

Publishing approval reference: C1272

23 April 2021

To all vaccination sites

COVID-19 vaccination deployment operational rules and next steps

We wrote on 13 April [setting out the updated JCVI guidance on the use of Oxford/Astra Zeneca vaccine and the opening of cohort 10](#), starting with 45-49 year olds, subject to available residual first dose supply.

The priority for all delivery models is to ensure that there is sufficient capacity for those who need to book or re-book a 2nd dose appointment, as well as reserving sufficient supply to be able to deliver on the NHS commitment to an 'evergreen' offer of vaccination for anyone in cohorts 1-9 who has yet to come forward.

Only once delivery models, working together with their system partners, are assured of 2nd dose capacity, can any additional capacity be released for first doses for cohort 10. At no point should your released appointments exceed the total available supply at a site plus confirmed allocations.

This means that any surplus supply stock should be used in line with the following guidelines:

- Any surplus 2nd dose stock is expected to be used for 2nd doses
- Any surplus 1st dose stock can be used for 1st or 2nd doses

From Sunday (25 April) and into next week, the Government will be launching a new marketing campaign aimed at encouraging eligible cohorts to take up the offer of a COVID-19 vaccination. All sites may therefore want to consider any contingency plans they might need to put in place around additional capacity or support, in case this results in an uplift in bookings. **Vaccination should not be offered to anyone outside of eligible cohorts (currently JCVI cohorts 1-9 and 45 – 49 year olds in cohort 10).**

Actions required:

1. Vaccination services should continue to ensure that people are offered their second dose in line with the JCVI guidance on dose intervals. The Green Book advice can be found [here](#).
2. Where there are recipients in cohorts 1-9 aged 29 and under who have yet to receive a COVID-19 vaccination, and/ or who have contraindications, and/ or are pregnant, there is now a detailed process in place to enable them to access the Pfizer or Moderna vaccine. For LVS PCN sites this is either by accessing excess Pfizer supply from 2nd dose clinics or requesting additional supply. The full process can be found [here](#).

3. Systems have sufficient stock collectively in fridges to provide first dose vaccinations to everyone remaining in cohorts 1-9, or within cohort 10 and it is important that this supply is fully utilised. We will not be sending further new first dose supply out centrally in the weeks commencing 26 April and 3 May. To ensure supplies are fully utilised, vaccination services working with their system can consider mutual aid between sites within the system and across systems within a region. **Any movement must be reported and logged in a timely and accurate manner** (<https://ppds.palantirfoundry.co.uk/>).
4. All systems must continue to ensure every effort is made to improve uptake for cohorts 1-9, working together with system partners including local authorities and voluntary and community sector organisations. Systems are encouraged to refer to additional funding already made available, and practical guidance for implementing a range of interventions to ensure equitable access to COVID-19 vaccination and improve uptake. This can be found here <https://www.england.nhs.uk/coronavirus/publication/maximising-vaccine-uptake-in-underserved-communities-a-framework/>
5. As you will be aware we have a web form ([web form \[ppds.palantirfoundry.co.uk\]](https://ppds.palantirfoundry.co.uk/)) through which **all** sites need to record their stock position on a weekly basis and record any wastage. Each site **must** complete the web form on a Monday morning to reflect stock held at close of day on the Sunday preceding and recording wastage during the previous 7 days. Thank you to all who do this. For those sites who do not complete this form on a weekly basis **please be aware that it could potentially impact future allocations.**

Thank you for your continued leadership over the coming weeks, and throughout this vital programme.

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