



Guide for Users of RIVIAM's Digital Immunisations Service

How to: Setup a Clinic

17th August 2021

v0.1

1 Introduction

This guide explains how to schedule clinics on the RIVIAM Digital care platform. It covers how to set up clinical staff, how to create a clinic (and make it bookable), how to allocate staff to a clinic. It also covers the new functionality available with bookable clinics.

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

2 Immunisations Clinic Scheduling

2.1 Assign RIVIAM user to programme

RIVIAM provides a scheduling service that allows clinicians to be added to schools & clinics. In order to do this, the clinician will need to be assigned to the correct immunisations programme in RIVIAM.

To assign a new user to an immunisations programme, click on the programme (e.g. Flu) and then People (on the left-hand side). Type the person's name into the lookup box and click 'Confirm'.

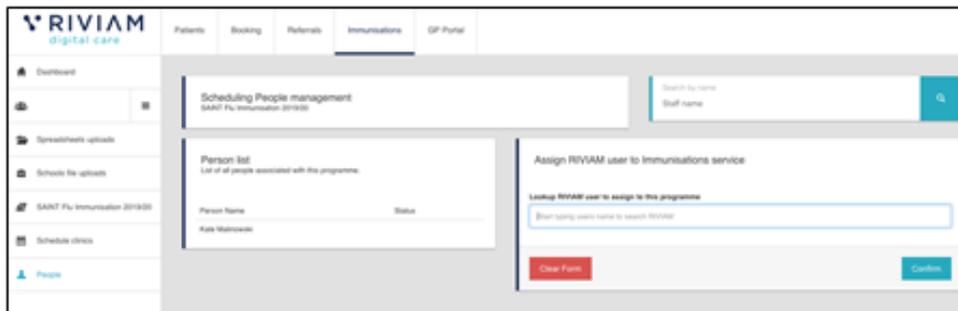


Figure 1 - Assign RIVIAM user to programme

2.2 Update a clinician's schedule

The scheduling interface can be used to record the working patterns of clinical staff. RIVIAM will then only allow clinicians who can work in an area and at a certain time of day to be allocated to a school or clinic.

To update a clinician's schedule, select the clinician name under 'Person list' then the dropdown next to 'Details for person' and click 'Working days and hub'. Select their available working days and times (AM, PM and Evenings) and Hub locations.

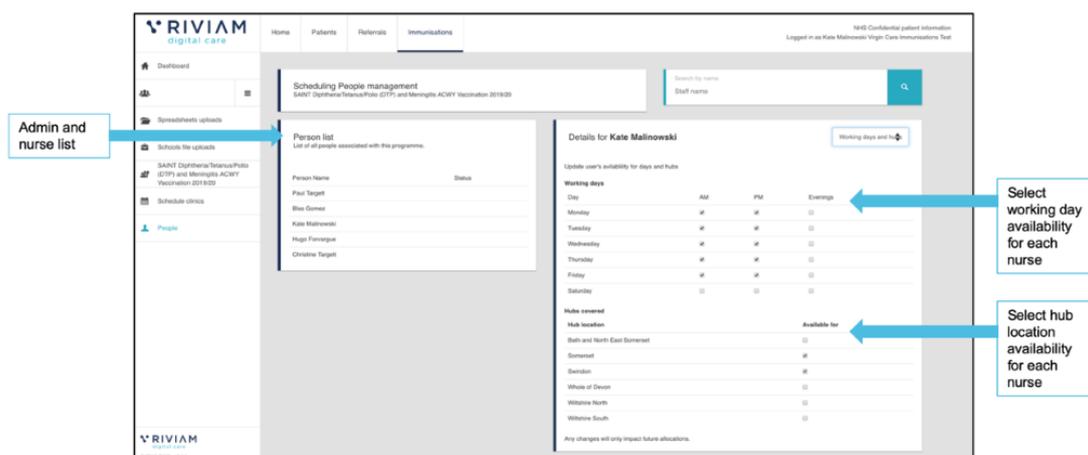


Figure 2 - Update a clinicians schedule

2.3 Create a clinic session

To create a clinic session, click 'New session' under 'Schedule clinics' (on the left-hand side menu) and fill in the form with the clinic details.

This includes:

- Date of clinic
- School
- Estimated cohort
- Whether the clinic is bookable or not
- The time of the session.

The screenshot shows a web form titled "Create a new session" with a close button (x) in the top right corner. The form contains the following fields and options:

- Select date of clinic:** A date input field containing "25/08/2021" and a calendar icon.
- Select school:** A text input field with the placeholder text "Please start typing the school name".
- Estimated immunisation cohort?:** A text input field.
- Is the clinic bookable?:** Two radio button options: "Yes" (unselected) and "No" (selected).
- Time from:** A time input field containing "08:00" and a clear icon.
- Time to:** A time input field containing "12:00" and a clear icon.

At the bottom right of the form, there are two buttons: "Close" and "Create".

Figure 3 - Create clinic session

Making a clinic bookable makes available additional functionality to allow parents/guardians to book an immunisation centre and timeslot, as part of the eConsent form process. This is described in more detail in section 3 of this Guide.

2.4 Allocate a clinician to a clinic

To allocate a clinician to a clinic, click on the clinic schedule for a school e.g. Newbridge School on 30th December at 8:00 – 12:30. Select 'Clinic people', then Drag and drop the clinician name from 'Available people' to 'Allocated people'.

