

# Guide for Users of RIVIAM's Digital Immunisations Service

How to: Navigate Child Records

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



## 1 Introduction

This guide explains how to Navigate Child Immunisation Records within the RIVIAM Digital Care platform. It introduces the main areas that can be used to identify child records – either using the immunisations dashboard and selecting the school, or alternatively, using the referrals or patient dashboard.

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



### 2 Using the Immunisations Dashboard

The immunisations dashboard provides a summary of all open immunisation programmes and provides a way to navigate to new functionality of schools and clinic schedules.

The dashboard shows, for each programme, the total number of consents received and a small graph of activity over the last 100 days. This is grouped by the type of immunisation programme (e.g. Flu, HPV, DTP or Covid) and year (e.g. 2020, 2021).



Figure 1 - RIVIAM Immunisations Dashboard

#### 2.1 Immunisations school list

From the immunisations dashboard, the user is able to drill down into more detail. If they click on a specific programme they can see a list of schools that are included within the immunisation programme and the number of digital responses by school.



١	digital care	1	Home	Patients	Referrals	Immunisations			NHS Confidential patient information Logged in as Kate Malinowski Virgin Care Immunisations Test	Ð
Ħ	Dashboard									
忠		=	S. 20	AINT Diphther 019/20	ria/Tetanus/F	Polio (DTP) and	Meningitis ACWY Vacci	nation		
7	Spreadsheets uploads		i-							
ŝ	Schools file uploads		In	nmunisation se	chool list				Key data:	
-	SAINT Diphtheria/Tetanus/P (DTP) and Meningitis ACWY	olio	Sh	now 10 ¢ entries				Search:		
=	Schedule clinics		Sc	thool name	Postcod	e 🍦 Consents 🗍 %	returned Hub	School upload link	Page generated: 2nd December 2019 17:05	
-	Decele		Ja Ac	mes Street West ademy	None	18	Bath and North Eas Somerset	t <i>8</i>		
1	reopie		На	ayesdown First Scho	ool BA11 2B	N 64	Wiltshire North	8		
			Sho	wing 1 to 2 of 2 entr	ies			Previous 1 Next		
			Ľ							
v										

Figure 2 - RIVIAM Immunisations School List

When a user is working in the school list view, they can click a link to complete an eConsent form on behalf of a parent. RIVIAM will know that this has been completed by the user because the form has been triggered from within the system.

1	BIVIAM	Home	Patients	Referrals	Immun	isations					
↑ 歩	Dashboard	s	AINT Diphthe	eria/Tetanus	s/Polio (D1	°P) and N	/leningitis AC	WY Vaccination 2019/20			
<b>1</b>	Spreadsheets uploads Schools file uploads	In	nmunisation	school list				s	earch:		
2	SAINT Diphtheria/Tetanus/Polio (DTP) and Meningitis ACWY Vaccination 2019/20	Se	chool name	¢	Postcode 🖕	Consents	$\frac{4}{7}$ % returned	Hub	÷ School	upload link	Links
=	Schedule clinics	Ja	mes Street West	Academy	None	18		Bath and North East Somerset	8		eConsent form
Ŧ	People	н	ayesdown First Sc	hool	BA11 2BN	64		Wiltshire North	8	_	
		Sho	wing 1 to 2 of 2 er	ntries					Previous	1 Noxt	

Figure 3 - RIVIAM eConsent Form Link

#### 2.2 Individual school view

When the user clicks on a school name, they will see a list of digital consents received for that school. In the school view, a user can search by child, school or hub and sort the list of consents by surname, first name or current step



