

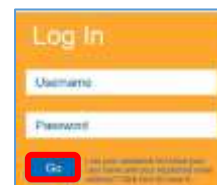
Pinnacle/PharmOutcomes - COVID Vaccinator User Guide

This guide will aid staff in using Pinnacle/PharmOutcomes to enter COVID Vaccinations. Users will be able to access the system to Search, enter COVID vaccination information and if necessary, add a patient adverse reaction.

REGISTERING AND LOG IN

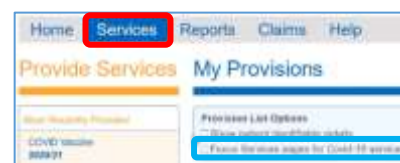
Staff should receive log on details via email. If you have not received these, speak to your local site administrator.

Navigate to the webpage <https://outcomes4health.org/o4h/>, enter the username and password provided. Select **Go** to log in.



Once you are logged in, select the **Services tab**.

Ensure you have **Focus Services Pages for COVID-19 Services** ticked as this will make your view of information clearer.



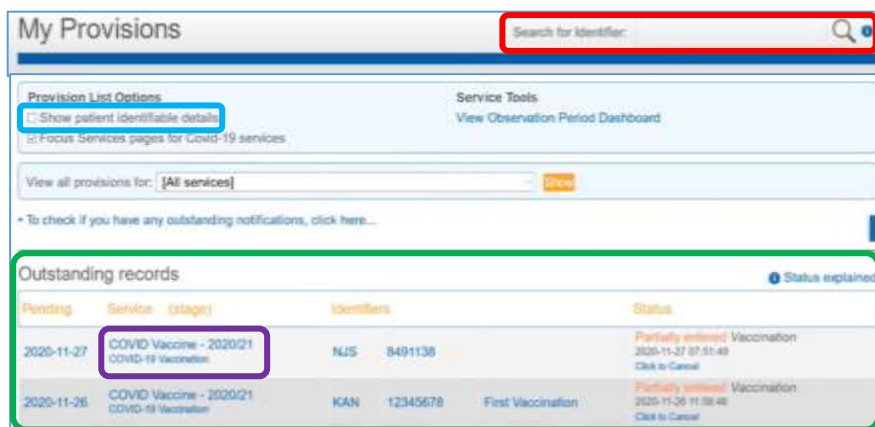
SEARCHING PATIENTS (SEE PINNACLE GUIDE 3 IF PATIENT HASN'T BEEN PRE-SCREENED)

If the pre-screening has been completed and the record partially saved, it will sit on a list of **outstanding records**.

The list will not show patient identifiable details automatically, but you can turn this on using the **tick box** at the top.

If the list of records is long you can **search for the patient** in the top right corner.

Click on the **vaccination record** to enter the remaining information.



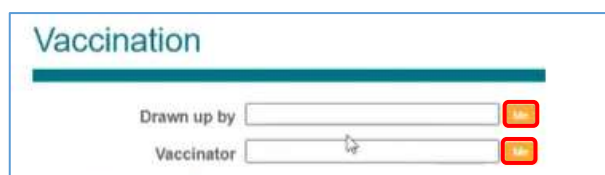
ADDING A COVID VACCINATION

The record will open at the top of the form. To navigate to the Vaccination section to enter the information, click the **V** at the top of the screen. This will be highlighted in purple to show that it is where the previous data entry finished.



When entering who has drawn up the vaccination and who has administered, you can use the **Me** button next to it if it was you.

If you are entering the information on behalf of someone else, you can manually enter and select the name. These staff will need to be set up in the background so that you can pick them from the drop down list.



There should be batches set up in the system, this will allow you to choose one of these as the batch you are administering. To do this select **Copy**.



Vaccine Batch selection
Batches are managed by local administrators, not the Outcomes4Health team.

<input checked="" type="radio"/>	COVID-19 mRNA Vaccine BNT162b2 30micrograms/0.3ml dose conc. Batch Madcy-upcy-2	Low By 12-Dec-2020	Expiry 31-Dec-2020
<input type="radio"/>	COVID-19 mRNA Vaccine BNT162b2 30micrograms/0.3ml dose conc. Batch BN9875799	Low By 13-Dec-2020	Expiry 31-Aug-2021

If this isn't available you can enter this information manually.

Select the radio dot next to the appropriate **vaccine type** and fill in the expiry and batch number.



Vaccine Type

Covaxgenase 30micrograms/0.3ml dose concentration for suspension for injection multidose vials
(Secretary of State for Health) 6 dose

Takeda 0.5ml dose solution for injection multidose vials
(Secretary of State for Health) 10 dose

Takeda 0.5ml dose solution for injection multidose vials
(Secretary of State for Health) 6 dose

Manufacturer Expiry: 30-Nov-2021
Batch number: 51119
Use by date: []

The **use by date** for a Pfizer vaccination will be the defrosted use by date. (Check with site manager how long this should be)

Select the **Injection site**. An error will appear if you select a site that is not appropriate.



