

# Guide for Users of RIVIAM's Digital Immunisations Service

How to: Use the Immunisations Spreadsheet

24<sup>th</sup> August 2021 v0.1



## 1 Introduction

This guide will take you through using the immunisations clinic spreadsheet, so you will know how to:

- Download a clinic spreadsheet
- Update a clinic spreadsheet with outcomes
- Upload a clinic spreadsheet back to RIVIAM

This guide is essential reading for Nurses using the immunisations clinic spreadsheet to update outcomes from clinics and upload back to RIVIAM and TPP.

For the best experience using the RIVIAM Digital Care platform, please use the latest versions of Chrome, Edge, Safari or Firefox.



### 2 Step 1: Download a Clinic spreadsheet

You can download the clinic spreadsheet for each school. This is done by clicking on the 'Download clinic spreadsheet' button on the homepage for a given school/clinic, in the **Immunisations dashboard**.

Sirona care & health	Home	Patients	Referrals	Immunisations			NHS Confidential patient information Logged in as Dave Parsons Sirona Immunisation Services
A Dashboard ≡	cov	/ID-19 Imm	unisation 2021	/22 / Concord Med	dical Centre		
Spreadsheets uploads	Home	₽ Con	nsents received	E School downloa	ads	Mobile	e clinics KeConsent settings KCSchool reporting
Schools file uploads	Cons	sents receiv	ved		Download School List 🛓		Immunisation Management
COVID-19 Immunisation 2021/22	s	ihow 🔽 e	entries		Search:		End date for the current session
Soncord Medical Centre	с	consent type	Last name	First name yea	nool 👻	÷	Current end date is dd/mm/yyyy
		Primary	24AugTestC1	24AugTestC1	COVID - Demographic check required		Update closing date Generate Clinic Spreadsheet
	1.1	Primary	24AugTestC2	24AugTestC2	COVID - Clinical triage of consents		To generate a clinic spreadsheet please click the button. There will be a delay whilst RIVIAM generates the spreadsheet and it is downloaded into the browser.
		Duplicate	24AugTestC2	24AugTestC2	COVID - Clinical triage of consents		Download clinic spreadsheet 🛃
	1.1	Primary	24AugTestC2	24AugTestC2	COVID - Demographic check required		The following list is of clinic downloads for the school: Show entries
	1.1	Primary	24AugTestC61	24AugTestC61	COVID - Demographic check required		Date Vear Uploaded group(s) Status Progress Excel
	•	Primary	24AugTestC63	24AugTestC63	COVID - Demographic check required		2021-08-25 Completed 100% ▲ 15:56:17 Completed 100% ▲ 2021-08-20 Completed 100% ★
V RIVIAM	•	Primary	24AugTestC63v2	24AugTestC63v2	COVID - Demographic check required		12:53:34         Showing 1 to 2 of 2 entries         Previous         1         Next
© 2013-2021. v.0.14		Primary	24AugTestC64	24AugTestC64	COVID - Demographic		Voload Clinic Spreadsheet

Figure 1 - RIVIAM Spreadsheet download menu

When the spreadsheet has been processed and is ready to download, it will appear in the list of files with a Status of Completed and Progress as 100%. You can then click on the download icon to download the spreadsheet for the clinic.



### 3 Step 2: Update a clinic spreadsheet with outcomes

Following a clinic, you need to update the spreadsheet by completing all the fields with a Red heading.

For the clinic, you should complete the following fields:

- Nurse Name
- Date
- Batch #
- Expiry Date

For each child, the following fields should be completed:

- Batch number
- Site of IM Injection (L/R arm)
- Time given
- Vaccination given?
- Read code (if vaccination not given, need to supply reason why not)

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Figure 2 - RIVIAM Clinic Spreadsheet



### 4 Step 3: Upload a clinic spreadsheet back to RIVIAM

You can then upload the clinic spreadsheet back to RIVIAM. To do this you should click on the box underneath 'Upload Clinic Spreadsheet' (in the homepage for each clinic in Immunisations dashboard, directly underneath where you downloaded the clinic spreadsheets for that location) and the File finder will appear.

