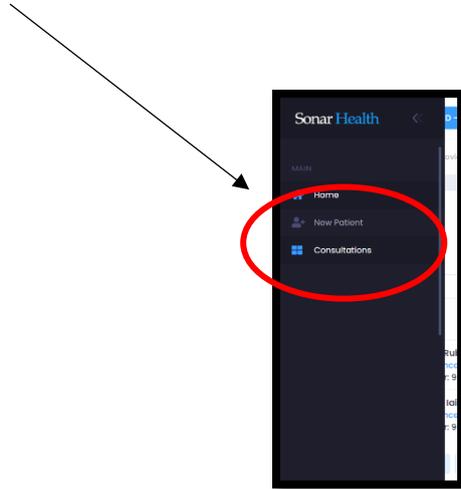


# Sonar User Guide COVID-19 Vaccination Service: Administration of Vaccine [www.SonarHealth.Org](http://www.SonarHealth.Org)

Version 2  
Updated 15<sup>th</sup> July 2021

## Administration

The second stage of the COVID 19 vaccination programme is the administration stage. This is when the patient gets the injection. If you are just working on the administration stage of the process, log into your Sonar account. When you have successfully logged in, click onto consultations by hovering the mouse over the left-hand side of the page.

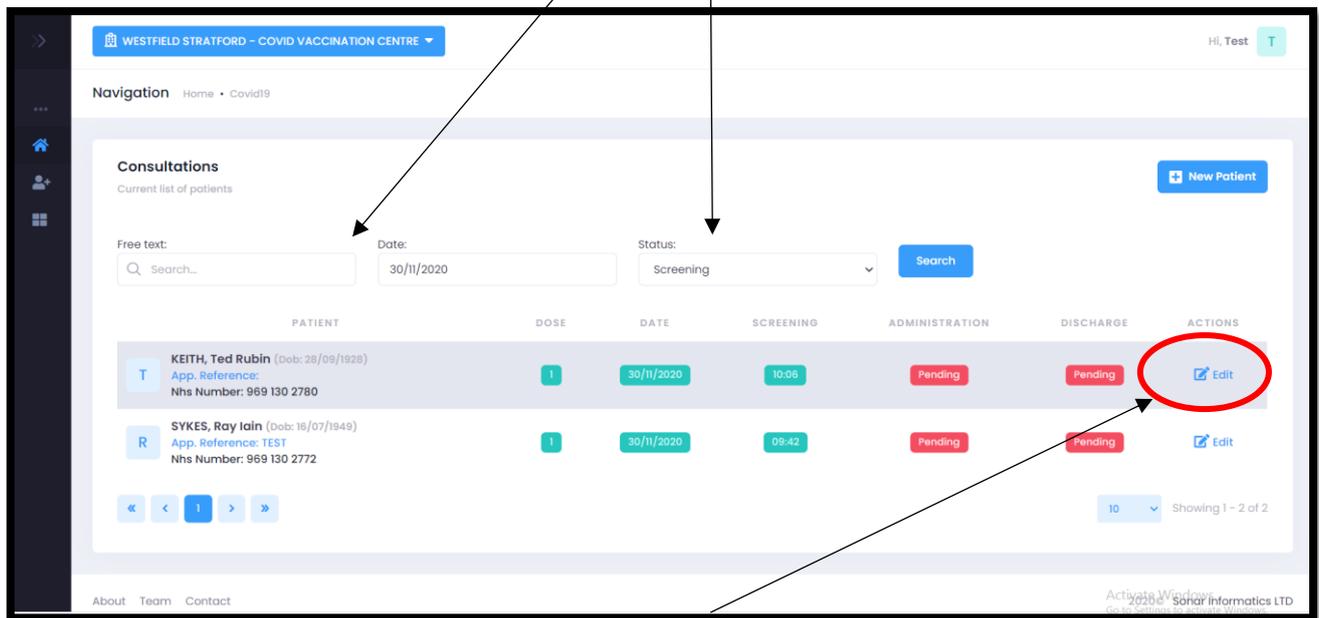


All the patients from that day will be displayed, with their full name, what dose they are taking and how far they are through the vaccination process. The oldest will be displayed at the top and the lowest at the bottom.

