

Quick Recording of Care Home Residents Vaccinations

New “Clinic Function” in VMS

Process overview:

Step 1. Create a search list

(from patients previously vaccinated in the Care Home in the last 18 months)

Step 2. Select patients and create a Clinic List

Step 3. Add additional patients if needed (e.g. new residents, etc.)

Step 4. Confirm the Clinic List

- crosscheck with vaccination list (paper forms/list)
- check any warning notifications
(e.g. previously vaccinated in last 3 months or adverse effect previously noted)

Step 5. Record vaccinations

Step 6. Double check

Filter for completed records and confirm number of records recorded matches what is expected.

Creating a patient list in ‘Clinic’ function:

Step 1: Scroll to the bottom of the patient search page and select ‘Add Patients to a Clinic’

The screenshot shows a light blue sidebar with four navigation options, each with a right-pointing arrow icon:

- [Create a new patient record](#)
- [View upcoming appointments](#)
- [Add Patients to a Clinic](#) (highlighted with a red box)
- [Clinic Summary](#)

Below the 'Add Patients to a Clinic' link, there is a sub-link: "Add Patients to a Clinic and Record Vaccinations". Below the 'Clinic Summary' link, there is a sub-link: "Overview of clinic lists that have been created and vaccinations recorded".

Clinic - Vaccination Entry

The screenshot shows a form titled "Enter the details for the vaccinations that will be administered at this clinic, these details will be recorded against each patient record when the 'Record' button is clicked". The first field is "Vaccine type", which is a dropdown menu. The dropdown is open, showing three options: "Covid-19 and Flu", "Flu only", and "Covid-19 only".

Please select the vaccination type for the clinic list you are creating – You will need separate lists for each vaccination type

Step 2: Add the vaccine details to be used for the clinic

Clinic - Vaccination Entry

Enter the details for the vaccinations that will be administered at this clinic, these details will be recorded against each patient record when the 'Record' button is clicked

Vaccine type

Covid-19 only

Date of Vaccination

25/04/2025

Name of vaccinator

John Smith

Vaccine product

- ☐ Spikevax JN.1 (Moderna)
- ☒ Comirnaty JN.1 (Pfizer)
- ☐ Spikevax JN.1 (Moderna) – Child Dose
- ☐ Comirnaty JN.1 (Pfizer) - Infant Dose
- ☐ Comirnaty JN.1 (Pfizer) - Paediatric Dose

Vaccine administered

- ☒ Comirnaty JN.1 30 micrograms/dose dispersion for injection COVID-19 mRNA Vaccine - 0.3mL

In order to generate a clinic list, you need to add a number of vaccination particulars including 'Site of vaccine', all of these details can be changed before you record the vaccination.

TOP TIP: Choose default vaccination sites for each vaccine type i.e. COVID: Left Arm, Flu: Right Arm and stick to this where possible. Vaccinations with the same particulars can be added in bulk.

Batch number

☒ LK8841

Expiry date of thawed vial

30/04/2025

Site of vaccine

- ☒ Left arm
- ☐ Right arm
- ☐ Left thigh
- ☐ Right thigh
- ☐ Left buttock
- ☐ Right buttock

Select the patient's care home RQIA code

021018 - Braefield Court (Clogher)

Step 3: Create a search list

(from patients previously vaccinated in the Care Home in the last 18 months)

Clinic - Patient Search

The screenshot shows the 'Clinic - Patient Search' interface. At the top, there are two tabs: 'Care Home Search' (highlighted with a red box) and 'Additional Residents Search'. Below the tabs, a teal banner contains the text: 'Search for 021018 - Braefield Court (Clogher) residents with records in VMS in the last 18 months. Use the 'Add patient to clinic' button to add a patient to the clinic list, any patients already on the list will be shown as 'Selected'.

Below the banner, there is a section 'Searching for Patients Vaccinated in Care home:' with a text input field containing '021018 - Braefield Court (Clogher)'. To the right of this field is a checkbox labeled 'Remove Patients who have received Flu only in the last 3 months', which is checked. Below the text input field are two more input fields: 'Search for Patient (Surname)' and 'Search for Patient HCN', both with placeholder text 'Search for a patient's surname' and 'Search for a patient's HCN' respectively. A 'Reset' button is located to the right of these input fields.

Below the search fields is a table with the following columns: 'Name', 'Surname ↑', 'HCN', 'Date of birth', and 'Add All'. The table contains four rows of data:

Name	Surname ↑	HCN	Date of birth	Add All
Test	FemaleUnder75	0000000000	01/09/1949	Selected
Test	MaleOver80	0000000000	31/08/1944	Add Patient to Clinic
andrew	smith	1111111111	01/01/1970	Add Patient to Clinic
James	SMITH	3880686092	20/07/1949	Selected

Annotations with red boxes and arrows point to specific elements:

- A red box around the 'Care Home Search' tab.
- A red box around the 'Add Patient to Clinic' button in the second row, with an arrow pointing to it from a text box that says 'Click to add patient to your clinic list'.
- A red box around the 'Selected' status in the fourth row, with an arrow pointing to it from a text box that says 'Once a patient has been added to the clinic 'Selected' will appear'.

Step 4: Add additional patients (e.g. new residents etc.)

