

Sonar User Guide Vaccination Service 2020/21

www.SonarHealth.Org

1

Version 1 Updated 1st September 2020

Table of Contents

1.The Sonar Website	3
2. Registration & Login	3
2.1 Login access	3
2.2 Multiple Store access	3
2.3 Registration for a new account	4
2.4 How to login to Sonar	5
3. The National Vaccination Service 2020/21	6
4. Updating Your Pharmacies Stock Details	7
5. Appointments	8
5.1 Bookings	8
5.2 Personalised QR Code Poster	9
6. Register for PDS Service	10
7. Selecting a patient	12
7.1 General Search or NHS number search	12
7.2 Appointment Booking Search	13
8 Starting a New Consultation	14
8.1 Add Consent Details	14
8.2 Select the Criteria	15
8.3 Assessment Details	16
8.4 Administration Details	16
8.5 Completed Consultations	17
9. Contact Us	18

1. The Sonar Website



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To access the Sonar system please visit www.sonarhealth.org or www.firstpct.org.

2. Registration & Login

2.1 Login access

Website: www.SonarHealth.Org

The Login link can be found in the top right corner of the SonarHealth or FirstPCT websites.

All users should have their own individual login accounts. If you already have login details from a previous year, please check ahead of time to ensure they work correctly, and you have access to your relevant pharmacy sites.

2.2 Multiple Store access

• If you need access to more than one store please email us ahead of time, so that we can add your new locations to your account. 2-3 working days ahead would be preferable. Please email us at <u>info@sonarinformatics.com</u>, Sonar will need your personal login details (username) as well as the Post code and street address of the store you wish to gain access to. From there we will email you back a form to fill in (it consists of 3 parts for you to fill in, one about yourself, the second about the location you wish to gain access to and the last about the authorising figure who is validating your request for access). Once this form is returned to us (per location you require access to) we will go ahead with some checks and then grant access.

• When you are within the system, you can change (swap) between branches by selecting the "Change location" option at the top right corner of the screen under your displayed username (blue bar) where the current store name and post code is displayed.

• Always double check that you are in the right branch, visible at the top right corner in the system (the blue bar) the store name and post code is displayed.

3

2.3 Registration for a new account

If you do not have Sonar login details from a previous year or you are new to Sonar, you will have to apply for an account.

- Please select the 'New User? (Sign Up)' link on the top right corner of the webpage to take you to the Sign-Up page displayed below.
- From here you will be asked to fill in this form below first by entering your location/pharmacy postcode in the yellow address bar (where you can select from our database the store you need access to). Then continue to fill out the short form below and lastly press the 'Submit' button.
- This is a manual process and can take up to 2 working days. We will first send you a form (to the email you have provided) (it consists of 3 parts for you to fill in, one about yourself, the second about the location you wish to gain access to and the last about the authorising figure who is validating your request for access). Once this form is returned to us (per location you require assess to) we will go ahead with some checks and send an activation code to the pharmacies shared care email address.
- An authorising figure from the pharmacy can then give you the activation code for you to use and activate your account.

Sonar Health → Login ♣ New User? (Sign up)							
Н	ome London Flu Serv	ice London CPCS Service	GDPR, Privacy and Cookies	Safeguarding	Contact Us		
Sign Up If you are a new user, feel free advanced services like NMS, M	to fill-in the following forn UR, Stop Smoking, Repeat	n and be part of the Sonar Healt Prescriptions, and also some othe	h Care Network! By signing up y er tools (Calendar, Library, etc) th	ou will have access at will help you pro	to a range of free NHS e vide a better service to	enhanced and your patients.	
Your Contact Details Please find your location by er below: Clittener and free-type your location na	ntering the name or postco	ode in the box below and select it	from the list that comes up. If no	ot on the list, please	e free-type your contact	info in the boxes	
First Name: Surname: Email: Mobile: Phone: By signing up to SonarHealth and you are genuine Advisor// The Sonar Informatics Terms of I confirm I have read and t	you declare that the infor Member of staff at the spe of service and Privacy polic Inderstood the above.	mation you have provided is TRU cified location. Also you agree to	GDPR Consent We would like to send you occ important alerts and material example, for NHS-related serv is to send to you. You can uns HIS Service alerts and serv Flu Training, travel clinics a Other training opportunitie Sonar newsletters New product offers	asional news and o . For some commur (res. Please select t subscribe at any tim vice-related news, a and vaccinations 25	offers from Sonar Inform nication we must be able selow, what information ne. Innouncements and mat	natics as well as e to reach you for you are okay for terial	
Please enter the text $F \times F$	くFo in the box:	Suomit					

Image 2: Sonar registration page for new users

2.4 How to login to Sonar

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Please visit www.SonarHealth.Org.