A screenshot of the Sonar Health web interface. The page title is 'WESTFIELD STRATFORD - COVID VACCINATION CENTRE'. The navigation bar shows 'Home' and 'Covid19'. The main content area is titled 'Consultations' and shows a 'Current list of patients'. There is a search bar with 'Free text:' and a 'Date:' field set to '30/11/2020'. A table lists patients with columns for Patient, Dose, Date, Screening, Administration, Discharge, and Actions. The first patient is 'KEITH, Ted Rubin (Dob: 28/09/1928)'. Callouts point to specific data points: 'The date' points to the date '30/11/2020', 'Patients name' points to the patient's name, 'What dose they are taking' points to the dose '1', and 'What time they went through screening.' points to the screening time '10:06'.

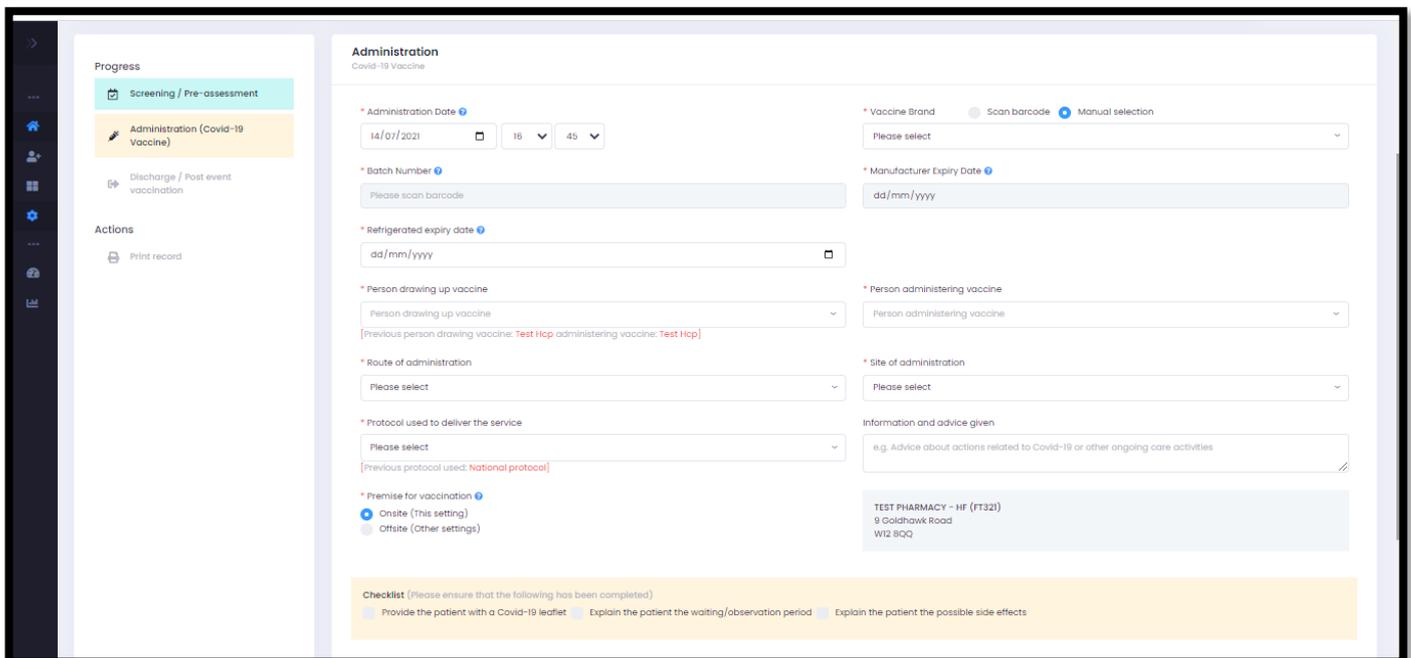
PATIENT	DOSE	DATE	SCREENING	ADMINISTRATION	DISCHARGE	ACTIONS
KEITH, Ted Rubin (Dob: 28/09/1928) App. Reference: Nhs Number: 969 130 2780	1	30/11/2020	10:06	Pending	Pending	Edit
		30/11/2020	09:4	Pending	Pending	Edit

If you wish to search for a patient, you can use the search function. Make sure you are searching for patients under the status 'Screening'.



When you have located the correct patient click 'edit' to proceed.

