

**From Head of Pharmacy & Medicines Management
(Interim) , SPPG
Kathryn Turner**



By email

To: All community pharmacies

Strategic Planning and Performance Group

2 Franklin Street
BELFAST
BT2 8DQ

Date: 04 September 2025

Dear Colleague,

Community Pharmacy Vaccination Service (Flu and COVID-19) Autumn 2025

I write to advise of this year's Community Pharmacy Vaccination Service (CPVS) to support the autumn vaccination programme in Northern Ireland (NI) which will officially begin **from 6th October 2025**. The Strategic Planning and Performance Group (SPPG) is offering all contractors the opportunity to participate in this service. Further details on the autumn vaccination programme in Northern Ireland (NI) are contained in the autumn [Flu](#) and [COVID-19](#) vaccination programme CMO letters.

Immediate planning steps to be taken – Pairing with Care Homes

Those pharmacies wishing to provide this service in local residential care homes should initiate a pairing arrangement with the respective care homes they plan to vaccinate. Please return the online questionnaire before 5pm on **Friday 22nd September 2025**.

[Care Home Vaccination Pairing with Community Pharmacy Form](#)

CPVS Update - Webinar

The SSPG vaccination team will host an online information session at 7pm on Tuesday 23rd September, joining instructions will be issued soon.

Eligible Cohorts

Community pharmacies will support the COVID-19 and Flu vaccination programmes by offering the vaccines to those aged 18 years and above in the following eligible groups:

COVID-19

- All adults aged **75 years** and over on 31 March 2026
- All residents of a care home for older adults registered with RQIA
- Individuals aged 18 years and over who are immunosuppressed (as defined in the 'immunosuppression' sections of tables 3 in the [COVID-19 chapter of the Green Book](#))

Flu

- All those aged **65 years** and over on 31 March 2026
- All residents and staff of a care home registered with RQIA
- Those aged 18 years to under 65 years in clinical risk groups (as defined by the influenza chapter in 'Immunisation against infectious disease' (the 'Green Book')
- Pregnant women
- Persons aged 18 to 64 years who are household contacts of people with immunosuppression (as defined in the [Green Book](#))
- Carers (as defined in the [Green Book](#))
- High risk poultry and avian animal health workers
- **All** health and social care workers

Service Specification and the PGDs/VPs

The service specification, PGDs and vaccination protocols (VP) are in preparation and will shortly be available on the [BSO](#) and [PCI](#) websites.

The pharmacy contractor must ensure all staff are trained, competent and able to deliver the CPVS in line with the service specification.

The official programme start date is 6th October 2025, contractors can only proceed to vaccinate: if all of the following are in place:

- a legal PGD/VP is in place and has been authorised
- all the necessary service documentation has been completed including submitting a contract to SPPG
- deliveries of central COVID-19/Flu vaccine stock have been received

Ordering Vaccine

Community pharmacies can place orders with Movianto from 29th September for:

- COVID-19 Comirnaty KP.2
- Flu- aIV (65yrs and over) &
- Flu - IIVc (under 65yrs).

Pharmacies should only order quantities of vaccine to cover 2 weeks anticipated activity. Quotas will be in place for COVID and Flu vaccines based on your pharmacy's previous vaccination rates in Autumn 24, and adjusted for changes to the Autumn 25 cohorts. Your quota(s) for Autumn 25 will be issued in a separate email in due course.

Vaccine Management System (VMS)

All patients vaccinated as part of the CPVS must be recorded on the regional VMS. Any provider that does not currently have access can contact Tom Coyle (tom.coyle@hscni.net) who will provide further information on setting up and accessing VMS. New contractors should be aware it may take up to ten working days to set up a new pharmacy access to VMS.

Pharmacies must record the vaccination on the VMS ideally at the time of administration and at the latest within 24 hours (or by the next available working day) of the vaccination being

administered. SPPG reserves the right to withhold claims for vaccinations which are entered on the VMS outside of this timeframe.