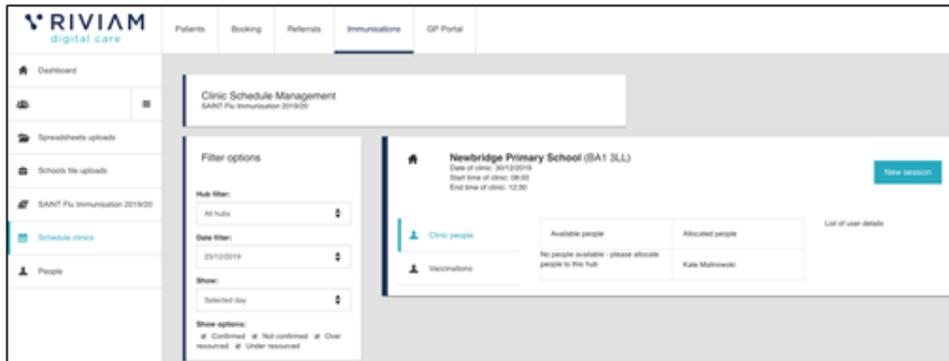


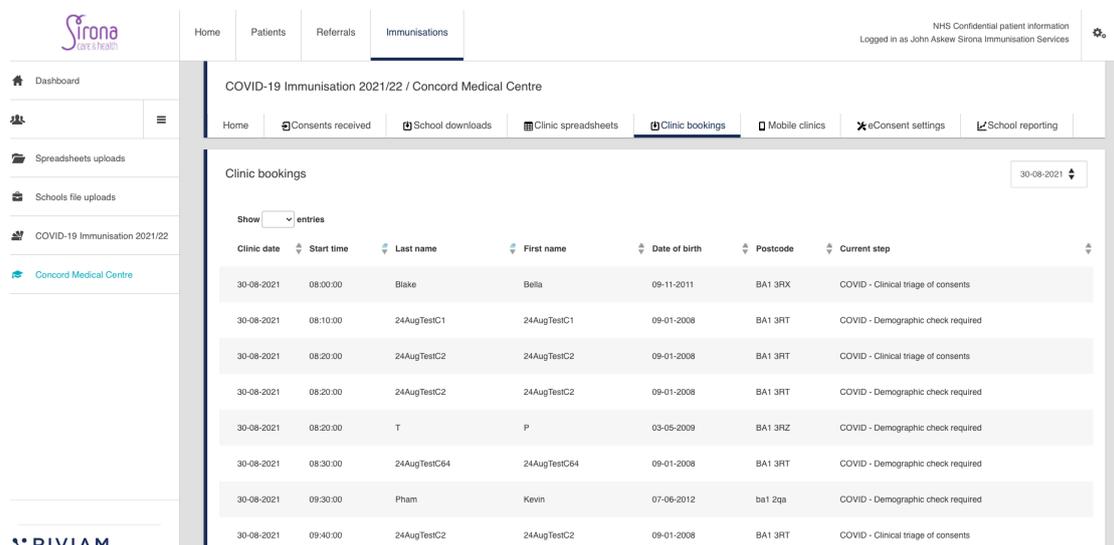
Figure 4 - Allocate clinician to a clinic

3 Bookable Clinic – additional functionality

This section describes what additional capabilities are available in terms of viewing which people have booked onto which clinics, and to see at an individual level, what location, and timeslot a patient has booked.

3.1 Viewing which patients have booked into individual clinics

To see what bookings are in place for a given clinic, use the Immunisations tab to select a programme, then select the clinic venue you want to view. This brings up a new menu structure with a set of tabs across the top of the data. If you click on the clinic bookings tab, you will see all bookings that have been made, which can be filtered by the various columns, as shown in the diagram below



The screenshot shows the RIVIAM interface for viewing clinic bookings. The main content area is titled 'COVID-19 Immunisation 2021/22 / Concord Medical Centre'. Below this, there are several tabs: 'Home', 'Consents received', 'School downloads', 'Clinic spreadsheets', 'Clinic bookings' (which is selected), 'Mobile clinics', 'eConsent settings', and 'School reporting'. The 'Clinic bookings' tab displays a table with the following columns: 'Clinic date', 'Start time', 'Last name', 'First name', 'Date of birth', 'Postcode', and 'Current step'. The table contains several rows of booking data.

Clinic date	Start time	Last name	First name	Date of birth	Postcode	Current step
30-08-2021	08:00:00	Blake	Bella	09-11-2011	BA1 3RX	COVID - Clinical triage of consents
30-08-2021	08:10:00	24AugTestC1	24AugTestC1	09-01-2008	BA1 3RT	COVID - Demographic check required
30-08-2021	08:20:00	24AugTestC2	24AugTestC2	09-01-2008	BA1 3RT	COVID - Clinical triage of consents
30-08-2021	08:20:00	24AugTestC2	24AugTestC2	09-01-2008	BA1 3RT	COVID - Demographic check required
30-08-2021	08:20:00	T	P	03-05-2009	BA1 3RZ	COVID - Demographic check required
30-08-2021	08:30:00	24AugTestC64	24AugTestC64	09-01-2008	BA1 3RT	COVID - Demographic check required
30-08-2021	09:30:00	Pham	Kevin	07-06-2012	ba1 2qa	COVID - Demographic check required
30-08-2021	09:40:00	24AugTestC2	24AugTestC2	09-01-2008	BA1 3RT	COVID - Clinical triage of consents

Figure 5 - View of bookings by Immunisations clinic venue

3.2 Viewing what location and timeslot an individual patient has booked onto

< put in details here based on new functionality >

4 You've completed the *How To: Setup a Clinic*

Congratulations, you have completed the how to guide on setting up Clinics in the RIVIAM Digital Care platform