



Guide for Users of RIVIAM's Digital Immunisations Service

How to: Use the Immunisations Spreadsheet

24th 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**.

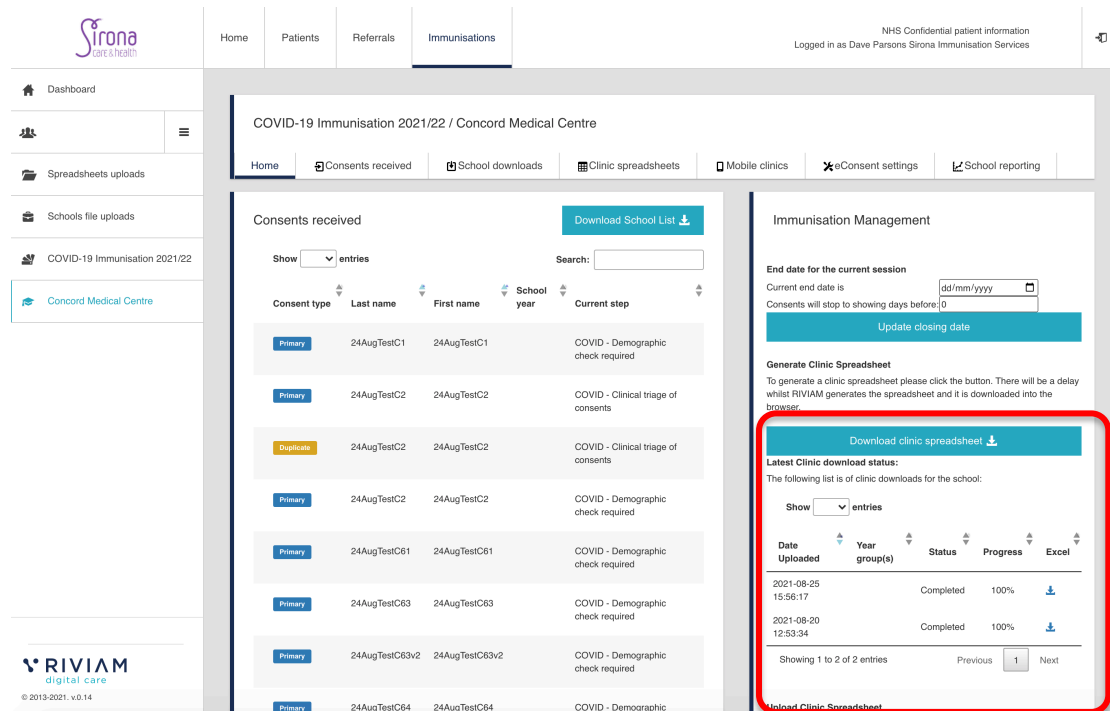


Figure 1 - RIVIAM Spreadsheet download menu

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

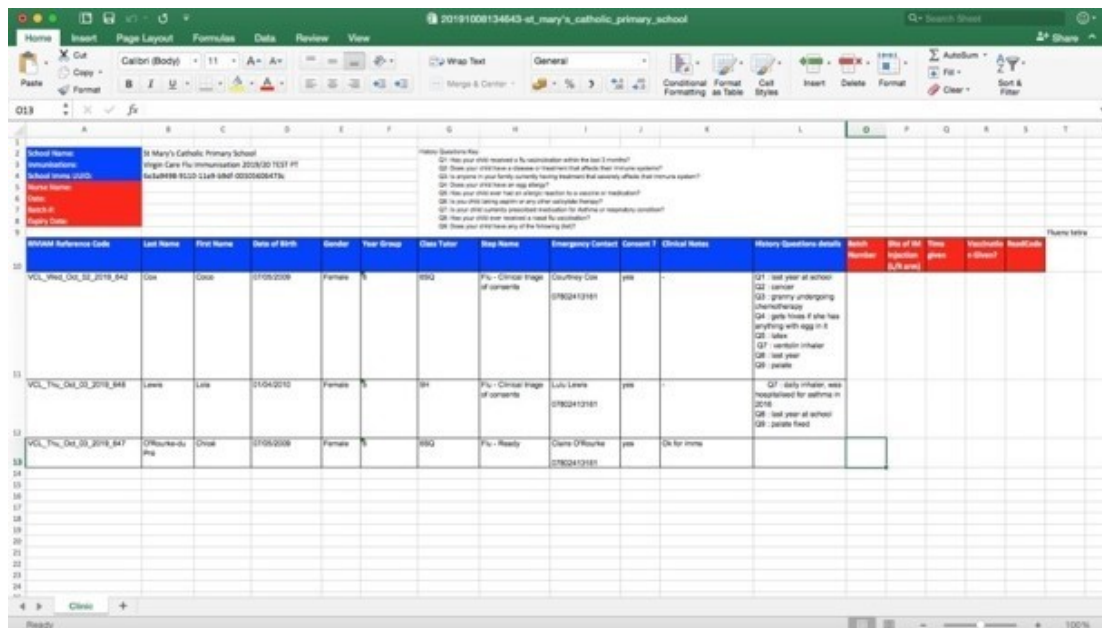
Following a clinic, you need to update the spreadsheet by completing all the fields with a Red heading.