This is what the administration page looks like. Please see below for a breakdown of this page.



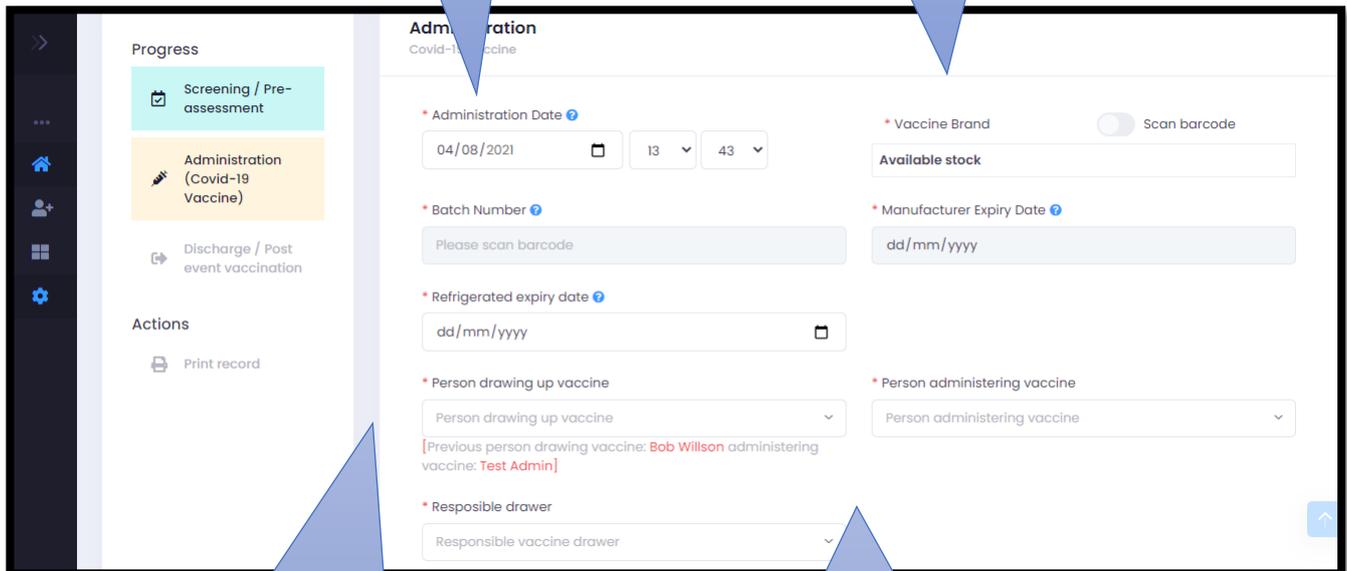
The patient's details will be displayed at the top of the page.



All questions with a red Asterix (\*) next to it are mandatory fields and must have something written or box must be ticked for you to continue with the service.

The Administration date will pre-populate to the current date and time.

Either scan the vaccine barcode or select the vaccine brand and the batch number and manufacture expiry date will be populated



Select the 'Refrigerated expiry date' by either free typing or selecting from the calendar by clicking on the calendar icon.

Select the person drawing up, the person administering the vaccine and the responsible drawer from the drop-down list. If it is the same person as the previous patient click one of the names written in red.

Select the route and site of administration.

Select the protocol used to deliver the service. If it is the same protocol as the last vaccine click 'Previous protocol used'

Select the premise for the vaccination. Whether it is on site (the pharmacy you're currently logged in at) or offsite.

Ensure the items on the checklist have been completed and tick the boxes

If you are administering the vaccine offsite, you will be required to fill out the details of where the vaccine will be taking place. You will need to fill out the type of setting e.g. care home or prison etc. The name of the setting, and the full address. Once you have filled in all this information, click 'save changes'. Please see below.

Print record

Offsite vaccination

\* Type of setting  
Please select

\* Name of setting

\* Address 1

Address 2

Address 3

Address 4

Address 5

\* Postcode

Close Save changes

If you are continuing with discharge aspect of the process, tick the box next to where it says, 'Save and continue to discharge' and then click submit. If not just click submit.

## Contact Us

If you have any queries or need further assistance, please contact Sonar on email at [info@sonarinformatics.com](mailto:info@sonarinformatics.com).

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