

VACCINE ORDERING AND COLD CHAIN SYSTEM



Colin Dickinson
24 November 2010

Reason

- During the HINI vaccination programme last year national awareness was raised that many PCTs were not in possession of a pharmaceutical wholesale licence. This is required to enable assured receipt and distribution of vaccine to external providers. As a result of this the Department of Health has developed an electronic ordering system for practices via the Immform website. You will have received a practice specific registration and login details for this site in the past week.
- NHS Somerset is transferring responsibility for vaccine ordering away from child health records department (CHRD) and to individual practices from 13th December. This change has been agreed with the immunisation strategy group at which primary care commissioning, the LMC and the associate director for medicines management are represented. Information about this change has also been shared with Wyvern Health.
- To reduce the possibility of practices being without vaccine whilst they adjust to the changes, NHS Somerset will continue to hold a small emergency backup stock of vaccines until 31st January 2011.

Training

To support practices in the implementation of this change three steps have been put in place.

- A self directed learning module has been prepared for your clinical staff. (this power point presentation). A link to the key document that relates to these changes is included.
- Colin Dickinson will be available by telephone to answer questions on **01823 287778**
- Working through this presentation should equip practices to deal with this change however if demand requires it, two one off workshops will be offered in Taunton and Yeovil on 27th January 2011 for practices who require further guidance. Please contact sara.hincks@somerset.nhs.uk week beginning 10th January 2011 to book a place.

Account Login Details

You will have received an email from ImmForm (Department of Health) with your Login In numbers and password, example below.

From: ImmForm@dh.gsi.gov.uk [mailto:ImmForm@dh.gsi.gov.uk]

Sent: 22 November 2010 11:05

To:

Subject: ImmForm Vaccine Supply: LOGIN DETAILS

Dear Colleague, I am pleased to inform you that your organisation is now registered on the ImmForm Vaccine Supply website. This website allows you to easily place all your routine childhood immunisation vaccines online and has several key advantages including: . Allowing orders to be created, modified and reviewed online. . Order confirmation email alerts . The ability for a user to view the history of all their previous orders. . Allowing users to place their orders in advance If another hospital or PCT places vaccine orders on behalf of your organisation, then please ignore this email as they will continue to place orders on your behalf. Please note that this website is not the same as the Movianto/Farillon website and your online orders should now be placed on this website. Please access the Vaccine Supply website using the following link: www.immform.dh.gov.uk Your login id is: ***** Your password is:***** ImmForm has recently moved to 'strong passwords' and as a result you may need to update the generated password given above. If you need to you will be prompted to do so upon logging in. A strong password is a password with 8 - 14 characters, with at least one: . UPPERCASE . Lowercase . Number . Special character (!, ", £, \$, %) etc Once you have logged in, simply click 'Vaccine Supply' from the main menu bar. You can change your password if you click on 'My Menu' on the top toolbar. Once in this section you will have the option to change your details by clicking on the 'Change My Details' option. You can amend the password and other details through this option. Please remember that ImmForm website is secure and password protected, so you need to keep your password safe and secure to prevent unauthorised access. You may start using the website to order childhood vaccines and HPV vaccine with immediate effect. Please note GP Practices are not able to H1N1 vaccine through this system - that remains the responsibility of your PCT. You are however able to view the orders placed on your behalf by your PCT for H1N1 and see the schedule dispatch date. You will also receive order confirmation emails following the placing of an order. You can also find help once you have logged in, in the FAQ section and in the Support section. Quick links to these areas are shown below: Frequently Asked Questions <http://www.vaccinesupply.dh.gov.uk/FAQ.aspx> User Guide <http://www.vaccinesupply.dh.gov.uk/UserGuide.pdf> Useful Contacts <http://www.vaccinesupply.dh.gov.uk/ContactUs.aspx> Should you have any questions using the system or have any other problems then please email our Support team on immform@dh.gsi.gov.uk Thank you. Best Regards, ImmForm Support Team

Login ID

Password

ImmForm - Windows Internet Explorer provided by NHS Somerset
http://www.immform.dh.gov.uk/SignIn.aspx

File Edit View Favorites Tools Help

ImmForm

immForm **NHS**

Welcome to the ImmForm site

Sign In:

Login

Password

[Forgotten your Password?](#)

