

Seasonal influenza and COVID-19 frontline healthcare workers vaccine uptake survey 2022 to 2023 user guide

ImmForm user guide for survey data providers

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1. Introduction

This guidance is aimed at NHS teams involved vaccinating frontline healthcare workers (HCWs) and data providers to support them in uploading their collected data onto ImmForm. The recommendation to vaccinate frontline HCWs is outlined in the annual flu letter.

Frontline health and social care workers are at increased personal risk of exposure to infection with coronavirus (COVID-19) and influenza and of transmitting that infection to susceptible and vulnerable patients in health and social care settings. As such, HCWs have been defined as a high priority group for vaccination. Protecting them protects the health and social care service and recognises the risks that they face in this service. Even a small reduction in transmission arising from vaccination would add to the benefits of vaccinating this population, by reducing transmission from health and social care workers to multiple vulnerable patients and other staff members. Vaccinating frontline HCWs could also protect them and their families from infection.

In 2022 to 2023, seasonal influenza and COVID-19 vaccine uptake data will continue to be collected on frontline HCWs involved with direct patient care from all NHS Trusts, including Acute, Mental Health, Ambulance, Community, Foundation Trusts, independent sector health care providers (ISHCPs) and GP practices. NHS teams will no longer be required to submit aggregate data and the data collection from GP practices will be aligned with that of the Trust survey this season. The following documents outline the 2 vaccination programmes:

- National Flu Immunisation programme 2022 to 2023 letter. Published 17 July 2021. (Updated 28 July 2021)
- 2 JCVI statement regarding a Autumn COVID-19 booster vaccine programme. Published 15 August 2022

The HCWs COVID-19 and seasonal influenza vaccine uptake data survey is a vital part of Influenza and COVID-19 surveillance in England and provides important information to allow us to monitor the progress of the campaign at the local, regional, and national level, assess its implementation, and evaluate its outcomes. As such it is highly important that these data are collected accurately and in a timely manner. The COVID-19 frontline healthcare workers part of the survey has been reduced to any dose given since the 1 September 2022 and therefore aligned with the influenza reporting in the survey. This data collection is currently the only survey which allows collection of data on frontline healthcare workers vaccinated, broken down by occupational staff grouping. For a detailed list of the frontline HCWs that are included in the survey see Annexe A.

All organisations are responsible for submission of their data, including data on the vaccination of frontline HCWs. Data will be collected via ImmForm and broken down by occupational staff grouping. Staff definitions will remain the same as last season and can be found in Annexe A. The definitions are consistent with NHS national workforce definitions in the National Workforce

<u>Data Set (NWD) and NHS Occupation Codes</u>. We include a further breakdown of supporting staff with direct patient contact.

Cumulative data will be collected on vaccinations administered from 1 September 2022 to the end of each survey month (inclusive of both dates). The data collection will comprise of 6-monthly surveys for September, October, November, December, January, and February with the collections starting from 4 October 2022 through to 28 February 2023. After this period of dual data collection for influenza and COVID-19, there may be a request for COVID-19 only data and will be confirmed closer to the end of the flu season.

2. Data collection

Cumulative vaccine uptake data will be collected via ImmForm on the total number of frontline healthcare workers vaccinated between 1 September 2022 and 28 February 2023 (inclusive) by organisation and staff group.

Who needs to provide vaccine uptake data

NHS Teams and NHS organisations involved in the delivery of the vaccination programme will be able to access the survey including Trust HCW data provider contacts. Data provider contacts previously registered to provide seasonal influenza vaccine uptake data for the last year may still be valid, if individuals have the same email address and still work for the same organisation. New data provider contacts can also be registered at any time (see section 4 for more information).

Updating the numerator and denominators monthly

Every month the number of frontline healthcare workers who have received the Influenza and COVID-19 vaccination (numerators) should be recorded via the ImmForm monthly survey collection.

For clarity, we want to know who are frontline healthcare workers as of 1 September 2022 and of this population, who has had a flu vaccine and/ or COVID-19 vaccine given since the 1 September 2022.

Trusts are reminded that this is a mandatory data collection, and failure to respond will result in Trusts being reported as non-responders.

Trusts are expected to enter both Flu and COVID-19 vaccination data however if data for both programmes are not available, please still enter what data is available and enter zeros in the rest of the mandatory fields.