Injection site

Left deltoid

Right deltoid

Left thigh

Right thigh

Intramuscular will be the only option for the **vaccination route**.

When entering the time of vaccination you can use the **Select Current Time** button. If you are entering this information after the event please select the appropriate time manually.

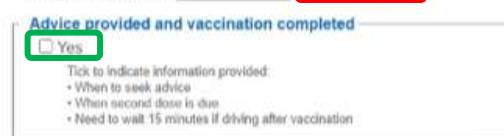


Vaccination route

Intramuscular

Time of vaccination: [] **Select Current Time**

When you have entered all of the information ensure you **tick** that this has been completed.



Advice provided and vaccination completed

Yes

Tick to indicate information provided:

- When to seek advice
- When second dose is due
- Need to wait 15 minutes if driving after vaccination

There is a section for you to write notes or advice at the bottom.

Do not enter any patient identifiable information in the notes as this will be visible on reports.

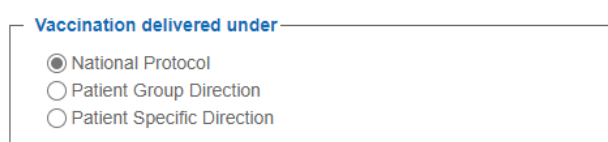


Clinical Notes and Advice

[]

DO NOT INCLUDE patient data and do not use the characters < or > in your text.

IMPORTANT Select what the vaccination is being delivered under



Vaccination delivered under

National Protocol

Patient Group Direction

Patient Specific Direction

To finish the form select Save at the bottom of the screen.

Once you have saved the record you will get a notification to say that the GP notification is queued to send.



You will go back to the Service screen once you have selected save. **IMPORTANT** ensure that you check the **outstanding records list** for your patient's name. It should no longer be there. If their name is still on the list open the record and proceed to correct any errors, before saving again.

ADDING AN ADVERSE REACTION

Adverse reactions should be recorded by a clinician and can only be done after the vaccination has been entered.

Search for the patient record using the search box in the top right corner using their name or NHS number.



Search for identifier: []

Open the record by clicking on the **patient information**.

Navigate to the correct part of the form using the **R button** to the right of the screen.

Date	Service	Integr	Identifiers	User	Status
2020-11-27	COVID Vaccine		+ 00000000000000000000 00000000000000000000 00000000000000000000	INSTR	Final Vaccination - Main (CPUO) Active (Data/View)

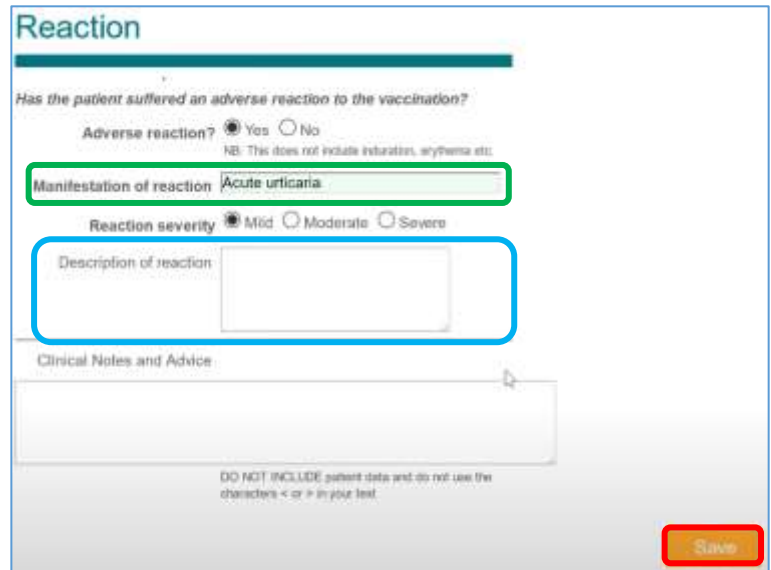


When you select yes in the **adverse reaction** section, the form will appear for you to add more information.

The **Manifestation of reaction** section will be coded information. As you start typing, a drop-down list will show for you to select the correct reaction.

The **Description of reaction** text you enter will populate the message that is sent through to the GP record.

When you have finished select **Save**.



Reaction

Has the patient suffered an adverse reaction to the vaccination?

Adverse reaction? Yes No
NB: This does not include idiosyncratic symptoms etc.

Manifestation of reaction: Acute urticaria

Reaction severity: Mild Moderate Severe

Description of reaction

Clinical Notes and Advice

DO NOT INCLUDE patient data and do not use the characters < or > in your text.

Save