



Public Health  
England



# **Seasonal influenza frontline healthcare workers vaccine uptake data collection tool 2013/14**

ImmForm user guide for area teams, GP practices and  
independent sector healthcare providers

Version 1.0

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# About Public Health England

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**This collection has received approval from the Review of Central Returns Steering Committee (ROCR) – ROCR/OR/2209/001MAND**

Influenza Immunisation Monitoring Programme

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# Contents

1	Introduction.....	4
2	Area team guidance .....	5
3	GP practice and ISHCPs guidance .....	8
4	Notes for area teams and data providers.....	10
5	Further information .....	10
	Annex A Data item to workforce definition mapping .....	11

# 1 Introduction

The data entry tool is a copy of the 'standard' seasonal flu healthcare workers (HCWs) vaccine uptake monthly survey form, except the form collates data on vaccinations given to non-trust frontline HCWs. This includes GP practice staff (e.g. GPs, GP practice nurses, and support to GP staff) and Independent sector healthcare providers (ISHCPs). Staff group definitions are identical to NHS workforce census definitions and are described in detail in [Annex A](#). The tool is designed to help area teams (ATs) collect data from GP practices and ISHCPs in an efficient and timely manner. This is an **optional** tool for ATs that wish to use it to collect and collate this data and is available on the ImmForm website ([www.immform.dh.gov.uk](http://www.immform.dh.gov.uk)). This document provides guidance to ATs, GP practices and ISHCPs on how to use this tool.

If ATs wish to use the tool, they should ensure that their GP practices and ISHCPs have access to the ImmForm website. Most GP practices already will have access (see section 5), since they provide vaccine uptake data for other surveys via ImmForm.

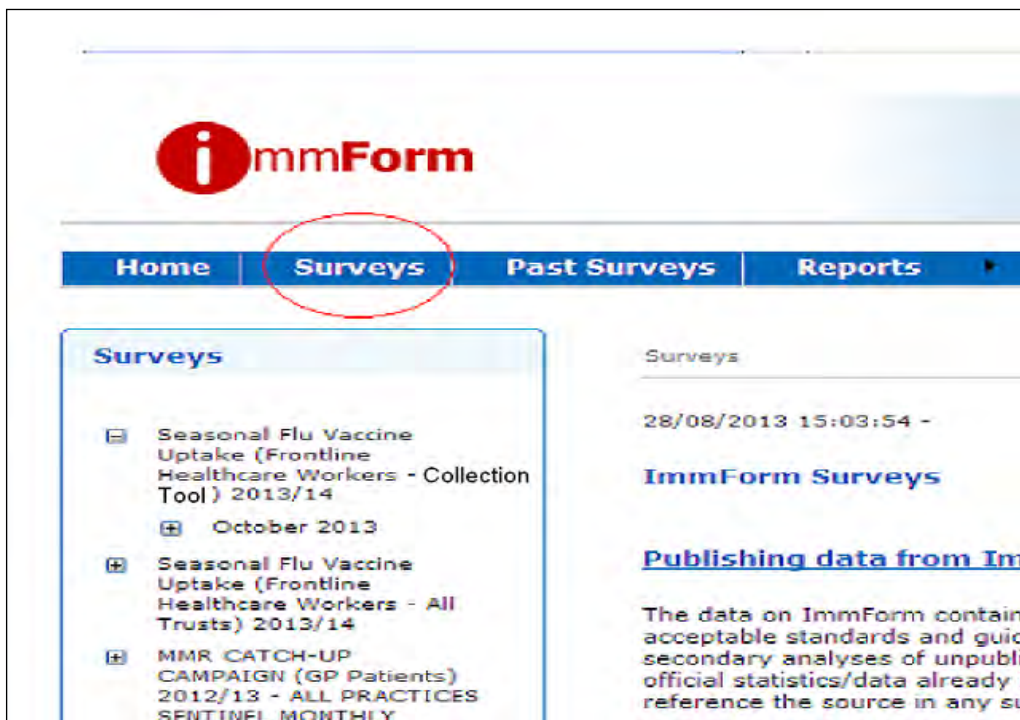
Cumulative data will be collected on vaccinations administered from 1 September 2013 onwards. The data collection will comprise four monthly surveys for October, November, December and January, with the collections starting from November 2013 through to February 2014, and so there are four monthly data collection tool periods, that align with the surveys.