#### Upload Clinic Spreadsheet

Upload a clinic spreadsheet for St Mary's Catholic Primary School

Click here or Drop files for upload

#### Clinic upload status monitor:

The following list is of clinic uploads for the school:

Show 10 \$ entries

Date Uploaded 🗘	Clinician 🎈	Status	Errors	Total	Doc 👻
2019-10-04 12:42:36	Nurse Nora	Completed	0	1	Ŧ
2019-10-03 10:29:59	Christine	Completed	0	1	Ŧ
2019-10-02 14:52:50	Christine	Completed	0	0	Ŧ
2019-10-02 14:49:44	Christine	Completed	0	1	Ŧ
Showing 1 to 4 of 4	entries		Previous	1	Next

#### Figure 3 - RIVIAM Spreadsheet upload menu

You will see the file is Uploading and the Status shows 'Uploading'. When it is finished, you will see the Status has changed to Completed.



### Upload Clinic Spreadsheet

Upload a clinic spreadsheet for St Mary's Catholic Primary School



#### Clinic upload status monitor:

The following list is of clinic uploads for the school:

Show 10 \$ entries

Date Uploaded 👻	Clinician	Status 🗘	Errors 🗘	Total	Doc 👻
2019-10-09 10:24:14	Christine	Uploading	0	0	Ŧ
2019-10-04 12:42:36	Nurse Nora	Completed	0	1	Ŧ

Figure 4 - RIVIAM Spreadsheet upload status

Each child in the school will also have their patient record timeline updated to show that they have been immunised. This is the same for all immunisation types (Flu, HPV, Mem ACY & Covid)



NHS number 2019100901	Patient name Penny Pocket Date of birth 06-06-2009 (10 years 4 months)		Address Pendean Cottage - ,Weston, BA1 9AA	
Referral type	: Consent			
Green This	s referral is 0 days 1 hours old			
Working days 0 days 0 hours	Working days 0 days 0 hours	Working days 0 days 0 hours	Working 0 days 1	
0 days 0 hours 0 days 0 hrs	0 days 0 hours	0 days 0 hours 0 days 0 hrs	0 days 1 0 days	hours 1 hrs
0 days 0 hours 0 days 0 hrs Flu - C	0 days 0 hours 0 days 0 hrs Silinical triage of consents	0 days 0 hours 0 days 0 hrs Ready Fil	0 days 1	hours
0 days 0 hours 0 days 0 hrs Flu - C	0 days 0 hours 0 days 0 hrs Silinical triage of consents	0 days 0 hours 0 days 0 hrs Ready Fil	0 days 1 <i>0 days</i> u - Vaccination given	hours 1 hrs Now
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0 days 0 hours <i>0 days 0 hrs</i> Flu - C 47:00	0 days 0 hours 0 days 0 hrs elinical triage of consents 09-10-2019 10:47:26 09-10-201	0 days 0 hours 0 days 0 hrs Ready 9 11:18:16	0 days 1 <i>0 days</i> u - Vaccination given	hours 1 hrs Now 09-10-2019 12:37:15 Guidance
0 days 0 hours 0 days 0 hrs Flu - C	0 days 0 hours 0 days 0 hrs Silnical triage of consents 09-10-2019 10:47:26 Created by: Christine Targett	0 days 0 hours 0 days 0 hrs Ready 9 11:18:16	0 days 1 <i>0 days</i> u - Vaccination given	hours 1 hrs Now 09-10-2019 12:37:15 Guidance

Figure 5 - RIVIAM Patient record updated



### 5 You've completed the *How To: Use the Spreadsheet* Guide

Congratulations, you have completed the how to guide on Using the Spreadsheet on the RIVIAM Digital Care platform