Data providers will also be able to update their denominators to take into consideration frontline healthcare workers who start working with (starters) or leave (leavers) a provider during the vaccination campaign. Therefore, providers should record monthly numerators and denominators which are the most up to date to maintain accurate COVID-19 vaccine uptake rates. The table below clarifies individuals who receive a vaccination that should and should not be included in the numerator and denominator each month.

Data collection schedule

Please see below for collection dates for this survey. If further collections are required after these dates, colleagues will be informed.

Table 1: Data collection schedule

Frontline HCWs survey	Survey month	Data up to date	Survey Start date	GP and Trusts survey end date (9 days)
Flu and	September	Friday 30	Monday 3 October	Friday 14 October
COVID-19		September 2022	2022	2022
Flu and	October	Monday 31 October	Tuesday 1 November	Friday 18 November
COVID-19		2022	2022	2022
Flu and	November	Wednesday 30	Thursday 1 December	Monday 12
COVID-19		November 2022	2022	December 2022
Flu and	December	Saturday 31	Tuesday 3 January	Friday 13 January
COVID-19		December 2022	2023	2023
Flu and	January	Tuesday 31 January	Wednesday 1	Tuesday 14 February
COVID-19		2023	February 2023	2023
Flu and	February	Tuesday 28	Wednesday 1 March	Monday 14 March
COVID-19		February 2023	2023	2022

Each month all organisations will have 9 working days (GP practice and Trust end date) to view and amend the submitted data each month, after which data will be read-only. For final numerator will be the cumulative number of infuenza flu and/ or COVID-19 vaccinations administered from 1 September 2022 to 28 February 2023.

Once data is submitted, UKHSA will validate and quality assure the data and amend as appropriate before publication.

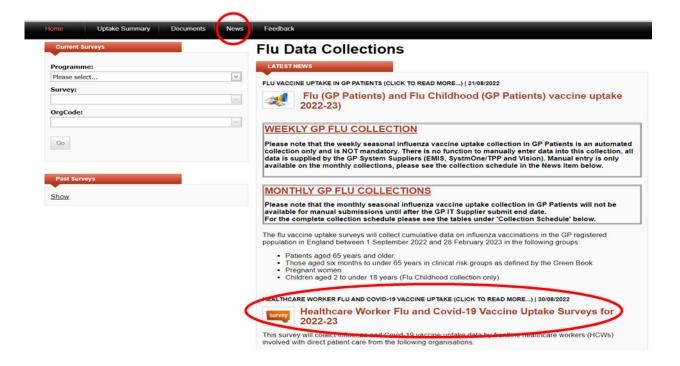
ImmForm

ImmForm provides a secure platform for vaccine uptake data collection for several immunisation surveys, including the frontline HCWs seasonal influenza vaccine and COVID-19 uptake survey. ImmForm is a service for NHS customers provided by UKHSA. ImmForm is easy to access, is password protected, and allows NHS Teams, Trusts, GP practices and independent sector healthcare providers (ISHCPs) to submit, analyse and review their vaccine uptake data.

Any issues with accessing your ImmForm account can be raised with the ImmForm helpdesk team at helpdesk@immform.org.uk.

Keeping up to date on the latest survey news

ImmForm News is a section loaded in the center of the ImmForm home page (red circle below) that enables us to communicate timely survey information to data providers, such as answers to general queries. The news section can also be accessed by clicking on 'News' in the top menu bar.



3. NHS payment for reaching each vaccine uptake threshold

Commissioning for Quality and Innovation (CQUIN) payments are active for the 2022 to 2023 season for influenza vaccinations in frontline healthcare workers, these payments will be based on vaccine uptake at the end of the flu season with a minimum threshold of 70% vaccine uptake with full payments being made if providers reach a vaccine uptake of at least 90% (maximum threshold), further information in the 'Commissioning for Quality and Innovation (CQUIN): 2022/23' document.

Vaccination uptake data for those vaccinated working for another Trust

In some cases, one Trust may have agreements to vaccinate staff working within another Trust. Despite this, vaccine uptake data must be reported at the individual Trust level. All Trusts are registered on ImmForm, although not all Trusts have a registered data provider contact. A Trust may only report for another Trust if they have both agreed for a registered data provider contact to submit the other Trust's data, and data must be reported separately for each Trust.