- Click on the 'Login' link on the top right-hand corner of the website homepage to take you to the 'Login' page.
 - Once on the 'Login Homepage' please enter your Username, Password and PIN number.
 - Unless otherwise stated, all details are lowercase with no spaces
 - · Login Method- make sure it is set at 'Pin Number' as you have been issued a PIN
 - PIN- you will be asked for a different set of 3 parts of your 6-digit PIN each time you log in
 - · If you have 'Multi-Access' to multiple stores be sure to choose the relevant borough and specific store after you have entered your login details and are prompted to select the site access you require.
- If you have any questions or issues please reply giving details of your issue, your Sonar username & how to contact you (email & telephone /mobile).
- Sonar User Guides can be found on the bottom left corner of this page for help and reference.

Home	About us	Contact us	Cookie policy		Login New user? (Sign up)
First F	S PCT				
Home	Contact]			
Please ca Or you ca Required There is a	II 0208 743 662 an use the <u>Help /I</u> d browsers: Into a period of 1 hou	24 or email to infi Login support link ernet Explorer 8 o ar of inactivity t	20 <u>sonarinformatics.com</u> if you an is below and fill in your details and or Above, FireFox, Google Chromo refore the web site logs you out. User name Password Login Method PIN Pleas 2nd Log Forgo	e unable to login. i somebody from our team will contact you shorth b, Safari, Opera Number e provide the following digits of your PIN Number 6th 1st i i i i i i i i i i i i i i i i i i i	Provide Username, Password and PIN to login
User g	uides: How to login to S Seasonal Flu - Ph Seasonal Flu - CP London FMIRS - : SCR 1 Pick - Setu	onar armacy User Guid <u>S USER Guide</u> SCR 1Click <u>P</u>	To acces user gui	s des	

Image 3: Sonar login page

3. The National Vaccination Service 2020/21

Once you have successfully logged into the Sonar website (<u>www.Sonarhealth.org</u>) and are on your chosen pharmacies homepage (please see the image below), you will be able to select the 'Pharmacy Vaccination Service 2020/21' under the 'NHS Services' tab, to access the service.

Sonar Healt	th	Default theme 🗸	Back to Services	🛛 Alerts	오 Feedback	🛓 Username	🕞 Logout	? Help
	Home		Profile				Pharma	cy Name 🐱
👼 Home	< Pharmacy							
£ Invoices	Vaccination Service 2020/21	Please select the						
☑ My Messages	<	"Pharmacy vaccination						
😁 My Contacts	<	Service 2020/21"	e: I:					
O Appointments	<		Edit profile					
INHS Directory	< Sonar Services							
Read codes browser	Private Travel PGDs	Repeat Rx Training	Notice board					
🛢 Library	<							
እ Blog	<							
🗩 Forum	<							
Click to connect	9							
	Useful Links	Terms	Contact Us	Abo	out us	Socia	lize	

Once you have selected the 'Pharmacy Vaccination Service 2020/21' under the 'NHS Services' tab, you will be taken to the service homepage. Please see the below image.

