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To: SHA Immunisation Leads
PCT Immunisation Co-ordinators

27th September 2010

Dear Colleague

Efficient Use of Vaccines

Further to my letter of 8th September, I am now in a position to provide you with more details about the next stage of this initiative which will commence in October.

Protocol for Ordering, Storing and Handling Vaccines

The protocol is a concise document that draws on existing guidance and best practice and reflects procedures that should already be in place. It is aimed primarily at GP practice staff, but is relevant to all staff who handle vaccines. I would appreciate your support in encouraging the adoption of the protocol by GP practice staff in your areas.

From 4th October ImmForm users will be able to access this document from the Vaccine Supply home page. For SHA or PCT users who are not registered on ImmForm, the protocol will be available on the DH website from 4 October at:

www.dh.gov.uk/en/Publichealth/Immunisation/index.htm

Vaccine Numbers Needed (VNN)

As explained in my letter of 8 September, the VNN is an estimate of the amount of vaccine needed to fully immunise 100% of either a GP practice or the PCT population of children in the relevant age range.

This section explains how to access your VNN information and what action you should take.

- What information will be available?

An estimate of your PCT's VNN for Pediacel has been calculated and divided among your practices according to their relative child population, where known. The VNN relates to the six month period 1 October 2010 – 31 March 2011.

No VNN figures have been given for organisations other than GP practices such as pharmacies and walk-in centres, and for GP practices where child population information is unavailable.

- How can I access it?

PCT users should login to ImmForm and click on Vaccine Supply. On the Vaccine Supply home page, click the "View / Amend VNNs". This page will explain how to view and amend your VNN data.

- How will it be used?
At the end of December 2010, online quarterly reports for PCTs and GP practices will become available. ImmForm users will be able to see how the amount of vaccine they have ordered compares to their VNN and will be given guidance on action to take if the VNN is likely to be exceeded.
- What action should I take?

From 11th October, please access your VNN data using the instructions shown above. Review your data and make any necessary changes by 29th October 2010. You can continue to change your data at any time after this date. Note that changes must be made via ImmForm.

Please also note that from 1st November 2010, GP practices will be able to see their VNN data on ImmForm. If practices wish to query or change their VNN, they will be advised to contact their PCT VNN coordinator. To facilitate this, practices will be given access to contact details on ImmForm which are based on the PCT Immunisation Coordinator contact list.

PCT users should check these contact details from 11th October on the ImmForm Vaccine Supply home page. If you would like any changes made, please email details to immform@dh.gsi.gov.uk by the end of October.

Encouraging GP Practices to Register with and use ImmForm

I would like to use this opportunity to ask you to continue to encourage GP practices to use ImmForm to order vaccines. As well as being the most efficient way to order vaccines, ImmForm will increasingly be used to provide information and reports on vaccine ordering and usage. Those GP practices which are not registered should be encouraged to do so by visiting www.vaccinesupply.dh.gov.uk/registration. They will need their:

- NHS code (e.g. practice code)
- Movianto UK account number(s)
- name, email and phone details (of the key contact responsible for placing orders)

PCTs are now able to see a new report on ImmForm called the ImmForm Registration Status Report. It lists the registration status of GP Practices and pharmacies within a PCT area.

Many thanks again for your support. If you have any queries about the contents of this letter please contact immform@dh.gsi.gov.uk.

Yours sincerely



Jo Yarwood
Acting Head of Immunisation Branch