Vaccines delivered to HCWs outside the Trust are still counted towards the Trust's vaccine uptake

While vaccination will be offered to all frontline HCWs within an NHS organisation, some staff members may seek vaccination elsewhere (for example, in other Trusts, GP practices, or pharmacy). In this case, frontline HCWs are requested to report back to their Trust regarding their vaccination status. Trusts should record this and include it in their returns therefore vaccinations given outside the organisation can still contribute to the overall recorded vaccine uptake of Trust staff. Trusts who are currently vaccinating their own staff as well as staff from other Trusts should record only their own staff in the Trust's data return.

This also applies to staff members within clinical risk groups or other eligible groups, who may be vaccinated elsewhere. These staff members should also report their vaccination status back to their Trust.

Please note: the ImmForm frontline HCW data collection is a manual collection and does not allow the extraction of information from information systems on frontline HCWs vaccinated outside of their Trust.

4. Setting the denominator baseline

In September 2022, each provider needs to establish the number of frontline HCWs that are eligible for the flu and COVID-19 vaccination. This sets the denominator baseline. Table 2 below clarifies some of those individuals that should and shouldn't be included in the baseline. Vaccine uptake data on social care workers is not collected by this data collection.

Table 2: Individuals who receive a vaccination that should be added/removed from the numerator and denominator each month.

Criteria		Numerator	Denominator
	All doctors with patient contact	Add	Do not remove
	Qualified nurses with patient contact	Add	Do not remove
	All other professionally qualified clinical staff with patient		
	contact:		
	qualified scientific, therapeutic and technical staff (ST and T)		Do not remove
	qualified allied health professionals (AHPs)		
	other qualified ST and T		
	qualified ambulance staff		
	Support to clinical staff with patient contact	Add	Do not remove
	Support to GP staff with patient contact	Add	Do not remove
	Students or staff in training with patient contact	Add	Do not remove
	Agency or bank staff (minimum one shift) with patient contact	Add	Do not remove
nst.	Ward clerks and porters wth patient contact	Add	Do not remove
the Tr	Ambulance technicians and support workers with patient contact	Add	Do not remove
. <u>L</u>	Staff employed by a third party with patient contact	Add	Do not remove
ing	Staff member categorically states they do not want a vaccine	Do not add	Do not remove
/ork	Staff who decline the vaccine for health reasons	Do not add	Do not remove
N X	Staff working in an office with no patient contact	Remove	Remove
Currently working in the Trust	Staff out of the Trust for the whole of the vaccination period for example, maternity leave or long-term sickness	Remove	Remove
tarters	Staff vaccinated at the Trust but leave the trust during the vaccination period (Leavers)	Remove	Remove
eavers and starters	Staff arrives at the Trust during the vaccination period and receives vaccination (Starter)	Add	Add
Leaver	Staff arrives at the Trust during the vaccination period and was vaccinated at another Trust (Starter)	Add	Add

Permanent staff covering one or more bank shifts, for the same trust, should not be double counted in the collection. Therefore, these staff should only be included once in the denominator and numerator as permanent staff.

Staff group definitions are identical to NHS Workforce Census definitions and are described in detail in <u>Annex A</u>. Please refer to the <u>influenza chapter of the Green Book</u> and <u>the COVID-19</u> <u>chapter of the Green Book</u> for more information on the clinical guidance on what immunisations should be given. Students and trainees in these disciplines and volunteers who are working with patients should also be included.

ImmForm staff groups and ESR workforce groups

Please use the table below to match the Electronic Staff Record (ESR) workforce groups to those on ImmForm

Table 3: ESR and ImmForm groups

ESR staff groups	ImmForm staff groups
Medical and dental	All doctors
Nursing and midwife registered	Qualified nurses, midwives and health visitors
Additional professional scientific and technical staff	All other professionally qualified clinical staff which comprises:
Allied health professionals	qualified scientific, therapeutic and technical staff (ST and T)
	qualified allied health professionals (AHPs)
	other qualified ST and T
	qualified ambulance staff
Additional clinical services	Support to clinical staff which comprises:
	support to doctors (excluding GP practices) and nurses
Administrative and clerical	support to ST and T staff
	support to ambulance staff
Estates and ancillary	
Additional clinical services (in GP practices)	
Administrative and clerical (in GP practices)	Support to clinical GP practice staff