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)



Unvax Reference Code	Last Name	First Name	Date of Birth	Gender	Year Group	Class Tutor	Religion	Emergency Contact	Consent 1	Clinical Notes	History Questions Answer	Batch Number	Site of IM Injection (L/R arm)	Time given	Vaccination given?	Read Code	Read Code
VCL_Phd_Ox_01_2019_842	Uite	Loise	01/04/2008	Female	5	SGU	Flu - Clinical bridge of consent	Courtney Lutz 07802412181	yes	-	Q1 - last year at school Q2 - cancer Q3 - grumpy undergoing chemotherapy Q4 - gets loose if she has anything with egg in it Q5 - none Q6 - certain inhaler Q7 - last year Q8 - parasite						
VCL_Phd_Ox_01_2019_846	Lewis	Lois	01/04/2010	Female	5	5H	Flu - Clinical bridge of consent	Lulu Lewis 07802412181	yes	-	Q7 - daily inhaler was hospitalised for asthma in 2016 Q8 - last year at school Q9 - parasite feed						
VCL_Phd_Ox_01_2019_847	O'Rourke-du	Orna	07/04/2008	Female	5	5SG	Flu - Ready	Clara O'Rourke 07802412181	yes	OK for immun							

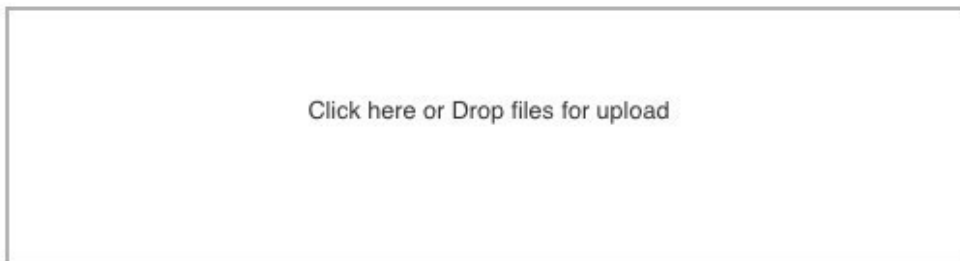
Figure 2 - RIVIAM Clinic Spreadsheet

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



Clinic upload status monitor:

The following list is of clinic uploads for the school:

Show entries

Date Uploaded	Clinician	Status	Errors	Total	Doc
2019-10-04 12:42:36	Nurse Nora	Completed	0	1	
2019-10-03 10:29:59	Christine	Completed	0	1	
2019-10-02 14:52:50	Christine	Completed	0	0	
2019-10-02 14:49:44	Christine	Completed	0	1	

Showing 1 to 4 of 4 entries

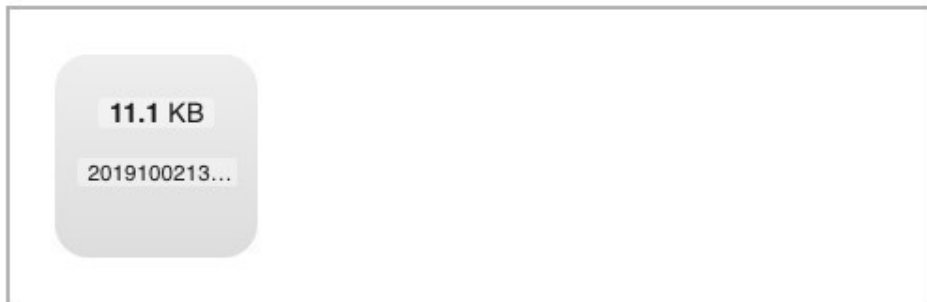
Previous Next

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 entries

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

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 referral is 0 days 1 hours old

Working days
0 days 0 hours

0 days 0 hrs

Working days
0 days 0 hours

0 days 0 hrs

Working days
0 days 0 hours

0 days 0 hrs

Working days
0 days 1 hours

0 days 1 hrs

ed
0:47:00

Flu - Clinical triage of consents
09-10-2019 10:47:26

Flu - Ready
09-10-2019 11:18:16

Flu - Vaccination given
09-10-2019 11:18:16

Now
09-10-2019 12:37:15

Guidance

09-10-2019
11:18:16

Created by: Christine Targett
 Vaccination Given box was set to yes for Flu

^

09-10-2019
11:18:16

Created by: Christine Targett
 Vaccination processing completed successfully: Flu

^

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