Sonar Health 🗸 💣 Home >		🐣 User Name
♦ Vaccinations Home Records	Consulations Stock & Vaccines Appointments	Bookings III QR Code Poster Pharmacy Name (Post Code)
Main menu Home <>> Main Records <>> Add new <>> Consultations Stock <>> Vaccines Appointments <>> Bookings <>> QR CoderPoster	Service references B B Blank form G B GP Notification N B National Flu Service Spec P Pharmacy PGD Service reference materials Notice board for current information Copyright @	Vaccines Stock 01 Sep Before you start you have to enter the vaccine brands you have in stock. 01 Sep Before you start you have to enter the vaccine brands you have in stock. 01 Sep CP Notifications 01 Sep GP Notifications will be sent automatically. 01 Sep By default notifications will be sent via MESH and ITKS. 01 Sep Of Protifications 01 Sep Notification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post or Fax. Some onned udpates 01 Sep Net is realising new updates for the Pharmacy theckination Service which may cause some browsers not to get latest changes, if you experience any issue we recordend to press CTRL+F5 on your keyboard (which forces the browset to refresh) before contacting Sonar informative for support.

Image 5: National vaccination service homepage

Image 4: Sonar pharmacy homepage

4. Updating Your Pharmacies Stock Details

To update your pharmacies stock details please select the "Vaccines" button on the main menu (as shown in the below image).



Image 6: Vaccines in National vaccination service homepage

Then select "New Vaccine" to add the vaccine details in the service.

Sonar Health 🗸	* Home >	//		💄 User Name	
Vaccinations Home	Records ② Add New III Consulations Stock Stock Click	"New V	/accine"	er Pharmacy Name (Post Code)	
✓ Sort	O Items • New Vaccine I C Delete Vaccine		> Stock details	-	1
Product Name ↓ ○ Asc ▼	APID Name Total Units U units used i st	iits n ock	APID 22704311000001105	19]
🔍 Desc 🔺	- Medicines (I records)	-	Description		
 Vaccine type 	22704311000001109Fluarix Tetra vaccine suspension for injection 0.5ml pre-filled syringes	3	Fluarix Tetra vaccin syringes (GlaxoSmi	ne suspension for injection 0.5ml pre-filled iithKline UK Ltd)	
 Influenza vaccine Pneumonia vaccine 	(GlaxoSmithKline UK Ltd)		Please províde your	r stock details:	1

Image 7: Adding a Vaccine stocks for pharmacy Page

After selecting "New vaccine", the 'Add vaccine' pop-up box will be displayed. You will need to select the vaccine brand from the drop-down list and enter the date and quantity of the vaccines, then click the "Save" Button to complete this process, so that your vaccine stock for the pharmacy will be updated.



Image 8: Add vaccine stock



Image 9: Update vaccine stock details

5. Appointments

This year Sonar has developed a new appointment booking system to make appointment booking faster and easier for the pharmacy and the public. Members of the public can book an appointment at their chosen pharmacy by either visiting the website <u>WWW.MYVaccinations.co.uk</u> or by scanning the specific QR code for your pharmacy. (please see section 5.2 for further details about your pharmacies personalised Sonar QR code and downloading an individualised poster to be displayed in your store).

5.1 Bookings

section.

Once a member of the public has booked an appointment through either the website <u>www.myvaccinations.co.uk</u> or the QR code in your pharmacy, their details will be updated in the Bookings section (please see the below image), where you will be able to view your patients appointments under the Booking

◆ Vaccinations Home Records Add New III Consulations Main menu Service Home B B	Stock & Vaccines Appointme references	ente 🗰 Bookings 🖹 QR Code Poster Pharmacy Name (Post Cod Accines Stock 01 S Before you start you have to enter the vaccine brands you have in stock.
Main menu Service Home B	references Blank form	accines Stock OIS Before you start you have to enter the vaccine brands you have in stock.
Home B 👪	Blank form	you have in stock.
Image: Wain Records G Image: Add new N Image: Consultations P Stock F	GP Notification National Flu Service Sr Pharmacy PGD	It's required that you keep your stock up to date. GP Notifications OI S GP Notifications will be sent automatically. By default notifications will be sent via MESH and ITK2 If GP protice does not have a MESH mailbox then GP Notification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post or Fax
✓ Vaccines Appointments ★ Bookings ★ QR Code Poster Select the "Bookings ★ Use the appointments ★ Use the pharmacy	ookings" button to pintments booked in	Sonar planned udpates 01 S Sonar is realising new updates for the Pharmacy Vaccination Service which may cause some browsers no to get latest changes, if you experience any issue we recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.

Image 10: Bookings on the vaccination service homepage

Once you have selected the "Bookings" button, you are able to view the patient appointments (those who have booked an appointment slot at your pharmacy).