5. Survey data set

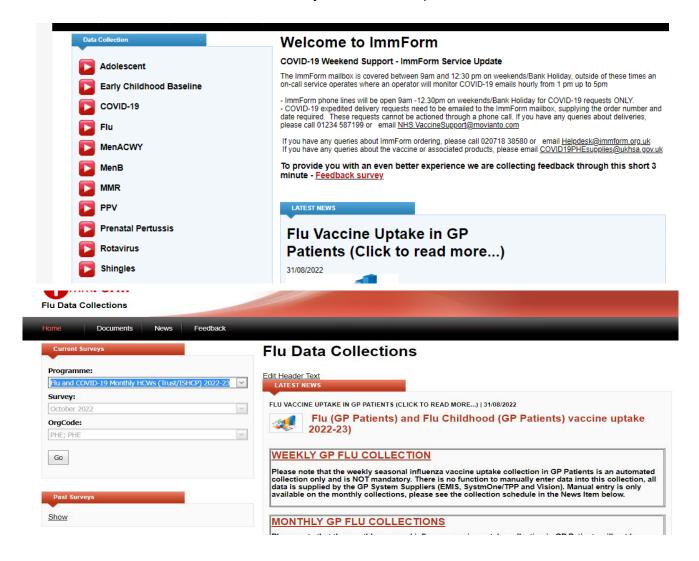
The key changes to the dataset are the reduction in the number of items requested for the COVID-19 vaccinations, vaccinations by dose is no longer required. Data items from Q3 are the same in the Trust/ISHCP survey and the GP survey.

- Q1. NHS Organisation type (radio button) for Trust type (Acute, Ambulance, Mental Health, Community or Other NHS Trust). [in the Trust/ISHCP survey only]
- Q2. Foundation Trust Status (radio button) Yes/No. [in the Trust/ISHCP survey only]
- Q3. Number of Healthcare workers by occupation involved with DIRECT patient care only. This question is broken down by staff groups listed in Annexe A and askes for the following:
- 1. Number of healthcare workers involved in direct patient care.
- 2 Number of healthcare workers vaccinated with Influenza Vaccine since 1 September 2022.
- 3. Influenza Vaccine Uptake (calculated automatically).
- 4. Number of healthcare workers vaccinated with COVID-19 Vaccine since 1 September 2022.
- 5. COVID-19 Vaccine uptake (calculated automatically).
- Q4. Declines and Vaccinations in HCW's NOT involved in Direct Patient Care (Optional). This question is broken down in 2 parts by Number of HCW's refused/declined and then Number of Vaccinations in HCW's NOT involved with direct patient care. This question is broken down by staff groups listed in Annexe A and askes for the following:
- 1. Number of healthcare workers declined Influenza Vaccination since 1 September 2022.
- 2 Number of healthcare workers vaccinated with COVID-19 Vaccine since 1 September 2022.
- Q5. For Trust's with Hospitals Only (Optional).
- 1. How Many Hospitals are there in the trust and how many have provided data.

6. Data entry

Accessing the survey form

Once you have successfully logged onto ImmForm, the homepage shown below will appear. To enter in data for the healthcare workers survey, follow the steps below:



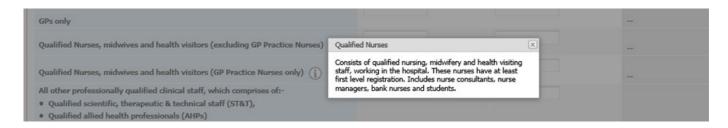
- Select 'Flu and COVID-19 Monthly HCWs (Trust/NHS England) from the 'Programme' drop down menu.
- 2 Then, select the month you are inputting the data for from the 'Survey' drop down menu.
- 3. From the 'OrgCode' drop down menu, select your organisation or geography.
- 4. Then, click 'Go'.
- 5. Finally, click on the name of the organisation to open the survey for completion.

Entering and amending data

The following data entry screen will be shown once your Trust has been selected: All questions are listed in the section above. Screenshots will be added in an updated version of the user guide.