The screenshot shows the 'Clinic - Patient Search' interface, similar to the one in Step 3. At the top, there are two tabs: 'Care Home Search' and 'Additional Residents Search' (highlighted with a red box). Below the tabs, a teal banner contains the text: 'Search for 021018 - Braefield Court (Clogher) residents with records in VMS in the last 18 months. Use the 'Add patient to clinic' button to add a patient to the clinic list, any patients already on the list will be shown as 'Selected'.

Below the banner, there is a section 'Searching for Patients Vaccinated in Care home:' with a text input field containing '021018 - Braefield Court (Clogher)'. To the right of this field is a checkbox labeled 'Remove Patients who have received Flu only in the last 3 months', which is checked. Below the text input field are two more input fields: 'Search for Patient (Surname)' and 'Search for Patient HCN', both with placeholder text 'Search for a patient's surname' and 'Search for a patient's HCN' respectively. A 'Reset' button is located to the right of these input fields.






An annotation with a red box and arrow points to the 'Additional Residents Search' tab, with a text box that says 'Click to add additional residents e.g. new residents'.

Step 5: Confirm the clinic list

- crosscheck with vaccination list (paper forms/list)
- check any warning notifications
(previously vaccinated in last 3 months or adverse effect previously noted)
- The lists can be sorted by clicking on the column headers (e.g. Surname, Forename, HCN, etc)

Record vaccinations for the listed patients after entering their consent (or best interests decision) and any required updates. Any patients with active warnings will be marked with a red sign, click the sign to view details of the warning. Patients can be removed from the list using the red x button.

Filter by Record Status: All Count: 7

First Name	Surname ↑	HCN	Date of birth	Warnings	Consent	Best Interest	
Test	FemaleUnder75	0000000000	01/09/1949		<input type="checkbox"/>	<input type="checkbox"/>	<div>Select Consent</div> <div>Record </div>
Test	MaleOver80	0000000000	31/08/1944		<input type="checkbox"/>	<input type="checkbox"/>	<div>Select Consent</div> <div>Record </div>
andrew	smith	1111111111	01/01/1970		<input type="checkbox"/>	<input type="checkbox"/>	<div>Select Consent</div> <div>Record </div>
James	SMITH	3880686092	20/07/1949		<input type="checkbox"/>	<input type="checkbox"/>	<div>Select Consent</div> <div>Record </div>

Warnings

KGIII51 Test has had an adverse reaction to Dose 2 - M-M-RVAXPRO - 0.5ml given on the 07 June 2024 at CG-D365-HSCNI-VMS-UAT-Pharm-P5050 : dfdfd

Click on any of the column headers to sort the clinic list




Click on the warning symbol to view details at the bottom of the screen

Step 6: Record vaccination

- Confirm consent/best interests decision by checking the appropriate box.
- When all details are correct – click 'Record' to create the vaccination record.

Record vaccinations for the listed patients after entering their consent (or best interests decision) and any required updates. Any patients with active warnings will be marked with a red sign, click the sign to view details of the warning. Patients can be removed from the list using the red x button.

Filter by Record Status: All Count: 7

First Name	Surname ↑	HCN	Date of birth	Warnings	Consent	Best Interest	
Test	FemaleUnder75	0000000000	01/09/1949		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div>Record </div>
Test	MaleOver80	0000000000	31/08/1944		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div>Record </div>

1. Select consent or best interest

2. Click 'Record'

Please note: the details in the clinic section e.g. type of vaccine, vaccinator name, site of vaccination etc. are live. These are the details that will be recorded on the patient record when you click record, you can amend change these details at any time during the clinic recording process you do not have to regenerate the patient list.

Double check – Filter for completed records and confirm number of records recorded matches what is expected.

Step 7: Checking record numbers are what is expected

- Filter by 'Complete records' and check the count matches what is expected.

Record vaccinations for the listed patients after entering their consent (or best interests decision) and any required updates. Any patients with active warnings will be marked with a red sign, click the sign to view details of the warning. Patients can be removed from the list using the red x button.

Filter by Record Status:		All		▼			Count: 7	
First Name	Surname	All	Not Complete	Complete	Warnings	Consent	Best Interest	
Test	Female				!	Record Completed		Edit Completed Record
Test	Male	Over80	0000000000	31/08/1944		Record Completed		Edit Completed Record
andrew	smith	1111111111	01/01/1970			Select Consent		Record X
James	SMITH	3880686092	20/07/1949			Select Consent		Record X

Step 8 (optional if needed) : Correcting Errors or deleting an incorrect record

- If a record has been made and subsequently needs editing, select the "Edit completed record" box and make any amendments required.

Record vaccinations for the listed patients after entering their consent (or best interests decision) and any required updates. Any patients with active warnings will be marked with a red sign, click the sign to view details of the warning. Patients can be removed from the list using the red x button.

Filter by Record Status:		All		▼			Count: 7	
First Name	Surname	All	Not Complete	Complete	Warnings	Consent	Best Interest	
Test	Female				!	Record Completed		Edit Completed Record
Test	Male	Over80	0000000000	31/08/1944		Record Completed		Edit Completed Record
andrew	smith	1111111111	01/01/1970			Select Consent		Record X
James	SMITH	3880686092	20/07/1949			Select Consent		Record X

Click 'Edit Completed Record' to correct errors or delete records