Image 11: Patient appointment bookings

5.2 Personalised QR Code Poster

Sonar has provided each London pharmacy with an individualised QR code that is specific to your pharmacy. You are able you display or distribute it and then patients can scan it and automatically book an appointment with your pharmacy with ease. You can download the QR code poster by selecting the "QR Code Poster" button.

Sonar Health 🗸 🏾 🐴 Home >		💄 User Name
♦ Vaccinations Home Records	Consulations Stock & Vaccines Appointments	🛱 Bookings 🔠 QR Code Poster 🛛 Pharmacy Name (Post Code)
Main menu	Service references	Vaccines Stock OI Sep
Home Main Records Add new Consultations Stock	 B Blank form G B GP Notification N B National Flu Service Spec P P Pharmacy PGD 	Before you f you have to enter the vaccine brands you have tock. It's rer a that you keep your stock up to date. atifications OI Sep Notifications will be sent automatically. by default notifications will be sent via MESH and ITK3. If GP protice does not have a MESH mailbox then GP Notification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post or Fax.
✓ Vaccines Appointments	Select the "QR Code Poster" tab to download your personalised QR Code poster for your pharmacy	Sonar planned udpates OI Sep Sonar is realising new updates for the Pharmacy Vaccination Service which may cause some browsers not to get latest changes, if you experience any issue we recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.

Image 12: QR Code Poster

To download your personalised QR code poster, you will need to select the "QR Code Poster" button on the service home page (Image 12) and then select the "Download" button (Image 13) to download and then print the poster.

Once displayed or distributed, members of the public can scan this personalised QR code (from the poster) and book a vaccination appointment at your pharmacy.

Sonar Health 🗸	A Home								🚨 USERNAME 🛛 🗸
Vaccinations Home	Records	Add New	Consulations	Stock	🖋 Vaccines	Appointments	苗 Bookings	₩ QR Code	Pharmacy (Postcode) 🗸
Sonar Health Vaccinations Home	★ Home > Records	Add New OR Code Pre My Vaccir BC All	Consulations view DOK YO VACC PPOIN Dur Phan & Add	Stock	FREE ATIO NT H cy Nai here	Appointments NF E NHS N IERE! me	Bookings	Your perso poster and	USERNAME Pharmacy (Postcode) > > onalised pharmacy I QR code
	۹ Click o	on <downlo.< th=""><th>AD> to print your</th><th></th><th>DOWNLC</th><th></th><th></th><th>Downlo</th><th>pad to save & print</th></downlo.<>	AD> to print your		DOWNLC			Downlo	pad to save & print

Image 13: QR Code Poster download page

6. Register for PDS Service

You will need to register for access to the PDS Service, so that you can get access to the patient details from the NHS database. Otherwise you will not be able to search for the patient. Please see Image 15 & 16 for further details on this.

Sonar Health 🗸 💣	Home >				🐣 User Name
Vaccinations Home	Records O Add New Consulations	Stock 🖋 Vaccines	Appointments	苗 Bookings 🛛 🔡 QR Code Poster	Pharmacy Name (Post Code)
Main menu Home ♦ Main Records • Add new ■ Consultations Stock Ø Vaccines Appointments ⊞ Bookings ⊞ QR Code Poster	Click "Add New"	 e references Blank form GP Notification National Flu Service Sp Pharmacy PGD 	per	Vaccines Stock Before you start you have to ent you have in stock. It's required that you keep your s GP Notifications By default notifications will be sent aut By default notification will be sent Notification will be sent using N Where a notification has not bee mail - please print the GP notific Post or Fax. Sonar planned udpates Sonar is realising new updates for Yaccination Service which may car to get latest changes, if you expu- recomend to press CTRL+F5 on forces the browser to refresh) be informatics for support.	OI Sep er the vaccine brands stock up to date. OI Sep omatically, int via MESH and ITK3. ESH mailbox then GP HS Mail in sent via ITK or NHS scation and send it via OI Sep or the Pharmacy suse some browsers not arience any issue we your keyboard (which fore contacting Sonar
	Copyright @5	© 2020 Sonar Informatics LTE SonarHealth is a registered tra) - IT Solutions for he de mark of <mark>Sonar In</mark>	alth care professionals. Formatics LTD,	

Image 14 – Add New in national vaccination service

Register by selecting the "Register Here" button and then filling in the form.