This is a supplementary user guidance which accompanies the main ImmForm survey user guide for *Seasonal influenza frontline healthcare workers vaccine uptake survey 2013/14*, and so for full details about the data collection process, it is recommended you refer to that guide.

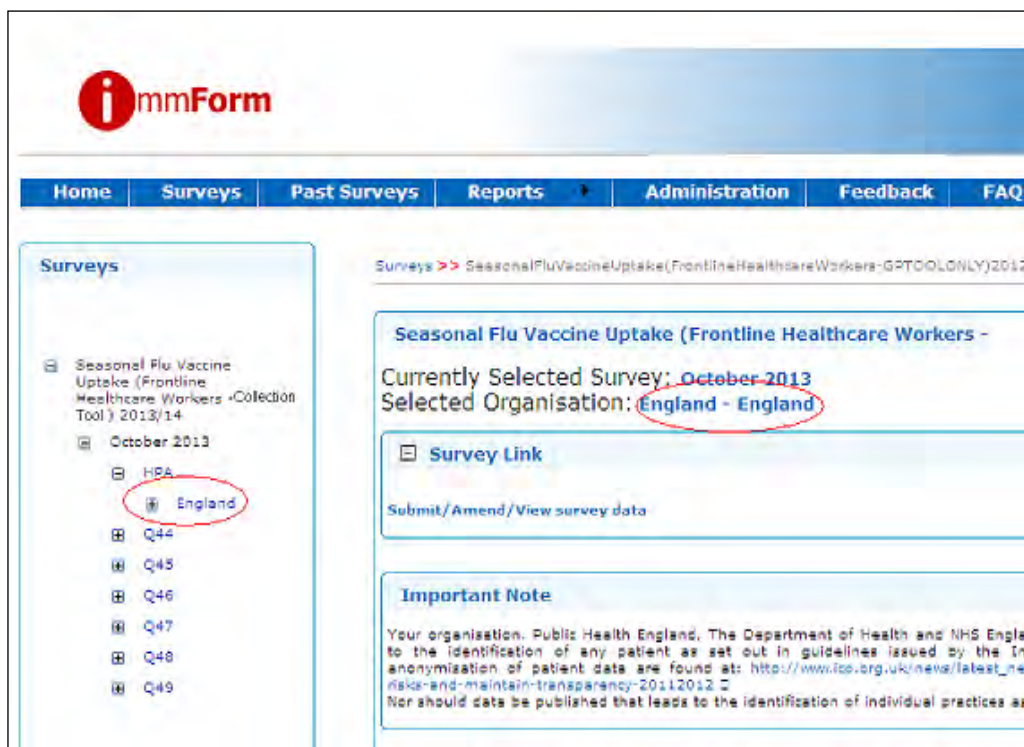
## 2 Area team guidance

At the end of each month, ATs that have chosen to use the HCWs collection tool should ensure that all their GP practices and ISHCPs have completed their data entry forms. ATs can check this by going into the **'Seasonal flu vaccine uptake (frontline healthcare workers – collection tool) 2013/14'** survey for their individual AT. All GP practices registered for each individual AT are listed on the reports. The AT coordinator can then check the data/query it with GP practice(s) if necessary, before taking the total for the AT and adding these figures manually to the seasonal flu healthcare workers (HCWs) vaccine uptake monthly survey form. Step-by-step guidance on how to use the collection tool is outlined below:

