

COVID-19 vaccination programme:

Schedule 6A – Contract Management, Reporting and Information Requirements

1 April 2025 to 31 March 2026

Version 1.0



Contents

SCHEDULE 6 – CONTRACT MANAGEMENT, REPORTING AND INFORMATION REQUIREMENTS	3
A. Reporting Requirements	3

SCHEDULE 6 – CONTRACT MANAGEMENT, REPORTING AND INFORMATION REQUIREMENTS

A. Reporting Requirements

[This Schedule (COVID-19 vaccination programme: 1 April 2025 to 31 March 2026) should be issued to Providers who participate in the COVID-19 Vaccination Site Signup Process and who are awarded a contract to administer COVID-19 vaccinations to JCVI Cohorts. It can be used in line with the Full Length and Shorter Form NHS Standard Contracts for non-Service Users (otherwise known as public cohorts)]

This Schedule 6A (Reporting Requirements) sets out the reporting framework to support the delivery of the COVID-19 Vaccination Deployment. Vaccinations administered must be in line with published JCVI advice and the UK Chief Medical Officer's recommendations.

	Reporting Period	Format of Report	Timing and Method for delivery of Report
1. Booking / outreach a) National Booking Service (NBS) The Provider will use the National Booking Service (NBS) for all non-Service User appointments for all COVID-19 vaccinations. The NBS will feed booking data into Foundry/federated data platform to support planning.	Daily as a minimum requirement.	As per NBS feed into Foundry/federated data platform.	Daily contemporaneous reporting via NBS as appropriate.
b) Walk-ins The Provider is strongly encouraged to offer vaccinations through advertised walk-in clinics or alternative arrangements to improve uptake or engagement with communities as agreed with the Commissioner.	As required by the Commissioner.	As required by the Commissioner.	Mechanism in place to advertise walk-in capacity.
2. Point of Care (PoC) Reporting Requirements The Provider must use a Commissioner authorised Point of Care system for screening, vaccination event data capture including product and batch details, recording any adverse reactions and querying eligibility, cohort, date of last COVID-19 vaccination(s) and suitable vaccine type. The Provider must adhere to defined standards of record keeping as set out in this Schedule 6A and ensure that the vaccination event is recorded on the same day that it is administered, within the Point of Care System. In exceptional circumstances, where it has not been possible to record the vaccination event on the date of the administration of the	Daily as a minimum requirement but will be subject to requirements of the Programme.	Point of Care System requirements, as appropriate system inputs.	Daily contemporaneous reporting via Point of Care System.

	Reporting Period	Format of Report	Timing and Method for delivery of Report
<p>vaccination, the Provider must record this on the Point of Care System as soon as possible afterwards.</p> <p>Where the record of the vaccination event is not created within 15 days of the vaccination being administered, the Provider shall not be eligible for the contract payments related to the delayed recording of the administration of the relevant vaccinations as set out in Schedule 3. Where contract payments are claimed and/or automatically submitted an equivalent sum to that which the Provider was not eligible shall be recoverable by the Commissioner.</p> <p>Where a record of the vaccination needs amending or has not been created on the Point of Care System, the Provider shall be responsible for undertaking the amendment or creation as soon as reasonably possible following notification that the record contains an error.</p>			
<p>3. Stock Management reporting</p> <p>The Provider will support any national, regional and system processes in relation to COVID-19 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 COVID-19 stock and may include, for example, providing daily or weekly updates on actual stock use, COVID-19 vaccines delivered (including the brand of COVID-19 vaccine used), COVID-19 vaccine wastage and forecasted requirements. The Provider will need to submit information using a specified national system. This includes the following reporting expectations:</p>	<p>Weekly stocktake of vaccines and reporting of wastage.</p> <p>Weekly as a minimum but will be subject to the requirements of the programme.</p>	<p>Foundry Stock Manager.</p> <p>Foundry Transfer App.</p> <p>(or any replacement which will be notified to the Provider)</p>	<p>Foundry Stock Manager.</p> <p>Foundry Transfer App.</p> <p>(or any replacement which will be notified to the Provider)</p>

	Reporting Period	Format of Report	Timing and Method for delivery of Report
<ul style="list-style-type: none"> Daily reporting of operational waste Timely reporting of any excess wastage Timely reporting of any mutual aid donated or received in line with the Transfer of COVID-19 vaccines between NHS vaccination sites 			
<p>4. Short Term/Temporary Site(s)</p> <p>The Provider must notify the Commissioner (by reasonable notice and in advance) that it intends to deliver a Short Term/Temporary Site for the administration of vaccinations and to improve vaccination uptake on given date(s) and/or time(s) to permit vaccination of specific Patient groups.</p>	Reasonable notice in advance and as requested by the Commissioner and throughout the duration of the Term.	As required by the Commissioner	As required by the Commissioner.