To register a New Patient , please provide the following information: General search NHS Number search * First name	USERS ARE REQUIRED TO USE THE PDS SERVICE Please read the following instructions: Please register your premise for the PDS service (Register here) After the registration please allow up to 15minutes to starting the PDS Service
* Surname • DOB dd/mm/yyyy • Gender	IMPOF If the S B Get T Will also be required to provide the Patient's DOB If the second search still does not return the patient details, you will have to dick on secontinues to greate a new patient manually
* Information entered above will be searched in the Sonar Database and the NHS Spine (PDS) to get a matching patient details. ** To use PDS you must register first (please click on the <mark>PPDS</mark> link at the toolbar). *** If there are no search matches, you will be prompted the enter the patient details manually.	

Image 15 – Patient Search page in national vaccination service

Please fill in the below form, displayed here in Image 16.

Select all the checkboxes in the declaration and click "Submit", once this is done the check boxes will turn green. (once submitted this process may take up to 2 hours to fully activate).



Image 16 – Register for PDS Service

7. Selecting a patient

There are two ways to start a new consultation.

- 1) Through the search function (similar to the 2019/20 vaccination season). Please see section 7.1
- 2) Through your patient bookings system (a new feature for this year, where patients book an appointment at your pharmacy). Please see section 5.1 & section 7.2.

7.1 General Search or NHS number search

1) The first is to search for the patient through the General Search or NHS number search.

To register a New Patient , please provide the following information: General search NHS Number search	You can search for a patient by either the General Search or the NHS Number Search.	
* First name * Surname * DOB dd/mm/yyyy * Gender	And then click the 'Continue' button to proceed.	ıg:
Continue	Get the NHS Number from your PMR System, and use the NHS NUMBER search, you Then select "Continue" to the Patient's DOB proceed with the consultation ient manually	
* Information entered above will be searched in the Sonar Database and the NHS Spine (PDS) [*] matching patient details. ** To use PDS you must register first (please click on the <i>P</i> PDS link at the toolbar). ** If there are no search matches, you will be prompted the enter the patient details manually.	to get a	

Image 17 – General Search or NHS Number Search

You can search for a patient by either the General Search or the NHS Number Search. And then click the 'Continue' button to proceed.

ar Health 🗸 🛛 希 <u>Home</u> > <u>Patients</u> > New Patient		🐣 🛛 User Name
Ar Health Ar Hame > Patients > New Patient fain PDS To register a New Patient, please provide the following information: General search First name test Surname patient1 DOB Od/09/1977 Gender Female	USERS ARE REQUIRED TO USE THE PDS SERVICE Please read the following instructions: Fill in the patient details and then click "Continue" to proceed with the consultation	Luser Name (Post Code)
Continue Information entered above will be searched in the Sonor Database and the NHS Spine (PDS) to get a matching patient details. To use PDS you must register first (please click on the P PDS link at the toolbar). If there are no search matches, you will be prompted the enter the patient details manually.	If the <u>General Search</u> DOES NOT return the patient details, then you can try the following: Get the NHS Number from your PMR System, and use the <u>NHS NUMBER search</u> , you will also be required to provide the Patient's DOB If the second search still does not return the patient details, you will have to dick on <continue> to create a new patient manually</continue>	

Image 18 – Filling in the patient details on the General Search

7.2 Appointment Booking Search

The second method is through the "Bookings" where you search for the patient. Please see 5.1.



Image 19: Selecting a patient from their appointment booking

With this second method you would have to select the patient record and click the patient record ID for the patient details to be displayed. Select "Add Consultation" to proceed to the consultation.