2.1 The AT data provider should log onto the ImmForm website and click on **'Surveys'**.

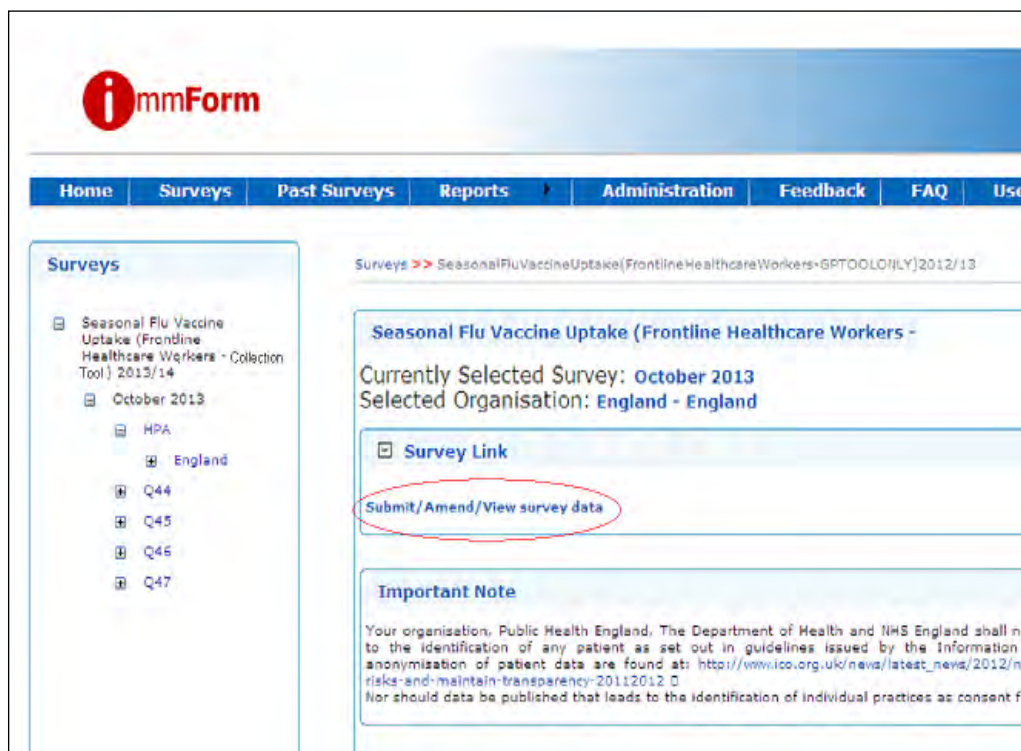


2.2 Once in surveys, select **'Seasonal flu vaccine uptake (frontline healthcare workers – collection tool) 2013/14'**, then select the appropriate month if necessary (the page defaults to the current month's collection tool) by clicking on the box with the plus sign. Then click on the box with the plus sign and select the blue organisation code link.



Note: The organisational code in the above screen shot is for illustrative purposes only.

2.3 Once the survey is open select '**Submit/amend/view survey data**'.



This report will list all the GP practices in the AT and show whether or not they have submitted data. The AT can then follow up with GP practices that have not provided data.

[Redacted]	[Redacted]	1	0	0.0	--	--	--	--	--	--	--	--	--	--	--	
[Redacted]	[Redacted]	1	0	0.0	--	--	--	--	--	--	--	--	--	--	--	
[Redacted]	[Redacted]	1	0	0.0	--	--	--	--	--	--	--	--	--	--	--	
[Redacted]	[Redacted]	1	0	0.0	--	--	--	--	--	--	--	--	--	--	--	
		25	0	0.0	113	27	337	11	0.7	0	0.0	48	167	135	70.6	55

Note: The organisation codes and addresses of GP practices have been blanked out in the above screen shot.