NB: Please ensure you have completed the steps required to set up the new Multi-Factor Authentication method and tested this to ensure ongoing access to VMS

Remuneration

The fees payable for service provision will be processed by the BSO based on the appropriate entry of a vaccination record on VMS. The pharmacy is responsible for accuracy and timely recording of vaccinations on the VMS.

Seasonal Influenza Vaccination Service 25/26

For the Flu-CPVS in the 2025/2026 year, the following fees are payable:

- **Set-up fee**
A single £250 set-up fee is payable for preparation involved in delivery of the service.
- **Vaccine administration**
Payment will be the nationally agreed fee of £9.58 per administered dose of vaccine for all eligible patients including care home residents.

COVID- CPVS Autumn 2025

For the COVID-CPVS 2025 autumn programme the following fees will be paid:

- **Vaccine administration**

Payment will be the nationally agreed fee of £7.54 per administered dose of vaccine.

- **Set-up fee**

A single £250 set-up fee is payable for preparation involved in delivery of the service.

- **Tiered payments** (excluding care home residents)

A monthly payment will be made based on the number of vaccines administered; this will exclude care home residents

Vaccines administered per month	
20-39	£200
40-59	£400
60-79	£600
80-99	£800
100 and over	£1,000

- **Tiered Payment - Care Home residents**

An additional care home payment will be made based on the size of the home and number of residents vaccinated. This payment will be made to the paired pharmacy at the end of the autumn 2025 campaign. The payment will be applied as follows:

Thresholds (Number of Residents Vaccinated)	Single payment per home
<10	£100
10-30	£150
>30	£200

Additional CPVS Fee for Care Home residents

For the CPVS Autumn 2025 vaccination programme:

- A single additional fee of £15.00 shall be paid for each care home resident vaccinated for COVID and/or flu (one fee per resident vaccinated).

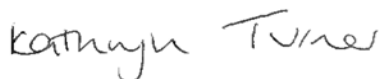
Next Steps

Those wishing to participate in this service should complete the online contract declaration via MS Forms linked below (please see full contractual information in attached appendices) by **Monday 22nd September**.

[Contract: COVID-19 and Seasonal Influenza Community Pharmacy Vaccination Services \(CPVS\) Autumn/Winter 25/26](#)

If you have any queries in relation to this service contact either: (Greg.Miller@hscni.net), (Grainne.McMahon4@hscni.net).

Yours sincerely,



Head of Pharmacy & Medicines Management (Interim)

Strategic Planning and Performance Group

Contact Details for SPPG Local Primary Care Offices			
Belfast & South Eastern Pharmacy Services Business Support Integrated Care 12-22 Linenhall Street Belfast BT2 8BS Tel: 028 9536 3926 Belfast email: pharmacyservicesbelfast@hscni.net South Eastern email: pharmacyservicesse@hscni.net	South Pharmacy Services Business Support Integrated Care Tower Hill Armagh BT61 9DR Tel: 028 9536 2104 Email: pharmacyservicessouth@hscni.net	North Pharmacy Services Business Support Integrated Care County Hall 182 Galgorm Road Ballymena BT42 1QB Tel: 028 9536 2812 Email: pharmacyservicesnorth@hscni.net	West Pharmacy Services Business Support Integrated Care Gransha Park House 15 Gransha Park Clooney Road Londonderry BT47 6FN Tel: 028 9536 1082 Email: pharmacyserviceswest@hscni.net



COVID-19 Community Pharmacy Vaccination Service
(COVID-CPVS) 2025
CONTRACT

Please note:

Contractors must ensure that the COVID-CPVS is provided in accordance with the service specification and must operate in accordance with all relevant Acts of Parliament, statutory regulations or other laws. As the service is developed, contractors will be expected to comply with guidance that has been developed in consultation with Community Pharmacy Northern Ireland (CPNI).