Sonar Health 🗸	a Home →		💄 Username 🔍
♦ Vaccinations Home	Records 🛛 Add New 🌐 Consulations 🛛 Stock 🖋 Vaccines 🗛 Appointments 🗰 Bookings 🔡 Q.R. Cade Poster		Pharmacy - 💙
- Sort	C Items SView record S Delete record Q Search by name, dob, nhs number, patient id	>	DNA C
	App. Id Date Name Patients Status	App. Id 100030	
⊖ Asc ♥	- Patients (10 records)	Date 27/08/2020 13:50	
Desc -	U 1200302 27/06/2020 1450 TEST, Test 1 Un prograss Select "Add Consultation"	Name TEST, Test	
 Service date 	DOB: 09/04/2000 Mobile: 07: Email: info@xonarinformatics.com [Adults:]	Mobile 0721	
01/09/2020	1000303 27/08/2020 15:50 TEST, Test 1 In progress to proceed	Email info@sonarinformatics.com	
Date to [dd/mm/yyyy] Appointment Status 	DOB: 09/04/1990 Mobile: 07: Email: info@sonarinformatics.com Adults: 1 10003:04 27/04/2020 1740 TEST, Test 1 In progress	Consultation details	
In-progress	DOB: 15/08/2006 Mobile: 07: Email: info@sonarinformatics.com Adults: 1	TEST, Test (remain) Dab: 08/04/2000	in progress
Completed	1000305 27/08/2020 17:40 TEST, Test 1 In progress	Add Consultation	
🛑 DNA	DOB: 05/05/2000 Hobile: 07: Email: info@exenarinformatics.com Adults: 1		

Image 20: Viewing their details & starting a consultation

From the patient booking (via the appointment system on either myvaccinations.co.uk or the QR code) the patient details will be displayed on the PDS Screen. You will then need to select "Continue" to proceed with the consultation.

onar Health 🗸 🛛 🚓 Home > Patients > New Patient			🚔 User Name
Main PDS			Pharmacy Name (Post Code)
To register a New Patient , please provide the following information:	USERS ARE REQUIRED	TO USE THE PDS SERVICE	
	Please read the following inst	uctions:	
General search NHS Number search	Please register your premise here)	for the PDS service <u>(Register</u>	
* First name test	After the registration please using the PDS Service	allow up to 15minutes to start	
* DQB	using the PDS Service		
* Gender Female V			
Continue	lick "Continue" to proceed	retun the patient details,	
	vith the consultation	PMR System, and use the	
V	in the consultation	o be required to provide the	
[*] Information entered above will be searched in the Sonar Database on NHS Spine (PDS) to get a matching patient details. ^{**} To use PDS you must register first (please click on the <i>P</i> PDS link at the	you will have to click on <cor< td=""><td>at return the patient details, atinue> to create a new patient</td><td></td></cor<>	at return the patient details, atinue> to create a new patient	
tealbar). •••• If there are no search matches, you will be prompted the enter the patient details manually.			

Image 21: PDS Screen to search the patient record

8 Starting a New Consultation

Please refer to section 7 (7.1 & 7.2) to recap how you select a patient.

- 1) Through the search function (similar to the 2019/20 vaccination season). Please see section 7.1
- 2) Through your patient bookings system (a new feature for this year, where patients book an appointment at your pharmacy). Please see section 5.1 & section 7.2.

Once you have selected the patient, you will be taken to the consultation area where you will have to go through each step of the process to complete the consultation. Starting with Consent and moving down each stage to Criteria, Assessment and finally Administration.



Image 22: Stages within the consultation process

8.1 Add Consent Details

Within the consent stage you will be asked to enter the required details and click "save & Continue" to proceed to the criteria section.

	TEST	TEST (Sonar ID: 1354594) 🗈 Edit Profile 🖉 Patient Notes 📑 View SCR 📜 Incident report
	Gender: <mark>Fe</mark> Telephone:	emale DOB 08/04/2000 NH5 Number. Not recorded GP Practice: (X26a) Test GP (HF) Addre 10 Email: Not recorded Email: Not recorded
	<	Useful links: <u>MiDoS</u> <u>EPS Tracker</u> <u>NICE CKS</u> <u>NHS UK</u> <u>PATIENT.CO.UK</u> <u>BNF</u> <u>EMC</u> <u>GILLICK COMPETENCY</u> <u>Fields marked with (*) are mandatory</u>
 Progress 		Consent for service delivery (Pharmacy Vaccination Service)
🐞 Consent		The pharmacist to read following statement to patient:
📰 Criteria		"Consent is required for the service provision and to share information about this consultation with your GP in addition Please use the consent form to get a
¥≣ Assessment		wet signature from patient as per the SLA."
🖋 Administration		* Vaccination National FLU V
		* Consent to share? * Is the patient accompanied?
		Patient's signature (optional)
		Click on <save& continue=""> to confirm details SAVE & Continue</save&>

Image 23: Consents page in national vaccination service

8.2 Select the Criteria

Within the criteria section you will be asked to select the inclusion and exclusion for the patient and then Click "Save & Continue" to proceed to the assessment section.