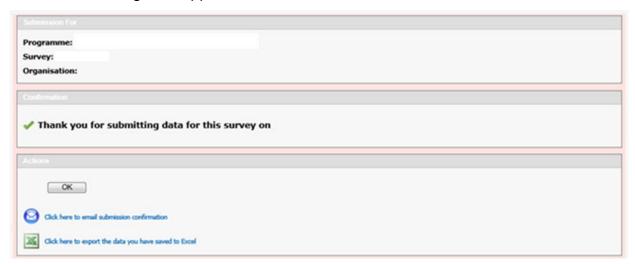
Complete the data fields and click on 'Submit' at the bottom of the page. The system will automatically calculate the percentage uptake figures.

The information box will provide the definition of the occupation as shown below:



To access the HCWs user-guide from the survey, click on the 'Help' button.

A confirmation message will appear once the data has been submitted.



The option of extracting the data submitted is available here by clicking on the 'Click here to export the data you have saved to Excel' link.

Click 'OK' to go back to the home page.

Possible issues

Unable to enter data because the survey is read-only

If you are unable to enter data because the survey is read-only, it means that the HCWs data entry window has not opened yet; that is, you are trying to enter data before the current survey month ends OR the submission window has ended. Data cannot be entered after the deadline.

When I press submit, a data validation error comes up

There may be several reasons why the data entered fails the validation checks. The error message will indicate what the problem is. For example:

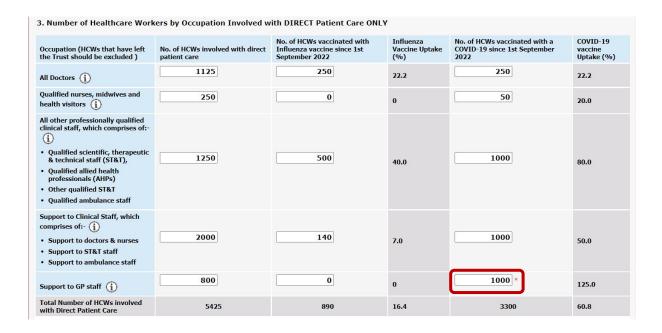
"There has been a problem submitting your survey data. The following problems have been encountered:"

The following data fields failed validation checks:

Number of HCWs involved with Direct Patient Care must be equal to the sum of Number of All Doctors (excluding GPs), Number of GPs Only, Number of Qualified Nurses, Number of GP Practice Nurses, Number of other professionally qualified clinical staff, Number of Support to Clinical Staff, Number of Support to GP staff. Please amend this value.

The affected field is highlighted with a red asterisk.

Please note that Section 1 'NHS Organisation Type' and Section 2 'Foundation Trust Status' must be completed before you can submit your data.



In the example above, the figure in Section 4 on the 'Number of HCWs involved with Direct Patient Care' (circled in red, in section 4) is incorrect; this figure should be equal to the 'Total Number of HCWs involved with Direct Patient Care' figure (circled in red), that is, 3,731, not 1,000. Therefore, this figure needs to be corrected to 3,731.

Please note that Section 1 'NHS Organisation Type ' and Section 2 'Foundation Trust Status' must be completed before you can submit your data.

7. Contacts

Survey queries

If you have any questions regarding the seasonal influenza and COVID-19 frontline healthcare workers vaccine uptake survey process that are not addressed other guidance, please use the feedback email function on the ImmForm website or email: <a href="https://doi.org/10.1001/journal.org

Every attempt is made to respond to all queries received via this mailbox as quickly as possible, but please bear in mind there is sometimes a large volume of calls and email queries received. As a result, there may be delays in responding. However, it is always best to email to ensure an adequate response is received.

Login and password reminders

If you have registered and used ImmForm previously, it is likely that your login will still be valid. You can request a password reminder directly from ImmForm.

ImmForm support and registering new contacts
For ImmForm support, to register new contacts, and to provide general ImmForm feedback,
please contact helpdesk@immform.org.uk.

For queries about new programmes general implementation issues and miscellaneous vaccination questions please email the UKHSA immunisation division mailbox at immunisation@UKHSA.gov.uk.

Annexes

Annexe A: Data item to workforce definition mapping

Staff definitions are the same as last season and are consistent with NHS national workforce statistics definitions.