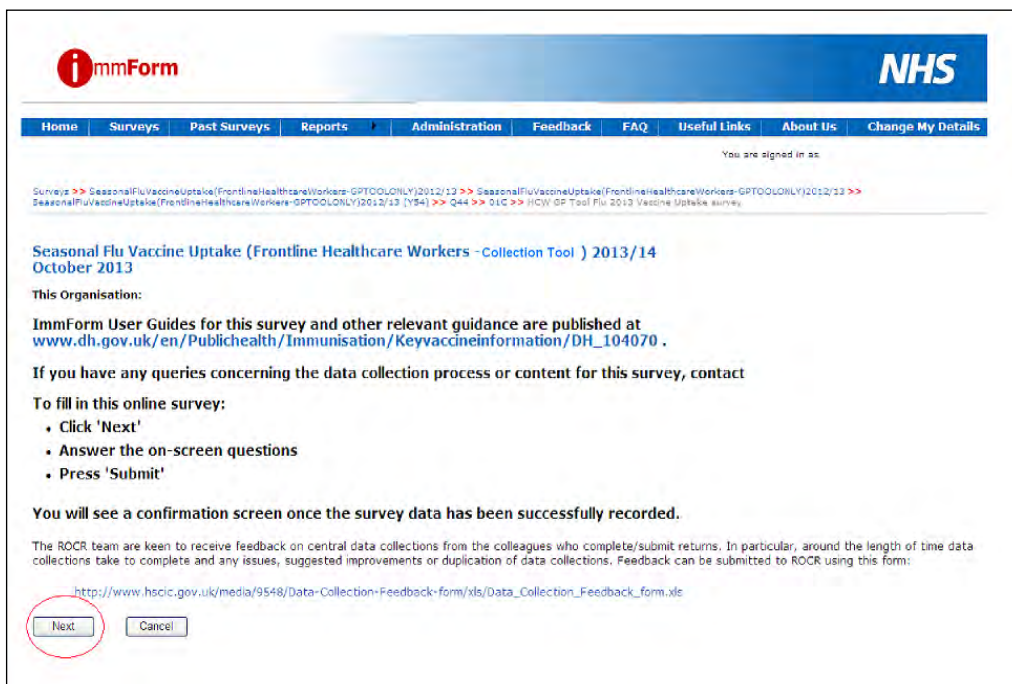
Once all GP practices have reported data, the figures are totalled at the end of the report and this forms the basis of the AT monthly report. **These figures should then be manually entered onto the Seasonal flu healthcare workers (HCWs) vaccine uptake monthly survey at AT level – see the Survey user guide for more details.**

### 3 GP practice and ISHCPs guidance

If ATs wish to use this collection tool, they should inform their GP practices and ISHCPs directly. This tool is available and visible to all GP practices registered on ImmForm, but should only be used by GP practices if their AT is going to use it to collate GP practice data. It is likely that many ISHCPs are not registered on ImmForm, and so they will need to apply, via ATs (see section 5).

Step-by-step guidance on how to use the tool is outlined below:

- 3.1 The GP data provider should log onto the ImmForm website and click on **‘Surveys’**. (See section 2 Area Team guidance, step 1).
- 3.2 Once in surveys, select **‘Seasonal flu vaccine uptake (frontline healthcare workers – collection tool) 2013/14’**, then select the appropriate month if necessary (the page defaults to the current month’s survey) by clicking on the box with the plus sign. Then click on the box with the plus sign and select the blue organisational code link. (See section 2 Area Team guidance, step 2).
- 3.3 Once the survey is open select **‘Submit/amend/view survey data’**. (See section 2 Area Team guidance, step 3)
- 3.4 Click **‘Next’** to access the collection tool entry form.





3.5 Once the entry form is open, data can be manually entered. Questions 1-3 should be ignored. Section 4 should be completed and in **Question 5, only relevant fields need to be completed** (i.e. data on GPs only, GP practice nurses, and Support to GP staff, or ISHCPs, as appropriate). Please note that the number of HCWs with direct patient care should be equal to Total (calculated by system).

**4. Total Number of Health Care Workers**

Number of HCWs involved with Direct Patient Care	0
Number of HCWs NOT involved with Direct Patient Care	0
Total number of HCWs	0

**5. Number of Health Care Workers and Number Vaccinated by Occupation**

Occupation	(A) Number of HCWs involved in direct patient care on day of data extraction.	Seasonal Flu Vaccine Uptake	
		(B) Number in (A) vaccinated since 1st Sept 2012	(C) % in (A) vaccinated since 1st Sept 2012
All Doctors (excluding GPs)	0	0	--
GPs Only	0	0	--
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses)	0	0	--
GP Practice Nurses	0	0	--
All other professionally qualified clinical staff, which comprises of:- <ul style="list-style-type: none"> <li>• Qualified scientific, therapeutic &amp; technical staff (ST&amp;T),</li> <li>• Qualified allied health professionals (AHPs)</li> <li>• Other qualified ST&amp;T</li> <li>• Qualified ambulance staff</li> </ul>	0	0	--
Support to Clinical Staff, which comprises of:- <ul style="list-style-type: none"> <li>• Support to doctors &amp; nurses</li> <li>• Support to ST&amp;T staff</li> <li>• Support to ambulance staff</li> </ul>	0	0	--
Support to GP staff	0	0	--
<b>Total (Calculated by system)</b>	<b>0</b>	<b>0</b>	--

**6. Comments (Optional)**

**7. Your seasonal flu vaccination campaign status?**

We have finished our seasonal flu vaccination campaign so these data can be regarded as final.  
 Our seasonal flu vaccination campaign is still in progress; we will provide updated data next month.