← Practice Code/Log In

→ Password

DH Department of Health

ImmForm, Version 5.0.2326.0.929, Copyright 2010 Health Immunisation Programme

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start | Inboxes - Microsoft ... | Untitled - Messag... | Child Health - 10... | VACCINE ORDERI... | New Folder (3) | Search Results | ImmForm - Windo... | EN | 15:38



Protocol for ordering, storing and handling vaccines

Department of Health
England

Gateway number 14721

Cold Chain Protocol

- A National Vaccine Management Protocol is located on the ImmForm site under top flag 'Vaccine Supply' under Vaccine Efficiency.
- This slide show updates the protocol and gives sound advice on the storage and handling of vaccine, which includes:
 - Ordering and delivery
 - Storage
 - Maintenance of the cold chain
 - Auditing and monitoring stock
 - Incident reporting

Vaccine Supply – User Manual



Immunisation Group Web Programme

Vaccine Supply – User Manual

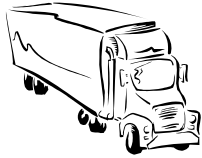
Author	Rahul Bhandary
Filename	G:\Immunisation\ImmForm\Support\Helpdesk\VaccineSupply\UserGuides\User Manual\UserManual V4.doc
Last saved on	15 September 2010
Version	4.0

ImmForm User Guide

- A comprehensive user guide is available on the ImmForm site under the top flag 'Vaccine Supply', 'Support', drop down menu 'User Guide'
 - Log In of Out of Vaccine Supply
 - Creating a New Order
 - Searching for Vaccines
 - Order Status Types
 - Amending an Order
 - Cancelling/Deleting Orders
 - Draft Orders
 - Deferring Orders
 - Contact

When to Order Vaccines

- Patient and Practitioner Services will ensure that the session list will be forwarded to you at least 10 (Ten) days in advance.
- You will need to check this list to ensure that sufficient vaccine is being held within your stocks, or order using ImmForm. The following table shows when vaccine is ordered when to expect the delivery:



When to order - times

Order by 12 o'clock on a Monday, delivered Wednesday:

- BA3, BA4, BA5, BA6, BA7, BA9, BA10, BA11 and BA16
- DT9

Order by 12 o'clock on a Tuesday, delivered Thursday:

- TA1, TA2, TA4, TA5, TA6, TA7, TA8, TA9, TA10, TA11, TA12, TA13, TA14, TA19, TA21, TA22, TA23 and TA24
- BA20, BA21 and BA22

Order by 12 o'clock on a Wednesday, delivered Friday:

- TA18 and TA20

Order by 12 o'clock on a Thursday, delivered Monday:

- BS26, BS27 and BS28

Returning session lists

- If these session lists are returned late then this could impact the next scheduled list:
 - Screening Team cannot schedule next clinic without previous list.
 - patients having short notice appointments
 - Practices may not have sufficient time to check stocks and calculate vaccine requirements
 - Practices may have insufficient time to place orders to guarantee delivery by the clinic date.
- If practices are experiencing difficulties returning previous lists, please contact the Screening Team as soon as possible.

Vaccines

- The following childhood vaccines can be ordered using your ImmForm account:
 - Primary (DTaP/Hib/IPV) - Pediacel
 - Meningitis C – Menjugate Kit or Neisvac
 - Pneumococcal – (PCV) – Prevenar13
 - Hib/Meningitis C Booster - Menitorix
 - Measles/Mumps/Rubella – MMRVaxPro or Priorix
 - School Entry Booster (dTaP/IPV or DTaP/IPV) – Repevax or Infanrix/IPV
 - School Leaver Booster (Td/IPV) – Revaxis
 - HPV – Cervarix

- The following vaccine are on the ImmForm, but cannot be ordered by GP Practices:
 - BCG – BCG SSI
 - PPD – TU10
 - PPD – TU2

Questions/Queries

- If you have any queries on the status of your order you will need to check ImmForm under 'Orders', pick the order and the status will be, either:
 - Draft – saved order but NOT submitted
 - Order being allocated order number – been submitted, waiting for distributors action
 - Open Order – waiting to be dispatched
 - Preparing for Dispatch – order being picked from warehouse
 - Order Dispatched – order complete either left the warehouse or has been delivered.
- Orders with a status of 'Order being Picked' or 'Order Dispatched' can only be viewed and can no longer be amended.

If you have any queries or questions please contact:

Colin Dickinson (Screening Team, Somerset Patient and
Practitioner Services)

By either:



Taunton (01823) 287778



colin.dickinson@somerset.nhs.uk