	TEST	TEST (Sonar ID: 13545	94)		E	dit Profile	🖋 Patient Not	es 🛛 🚽 View S	CR Inciden	t report
	Gender. <mark>F</mark> Telephone	e <mark>male</mark> <i>DOB <mark>08/04/2000</mark> NH5.</i> Not recorded <i>Mabile</i> : Not recor	<i>Number</i> : Not recor ded <i>GP Practi</i> rded <i>Email</i> : Not recor ded	∝ <mark>(X26a) Test (</mark>	<mark>3P (HF)</mark> Address	z			II.	
Pragress Consent Criteria Assessment Administration Actions Print GP Notificat	Telephone Celephone	Not recorded Mable: Not recorded Mable: Not recorded Mable: Not recorded Pields marked with (*) are marked with (*) are marked with (*) are marked with (*) are marked in the second of the se	rded Email: Not recorded Useful links: <u>MiDoS</u> indatory Fields to be sha National Flu Select an inclusion from the the medical conditions Othronic heart disease Othronic liver disease Othronic liver disease Othronic liver disease Othronic liver disease Asplenia/splenic dysfunction antial care home or care facili nunocompromised individual payment or personal health I son on NHS shielded patient	EPS Tracker red with GP (ist below: Chronic Immunosu O Marbid of 40)	NICE CKS kidney disease pression ubesity (BMI =		PATIENT.CO.UK Reason why the po accination service. If the the inclusion nother vaccination andan PPV) - you a If the patient is no ne nhs service, phar atient under a patient Exclusion critt Reason why the p service. Please make sure atient. Select the inclusion c	BNF EMC the end of the end of th	GILLICK COM elegible under the it may belong to don Flu, National SLA e a vaccination un to vaccinate the on (private pgd) to be accepted in the exclusions apply patient from have	PETENCY enhs Flu, nder to to v

Image 24: Inclusion criteria page in national vaccination service



Image 25: Exclusion criteria page in national vaccination service

8.3 Assessment Details

Within the Assessment section you will be asked to fill in details such as for allergies, existing medical conditions, referrer as well as the premise for vaccination. Once this is completed you will need to select the "Save & continue" button to proceed to the administration section.

	TEST	TEST (Sonar ID: 1354594)			rofile 🕜 Patient Notes 🛛 📲 View SCR 🛛 🖡 Incident report		
	Gender <mark>F</mark> Telephone:	e <mark>male</mark> <i>DOB <mark>08/04/2000</mark> NH3 Not recorded <i>Mobile:</i> Not reco</i>	5Number: Not recorded GP Practice: <mark>(X26a) Test GP (HF</mark> Irded <i>Email</i> : Not recorded) Address	I		
	<	Fields marked with (*) are m	Useful links: <u>MiDoS EPS Tracker</u> <u>NICE</u> andatory Fields to be shared with GP	CKS NHS	uk patient.co.uk bne emc gillick.competency >		
- Progress		* Allergies	[e.g. Nuts]		Often used more broadly to refer to any condition that		
Consent			✓ No allergies declared (Tick if no allergies declare	2d)	causes pain, dysfunction, distress, social problems, or death to the person afflicted, or similar problems for those in		
i Assessment		Existing medical conditions	[e.g. ASTHMA]		contact with the person.		
🖋 Administration		* Referrer	Self Referral		O Referrer		
 Actions 		* Premise for vaccination (Pharmacy V)			Details of whom or what organisation refer the patient to		
📥 Print GP Notificat	tion		Patient's emergency contact (optional)		the service		
		Relationship	~				
		Name			Premise for vaccination The benefities of when the emission manifest		
		lelephone			The location of where the service was provided		
		Email			© Emergency contact		
					De se of an		
		Click on <saye &="" b="" continue<=""></saye>	e> to confirm details		Click "Save & Continue"		

Image 26: Assessment page in national vaccination service

8.4 Administration Details

Within the Administration details section, you will be asked to enter details such as the vaccine brand (select from the list), batch number, expiry date, route of administration and the site of administration. Once this is completed you will need to select the "Submit" button. It is at this stage that you have completed the consultation.