			Filter and	r by name current step		
S RIVI digital ca	ΛM are	Home Patients	Referrals Immun	isations		
A Dashboard		SAINT Diphther	ia/Tetanus/Polio (DT	P) and Meningitis ACWY Vaccination 2	2019/20 / James Sti	
惠	=					
Spreadsheets uploa	ads	Consents receiv	red	Download	f School List 🛓	Search by
Schools file uploads	5	Family Name	🗍 🍦 Firstname	Current step	÷	school or hub
SAINT Diphtheria/Te (DTP) and Meningiti Vaccination 2019/20	etanus/Polio is ACWY 0	Tunnell	Reuben	Vaccination processed successfully		
James Street West	Academy	Targett	Paul	TPP vaccination update failed		
Schedule clinics		Targett	Paul	TPP vaccination update failed		
L People		Test	Paul	TPP vaccination update failed		
			р	Processing vaccination		
			р	Processing vaccination		
		Kelly	Kitty	Clinical triage of consents		
		м	k	Parent declined consent		
		Shiu	Jing	Vaccination processed successfully		
		Sadique	Jed	Vaccination processed successfully		
		Showing 1 to 10 of	21 entries	Previous 1 2	3 Next	

Figure 4 - RIVIAM Individual School View

If they click on an individual child record they will then see the record for that patient.

Home	Patients	Referrals	Immunisations						Logged in	NHS Confidential patient information as Dave Parsons Sirona Immunisation Services	Ð
NI -	TS number	Patient nan Epsilon Or Date of birti 09-01-2008	ne nega h t (13 years 7 months)		Addess 87 Pann Hill Road, , , , , Bath, Somerset Bahl, Somerset Bahl SRT	F	eferral reference: eferral received date: ate made by :	HT_C_Thu_Aug_2 26- 28-	6_2021_69877 08-2021 10:30 08-2021 10:30		
R	eferral type: Green This I	Consent referral is 0 c	days 0 hours old		Primary		Actions Change Service Line <sup>*</sup> Please assign a ser	? vice line	<b>a</b> \$		
<		Working days 0 days 0 hours 0 days 0 hours	s COVID-19	Working days days 13 hours			Referral Priority Please select a refe	rral priority Record an event	÷		
	Received 28-08-2021 10:30	:00	- Demographic check re 28-08-2021 10:30:55	quired Nov 27-08-2021	14:46:56	-	*	Progress to next step Reassign pathway			
C	OVID - Dem	ographic che	eck required		Show All Timeline		Immunisations S	Summary			
26-08-3 10:30:50	2021	Immunisati Created by: RI	on event IVIAM Patient Node			¥	COVID-19 Immunisation School: Concord Medical Centre	on 2021/22			
26-08-3 10:30:50	2021	Immunisatio Created by: RI	on event WIAM Patient Node			*	Duplicates: No duplicates found				

Figure 5 - RIVIAM Individual referral record



## 3 Using the Referral dashboard

Individual children can be found with the Referral dashboard using the reference number the parent would have received after completing their eConsent form.

	Home	Patients	Referrals	Immunisations						Logi	N jed in as Dave Pari	HS Confidenti sons Sirona In	al patient information imunisation Services	1	-0
Pathway Dashboards     Referral Dashboards	P	athway Ce	thway Centre						Sear HT_	ch by name, refen C_Thu_Aug_26	al or NHS numbers _2021_69877			٩	
	f	Referrals from	; from 01/08/2021 to 31/08/2021										]		
		Toda	Ŋ	This week	(	This m	nonth	From:	dd/mm/yyyy	To:	dd/mm/yyyy		C Refre	sh	
		24											• • •	= + 6 /	
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	Numbe	٥	10	15		11								22	
		0 17 Aug 2021	18 Aug 20	21 19 Aug 21	021	20 Aug 2021	21 Aug 2021 Mc	22 Au onths and days	g 2021	23 Aug 2021	24 Aug 20	21	25 Aug 2021		
	-	In	nmunisations C	OVID-19		Immunis	ations DTP a	ind Men ACW	Y	Immun	sations FLU				
			0 0 Red Amb	51 or Green	0 Today	0 Rød	0 Amber	0 Green	0 Today	0 Red	0 Amber	31 Green	0 Today		
		In	nmunisations H	PV											
Cigital care			0 0 Red Amb	0 er Green	0 Today										

Figure 6 - RIVIAM Referrals dashboard

Once the reference number has been entered, the referral record for that patient will show up as below.

