDRS Helpdesk.

5. A VDRS agent uses the details provided by the 'trusted source' to create a synthetic vaccination event record using the NIMS App, which then transfers the synthetic vaccination event record to DPS as normal

6. DPS acts as a relay and broker to distribute the vaccination event as needed (including SCR, GP Systems, NIMS etc)

7. NIMS stores the synthetic record against the individual so that they can obtain ongoing care (e.g. 2nd dose and boosters)

8. DDA receives a copy of the synthetic vaccination event record

9. The staff members local GP Practice Record is automatically updated

10. Following creation of synthetic record the Employer tracks and updates the employee status

2. Hub and Spoke Service Model-Site Onboarding and Service Delivery Processes for Eligible Health Care Workers

NHS Healthcare Provider SRO

For health and social care staff who are employed by a non-NHS Provider and have had one or more vaccinations overseas the VDRS Amendment Process should be followed by a GMC registered administrator

Process for NHS employed staff who have had one or more vaccinations overseas.

Provide Parent Site Manager with list of the HR Administrators nhs.net addresses, who will be delivering the service. [See Slide 3]

Notify Region they are assured Administrators trained and have access to NHS Outlook, Laptop and Wi-Fi

Eligible Staff identified and Face to Face Clinic opens on site

Regular activity Schedule sent to Region

DAY 7: Staff Employment records updated to reflect synthetic record

NHS Healthcare Administrator

DAY 1: Overseas Vaccine Record validated using Overseas SOP guidelines

Overseas Data Entry Template completed [web based email]

Template sent via parent site overseas@nhs.net inbox address to VDRS

DAY 1: Paper based Staff Employment Records updated to record member has received 1st dose and complies with COVID employment regulations

NHS Site Manager at Overseas Parent Site [VC or HH+]

Submit List of HR Provider Administrators who require access to Parent Site Inbox to ane.nhsmail.onboarding@nhs.net

Train Provider HR Administrators

Test each Administrator has access to parent site inbox and Overseas Data Entry Template

Quality control and assurance of Provider Site Overseas Processes [National QA Guideline to be issued shortly]

NHSE/I Region

Identify Parent Site and Self-Service Delivery/Clinic Model (s) with ICS and Healthcare Provider(s)

Agree with Trust SRO activity/clinic schedule recording and reporting requirements

Notifies National Onboarding Team england.overseas@nhs.net that Provider assured and confirms Go-Live Date

Review of Activity Schedule and authorise payment mechanism

VDRS/NIMS

DAY 2 - 3: VDRS agent uses Template to create a synthetic vaccination event record

National Immunisation Management System (NIMS) App transfers the synthetic vaccination event record to the Data Processing Service (DPS)

DAY 4 - 5: DPS acts as a relay and broker to distribute the vaccination event as needed (including SCR, GP Systems, NIMS, etc)

Direct Data Access receives a copy of the synthetic vaccination record event

DAY 5- 7: A copy of the synthetic vaccination even record is shown in the staff members patient records

Process Map Author: england.overseas@nhs.net

3. Onboarding Template for Trusts Human Resource Managers and Administrators to have access to a secure parent site overseas inbox account

Overseas Vaccine Record Validation Service:
Onboarding Template for NHS Human Resource Administrator Access to secure Parent Site Overseas Inbox Accounts

NHS Provider Name		NHS Provider Address	
NHS Provider Senior Responsible Officer Name		NHS Provider SRO Contact Email and Telephone	
Regional Lead Name		Regional Lead Contract Email and Telephone	
Parent Site Name		Parent Site ODS Code	
Parent Site Manager Name		Parent Site Manager Contract Email and Telephone	

Administrator FirstName	Administrator LastName	PersonalMobileNumber	PersonalEmailAddress	Role Title
overseasdesk			email ID of site lead	Site Lead
John	Doe	07123 123123	john.doe@nelft.nhs.uk	**Vaccination Admin**

Next Steps
1. Five [5] Working Days prior to go-live this template must be forwarded to the Parent Site Manager who will forward to the national onboarding team. Only templates received from Parent Site Manager will be accepted by nhsmail onboarding team
2. A copy of the template should be retained securely by the NHS Provider SRO and Parent Site Manager for audit and information governance purposes
3. The national onboarding team will add the administrators to the secure overseas inbox. An email will be sent to the Administrator notifying them when they have access and instructing them to set a secure password prior to accessing the inbox where the Overseas Data Entry Templates can be retrieved and completed.
4. NHS Provider SRO and Parent Site Managers should regularly undertake audits to avoid incidents of fraudulent access and use of the overseas inbox and data

Overseas Vaccine Record Validation Service Onboarding Workshop

4. For the Self-Service Spoke Model:

Parent Site Manager to take responsibility for:

❑ Guiding and signposting Provider Administrators to the appropriate resources and tools on https://future.nhs.uk

❑ Managing and monitoring access to the parent sites secure overseas inbox

❑ Onboarding and training staff to offer the service

- General Questions and Answers on the service can be found on the FuturesNHS portal https://future.nhs.uk/ on COVID-19 Vaccination Centres Space/Assurance/Overseas page

- FuturesNHS portal https://future.nhs.uk/ contains the Standard Operating Procedures (SOP) and other useful documents see COVID-19 Vaccination Centres Space/Assurance/Overseas page

- Administrators Training Video https://future.nhs.uk/COVID19VaccinationCentres/view?objectId=120460677

- Evidence Collection and knowing how to check Passports and Vaccine Records
- https://www.gov.uk/guidance/countries-with-approved-covid-19-vaccination-programmes-and-proof-of-vaccination
- https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents

- Vaccine Naming Convention Guidelines: PHE COVID-19 vaccination guidance | PHE/DH/DWP guideline | Guidelines

- Should HR Teams receive queries about the Covid19 Pass (which is not part of this service) see: https://www.gov.uk/guidance/nhs-covid-pass

- Clinical decision making on continuing care e.g. additional doses https://www.gov.uk/government/publications/covid-19-vaccination-programme-guidance-for-healthcare-practitioners