This document comprises the agreement between the Strategic Planning and Performance Group [SPPG] (purchaser) and the pharmacy contractor (provider).

Indemnities

The provider hereby agrees to indemnify the purchaser against any claims for damages for loss, damage, injury (including death), plus all associated costs arising out of the acts or omissions of the provider, his servants or agents.

Information Requests

The information gathered will be used to inform future service delivery.

Period of Contract

The service will operate from 6th October until the end of the vaccination programme (as defined by DoH). However, those administering the vaccine can choose to begin offering the vaccine earlier if they have received their first delivery of vaccine, provided a valid PGD or National Protocol is in place. This contract may be terminated by either the purchaser or the provider by giving notice of one week.

Please note, this service is dependent on supply of COVID-19 vaccines.

Therefore, the service may be paused or withdrawn if vaccine supplies are unavailable.

Remuneration

COVID- CPVS Autumn 2025

For the COVID-CPVS 2025 autumn programme the following fees will be paid:

- **Vaccine administration**
Payment will be the nationally agreed fee of £7.54 per administered dose of vaccine.
- **Set-up fee**
A single £250 set-up fee is payable for preparation involved in delivery of the service.
- **Tiered payments** (excluding care home residents)
A monthly payment will be made based on the number of vaccines administered; this will exclude care home residents

Vaccines administered per month	
20-39	£200
40-59	£400
60-79	£600
80-99	£800
100 and over	£1,000

- **Tiered Payment - Care Home residents**
An additional care home payment will be made based on the size of the home and number of residents vaccinated. This payment will be made to the paired pharmacy at the end of the autumn 2025 campaign. The payment will be applied as follows:

Thresholds (Number of Residents Vaccinated)	Single payment per home
<10	£100
10-30	£150
>30	£200

Additional CPVS Fee for Care Home residents

For the CPVS Autumn 2025 vaccination programme:

- A single additional fee of £15.00 shall be paid for each care home resident vaccinated for COVID and/or flu (one fee per resident vaccinated).

The pharmacy contractor will not be reimbursed or remunerated for vaccines administered to patients outside the scope of the service specification (2025).

Claims for payments will be via submission of vaccination records on the Vaccine Management System (VMS). Vaccinations should be recorded on the VMS ideally at the time of vaccination or at the latest within 24 hours (or by the next available working day) of the vaccination being administered. Claims will be processed monthly by BSO.

Where the record of the vaccination event is not created in compliance with service specification, SPPG reserves the right to not pay an IoS fee and any associated domiciliary

visit fee. SPPG should be contacted where exceptional circumstances have led to delayed recording on the VMS.

Verification and Clawback

The SPPG will be monitoring compliance with the requirements of this contract. Where failure to comply is identified the SPPG reserves the right to recover all or part of this funding.

Requirements

The pharmacy contractor must ensure that both the location from which the service will be provided and all individuals providing the service meet the requirements outlined in the service specification.

The pharmacy contractor / responsible pharmacist are responsible for ensuring that the service is delivered in line with the service specification by suitably trained and competent staff.

Vaccine Management System (VMS)

All patients vaccinated as part of the CPVS must be recorded on the regional VMS. Any provider that does not currently have access can contact Tom Coyle (tom.coyle@hscni.net) who will provide further information on setting up and accessing VMS. New contractors should be aware it may take up to ten working days to set up a new pharmacy access to VMS.

Pharmacies must record the vaccination on the VMS ideally at the time of vaccination or at the latest within 24 hours (or by the next available working day) of the vaccination being administered.

Service Monitoring

Information gathered from the VMS and weekly reports will be used to monitor the service on an ongoing basis. All documentation is open to evaluation/monitoring by SPPG at any point.

Completion of the Agreement:

Completion of the Microsoft form (via the link below) comprises the agreement between the SPPG (purchaser) and the Pharmacy Contractor (provider). The pharmacy agrees to participate in the above service and provide the service in line with the service specification and guidance. Details of participation in this service will be shared with CPNI.