Home	Patients	Referrals	Immunisations				Logged in as	NHS Confidential patient information Dave Parsons Sirona Immunisation Services	Ð
Ľ N	<b>VHS</b> HS number	Patient nam Epsilon On Date of birti 09-01-2008	ie nega 1 (13 years 7 months)	Address 87 Penn Hill Road, , , , , - Bath, Somerset BAth SHT	Bath, Somerset	Referral reference: Referral received date: Date made by :	HT_C_Thu_Aug_26_2021_69877 26-06-2021 10:30 26-06-2021 10:30	Users can lock referrals to their work list	
F	eferral type:	Consent			Primary	Actions Change Service Line	7	Change referral priority	
Ľ	Green This	veferral is 0 d Immu Working days 0 days 0 hours	lays 0 hours old	Wasing days J days 13 hours		Please assign a ser Referral Priority Please select a refe	vice line	Record events against a step e.g. call a referrer	
	Received 26-08-2021 10:30	0 days 0 hrs covid	- Demographic check re 26-08-2021 10:30:55	1 days 4 hrs squired Now 27-08-2021 14:46:56		+	Progress to next step	Move on to the next step	t
c	:OVID - Dem	ographic che	ck required		Show All Timeline	Immunisations	Summary	Reassign pathway	
26-08- 10:30:5	2021	Immunisatio Created by: Rf	on event VIAM Patient Node		•	Immunisation title: COVID-19 Immunisati School: Concord Medical Cent	on 2021/22		
26-08- 10:30:5	2021	Immunisatio Created by: RI	on event VIAM Patient Node		~	Duplicates: No duplicates found			

Figure 7 - RIVIAM Individual referral record



On this page you can see the consent step for that child in the timeline e.g. 'Demographic check required'.

There are a number of actions the user can undertake here including: exploring referral information (from the eConsent form), locking the referral, changing priority, recording an event, moving to the next step or re-assigning the pathway.



## 4 Using the Patients dashboard

Individual children can be found with the Patients dashboard using name and NHS number.

Home	Patients	Referrals	Immunisations			Ni Logged in as Dave Pare	IS Confidential patient information ons Sirona Immunisation Service:	n s	Ð
Р	Patient finder								
Firs Ep	it name silon			Surname Omega		NHS number e.g. 9876543210	Q Search patients		
Y	our recently	selected pati	ents		Ι	Your most accessed patients			
Y	ou haven't selected	l any records rece	ntly. Find a patient abo	ive to get started.		Daniel Bucket		View patient	
						Daniel Bucket		View patient	
						Elisa Bucket		View patient	
						Jolyon Bucket		View patient	
						ldris Bucket		View patient	
						Harry Bucket		View patient	
						test test		View patient	
						Charlie Bucket		View patient	
						Elisa Bucket		View patient	
						George Bucket		View patient	

Figure 8 - RIVIAM Patients dashboard

Once the relevant data has been entered, the search will return all relevant records

	Home	Patients	Referrals	Immunisations					Logged	NH in as Dave Parso	S Confidential patie ns Sirona Immunise	nt information ation Services
	Pati	ient finder										
	First na Epsilor	ame in			Surname Omega			NHS number e.g. 9876543210			Q. Search patients	
Search results for 'Epsilon Omega'												
	Surna	ame F	first name	Identifier		D	оB	Age	Sex	Postcode	Warnings	
	Omeg	ga E	ipsilon	2915880b-4b6c-4dd0	8723-294081ea76c1	20	008-01-09	13 years, 7 months	Unknown	BA1 3RT		Select patient

Figure 9 - RIVIAM Patients search results

Clicking on the relevant record brings up the referral record for that child.





Figure 10 - RIVIAM Individual referral record

On this page you can see the consent step for that child in the timeline e.g. 'Demographic check required'.

There are a number of actions the user can undertake here including: exploring referral information (from the eConsent form), locking the referral, changing priority, recording an event, moving to the next step or re-assigning the pathway.



### 5 You've completed the *How To: Navigate Child Records* Guide

Congratulations, you have completed the how to guide on navigating child records on the RIVIAM Digital Care platform