TEST	TEST (Sonar ID: 1354594)	🛓 Edit Profile) 🕜 Patient Notes) 📲 View SCR 🛛 🗜 Incident report
Gender. Telephane:	e <mark>rnale</mark> DOB <mark>08/04/2000</mark> NH5 Number: Not recorded GP Practice: <mark>(X26a) Test GP (H</mark> Not recorded Mabile: Not recorded <i>Email</i> : Not recorded	HF) Address
 Progress Consent Criteria Criteria Assessment Administration Actions Print GP Notification 	Useful links: MiDoS EPS Tracker NIC Fields marked with (*) are mandatory Fields to be shared with GP * Date 0/09/2020 13 35 * Vaccine Fluarix Tetra vaccine suspension for injection 0.5 vringes (GlosoSmithKline UK Ltd) If no vaccines are showing up, you may have to stack. * Batch number XXXXXX * Expiry Date 15/01/2021 Use last day of the month (if no day) * Route of administration Inframuscular route information and advice given [Describe advice/support provided]	CE CKS NHS UK PATIENT.CO.UK BNE EMC GILLICK COMPETENCY
	Click on <submit></submit> to complete the consultation SUBMIT	Click "Submit" istration

Image 27: Administration page in national vaccination service

8.5 Completed Consultations

Once the consultation is completed, the record status will also display as completed and view as a green dot, and the GP notifications will be automatically sent to the patient's respective GP (this sending process can take up to 4 hours from the initial time of consultation completion).

Within the GP Notifications column, you will be able to see a green or red dot to indicate if the notification has been successfully sent (green) or has not yet been sent (red).



Image 28: Completed Consultation Record

To view your consultations please select the 'Consultations' tab on the service homepage.

Sonar Health 🗸 🏾 🏾 🕆 Hom	<u>1e</u> >			🐣 User Name
Vaccinations Home Rec	ords 🛛 🗘 Add New 🕻 📰 Con	sulations Stock 🖋 Vaccines Appointments	苗 Bookings 🛛 🔛 QR Code Poster	Pharmacy Name (Post Code)
Main menu Home ♦ Main Records ● Add new ■ Consultations Stock Vaccines Appointments Bookings @ QR Code Poster	Click here to view your consultations	Service references B B Blank form G B GP Notification N B National Flu Service Spec P B Pharmacy PGD	Vaccines Stock Before you start you have to entry you have in stock. It's required that you keep your s GP Notifications GP Notifications will be sent auto By default notifications will be sent of GP pratice does not have a ME Notification will be sent using NH Where a notification has not been mail - please print the GP notifica Post or Fax. Sonar planned udpates Sonar is realising new updates for Vaccination Service which may ca to get latest changes, if you expe recomend to press CTRL+F5 on y forces the browser to refresh) bef Informatics for support.	OI Sep er the vaccine brands took up to date. OI Sep anatically, nt via MESH and ITK3. SH mailbas then GP IS Mail n sent via ITK or NHS ation and send it via OI Sep r the Pharmacy use some browsers not rience any issue we our keyboard (which fore contacting Sonar
		Copyright © 2020 Sonar Informatics LTD - IT Solutions for h ©SonarHealth is a registered trade mark of <u>Sonar I</u>	ealth care professionals. <mark>nformatics LTD,</mark>	

Image 29: View your completed consultation records

9. Contact Us

If you have any queries or need further assistance, please contact Sonar on email at info@sonarinformatics.com.

Mail - info@sonarinformatics.com
Phone - +44 (0) 208 743 9440 Monday Friday 9:30am-5pm Saturday 10am-2pm
Web - www.sonarhealth.org