[Contract: COVID-19 and Seasonal Influenza Community Pharmacy Vaccination Services \(CPVS\) Autumn/Winter 25/26](#)

COMMUNITY PHARMACY SERVICE:

**Seasonal Influenza Community Pharmacy Vaccination Service
(Flu - CPVS) 2025/26**

CONTRACT

Please note:

Contractors must ensure that the Flu-CPVS service is provided in accordance with the service specification and operate in accordance with all relevant Acts of Parliament, statutory regulations or other laws. As the service is developed, contractors will be expected to comply with guidance that has been formulated in consultation with Community Pharmacy Northern Ireland (CPNI).

This document comprises the agreement between the DoH Strategic Planning & Performance Group [SPPG] (purchaser) and the pharmacy contractor (provider).

Indemnities

The provider hereby agrees to indemnify the purchaser against any claims for damages for loss, damage, injury (including death), plus all associated costs arising out of the acts or omissions of the provider, his servants or agents.

Information requests

The information gathered will be used to inform future service delivery.

Period of contract

The service will operate from **6th October 2025 until 31st March 2026**. However, those administering the vaccine can choose to begin offering the vaccine earlier if they have received their first delivery of vaccine, provided a valid PGD or National Protocol is in place. This contract may be terminated by either the purchaser or the provider by giving notice of one week.

Please note, this service is dependent on supply levels of Influenza vaccine. Therefore the service may be paused or withdrawn if vaccine supplies are unavailable.

Remuneration

Seasonal Influenza Vaccination Service 25/26

- **Set-up fee**
For the Flu-CPVS in the 2025/2026 year, a single £250 set-up fee is payable for preparation involved in delivery of the service.
- **Vaccine administration**
For the Seasonal Flu-CPVS in the 2025/2026 year, payment will be £9.58 per administered dose of vaccine.

Additional CPVS Fee for Care Home residents

For the CPVS Autumn 2025 vaccination programme:

- A single additional fee of £15.00 shall be paid for each care home resident vaccinated for COVID and/or flu (one fee per resident vaccinated).

The pharmacy contractor will not be reimbursed or remunerated for vaccines administered to patients outside the scope of the service specification (2025).

Claims for payments will be via submission of vaccination records on the Vaccine Management System (VMS). Vaccinations should be recorded on the VMS ideally at the time of vaccination or at the latest within 24 hours (or by the next available working day) of the vaccination being administered. Claims will be processed monthly by BSO.

Where the record of the vaccination event is not created in compliance with service specification, SPPG reserves the right to not pay an IoS fee and any associated domiciliary visit fee. SPPG should be contacted where exceptional circumstances have led to delayed recording on the VMS.

Verification and clawback

The SPPG will be monitoring compliance with the requirements of this contract. Where the SPPG identifies failure to comply, the SPPG reserves the right to recover all, or part of, this funding.

Requirements

The pharmacy contractor must ensure that both the location from which the service will be provided and all individuals providing the service meet the requirements outlined in the service specification.

The pharmacy contractor / responsible pharmacist are responsible for ensuring that the service is delivered in line with the service specification by suitably trained and competent staff.

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Pharmacies must record the vaccination on the VMS ideally at the time of vaccination or at the latest within 24 hours (or by the next available working day) of the vaccination being administered.

Service monitoring

Information gathered from the VMS and weekly reports will be used to monitor the service on an on-going basis. All documentation is open to evaluation/monitoring by SPPG at any point.

Completion of the Agreement:

Completion of the Microsoft form (via the link below) comprises the agreement between the SPPG (purchaser) and the Pharmacy Contractor (provider). The pharmacy agrees to participate in the above service and provide the service in line with the service specification and guidance. Details of participation in this service will be shared with CPNI.

[Contract: COVID-19 and Seasonal Influenza Community Pharmacy Vaccination Services \(CPVS\) Autumn/Winter 25/26](#)