Data Item	Definitions of staff groups
	Professionally Qualified Clinical Staff – consisting of all professional staff with direct patient care.
All doctors	All HCHS Doctors — consists of all doctors and dentists working in hospital and the community and GPs (excluding retainers). The figures include all grades of hospital, community and public health doctor or dentist, including: • consultant • associate specialists • speciality doctor • staff grades • speciality registrar • core training • senior house officers • foundation years 1 and 2 staff • clinical assistants and hospital practitioners • students
Qualified Nurses	Qualified nurses including practice nurses – consists of qualified nursing, midwifery and health visiting staff, working in the hospital, community services and general practice. These nurses have at least first level registration. They include: • nurse consultants • nurse managers • bank nurses • students
All other professionally qualified clinical staff. This comprises:	Qualified scientific, therapeutic and technical staff (ST and T) – qualified health professionals and students including: • consultant therapists • ST and T managers

Data Item	Definitions of staff groups
qualified	healthcare scientists
scientific,	These staff work alongside doctors, nurses and other health
therapeutic	professionals and are categorised into the following 2 groups:
and technical staff (ST and T) qualified allied health professionals (AHPs) other qualified ST and T qualified ambulance staff	Qualified AHPs – qualified allied health professionals (AHPs) and students are the following staff: chiropodists or podiatrists dieticians occupational therapists orthoptists physiotherapists radiographers art, music and drama therapists speech and language therapists In primary care, AHPs work in teams with GPs, nurses and other professionals, such as social workers, to provide quick and effective care for patients without the need for them to go
	into hospital. Other qualified ST and T – other qualified health professionals includes: • healthcare scientists • pharmacists • students These are other staff working in key professional roles.
	Qualified ambulance staff – the staff includes:
	 ambulance paramedics technicians
	emergency care practitionersambulance service managers
	From 2006, ambulance staff have been collected under more detailed occupation codes which can't be applied to previous years. Therefore there will be comparability issues.
	Support to Clinical Staff - Staff working in direct support of clinical staff, often with direct patient care, who free up clinical staff and allow them more time to treat patients
Support to Clinical	Support to doctors and nurses includes:
Staff. This comprises:	nursing assistants or auxiliaries
support to	nursery nurses
doctors and	health care assistants aupport staff in pursing areas
nurses	support staff in nursing areas

Data Item	Definitions of staff groups
 support to ST and T staff support to ambulance staff 	Also includes clerical and administrative staff and maintenance and works staff working specifically in clinical areas, for example: • medical secretaries and medical records officers • support workers • healthcare assistants students and trainees in central functions, as these are mainly general porters involved in moving patients around the hospital
	Support to ST and T staff – includes: ST and T trainees and helper or assistants healthcare assistants support workers clerical and administrative staff and maintenance works staff specifically identified as supporting ST and T staff
	Support to ambulance staff – includes: ambulance personnel trainee ambulance technicians healthcare assistants support workers clerical and administrative staff and maintenance and works staff specifically identified as supporting the ambulance service

Annexe B: Groups not included in the workforce definition for this survey

Not relevant to this data collection as these groups are not involved in direct patient care.

Definition of staff groups not included in data collection

NHS Infrastructure Support: Staff directly involved in the day-to-day running of the organisation and its infrastructure.

Central functions: includes clerical and administrative staff working in central functions:

- Finance
- IT
- Legal Services
- Library Services
- Health Education
- General Management and Support Services

Hotel, property and estates: includes:

- Clerical and administrative staff
- maintenance and works staff working in areas such as laundry
- Catering
- Domestic Services
- Gardeners
- Caretakers
- Labourers

Managers and senior managers: staff with overall responsibility for budgets, manpower or assets, or accountable for a significant area of work. Senior managers include:

- Staff at executive level
- Those who report directly to the board.
- These staff are essential to the smooth running of hospitals, Trusts and Strategic Health Authorities.

This excludes nursing, ST and T and ambulance managers in posts requiring specific clinical qualifications.

Support to GP staff: Staff working in direct support of GPs

GP practice staff: includes a variety of staff who work in practices. These include:

- Physiotherapists
- Occupational therapists
- Receptionists
- Practice Managers
- Students and trainees

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However, practice nurses are included as qualified nurses within professionally qualified clinical staff instead.

About the UK Health Security Agency

UKHSA is responsible for protecting every member of every community from the impact of infectious diseases, chemical, biological, radiological and nuclear incidents and other health threats. We provide intellectual, scientific and operational leadership at national and local level, as well as on the global stage, to make the nation health secure.

<u>UKHSA</u> is an executive agency, sponsored by the <u>Department of Health and Social Care</u>.

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