Audit Records  
Date of Action User Action

Once relevant fields have been completed GP practice data providers should click **'Submit'**.

## 4 Notes for area teams and data providers

- The data collection is cumulative; data submitted should be on vaccinations given from 1 September 2013 until the relevant month end, and not just on vaccinations given since the previous month's survey.
- As some data providers may finish their vaccination programme of their frontline HCWs before the final collection, there will be an option on the form that allows data providers to indicate that their programme has been completed. If the 'We have finished our seasonal influenza vaccination campaign so these data can be regarded as final' box is selected, data providers will not have to submit data for remaining months, as their last submitted data will be carried forward as their final data. If data providers have finished their campaign, but do not select the box to indicate their programme has been completed, they will appear as a 'non-responder' for the following month's survey, data will not be carried forward, and they will be required to enter data for that month.

## 5 Further information

- For any queries on the data collection content and process please email [HCWvac@phe.gov.uk](mailto:HCWvac@phe.gov.uk)
- If data providers have queries about the data collection tool that are not addressed by the user guides, they should contact their **area team(s) immunisation lead/flu coordinator** if their AT decides to use this tool (not [HCWvac@phe.gov.uk](mailto:HCWvac@phe.gov.uk))
- If you require a login for ImmForm, please contact [helpdesk@immform.org.uk](mailto:helpdesk@immform.org.uk). If you need to register several users at once, an Excel spreadsheet is provided for ATs to use to submit ImmForm registration requests (see notes in the spreadsheet that indicate which roles provide which types of access to the survey and collection tool respectively). Please do not amend the layout of the spreadsheet, as it is used for automated uploading of registration details. If you have previously registered, your login will still be valid – if you have forgotten your password please request it directly from the ImmForm site by following the password reminder link on the login page ([www.immform.dh.gov.uk](http://www.immform.dh.gov.uk))
- Further information about ImmForm and a number of ImmForm Help sheets can be found at: [www.gov.uk/government/organisations/public-health-england/series/immform](http://www.gov.uk/government/organisations/public-health-england/series/immform)

## Annex A Data item to workforce definition mapping

Please note GPs and GP practice nurses are separated further within the dataset on the ImmForm website – see the dataset at Annex B.

Data item	Definitions of staff groups
	<p><b>Professionally qualified clinical staff</b> – consisting of all professional staff with direct patient care.</p>
<p><b>All doctors</b></p>	<p><b>All doctors</b> – 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 (consultant, registrars, senior house officers, foundation years 1 and 2 staff, staff grades, associate specialists, clinical assistants and hospital practitioners) and students.</p>
<p><b>Qualified nurses</b></p>	<p><b>Qualified nurses including practice nurses</b> – consists of qualified nursing, midwifery and health visiting staff, working in the hospital and community services and general practice. These nurses have at least first level registration. Includes nurse consultants, nurse managers and bank nurses and students.</p>
<p><b>All other professionally qualified clinical staff</b></p> <p>This comprises:</p> <ul style="list-style-type: none"> <li>• qualified scientific, therapeutic and technical staff (ST&amp;T),</li> <li>• qualified allied health professionals (AHPs)</li> <li>• other qualified ST&amp;T</li> <li>• qualified ambulance staff</li> </ul>	<p><b>Qualified scientific, therapeutic and technical staff (ST&amp;T)</b> – qualified health professionals and students (includes consultant therapists, ST&amp;T managers and healthcare scientists).</p> <p>These staff work alongside doctors, nurses and other health professionals and are categorised into the following two groups:</p> <p><b>Qualified AHPs</b> – qualified allied health professionals (AHPs) and students are the following staff:</p> <ul style="list-style-type: none"> <li>- chiropodists/podiatrists</li> <li>- dietitians</li> <li>- occupational therapists</li> <li>- orthoptists</li> <li>- physiotherapists</li> <li>- radiographers</li> <li>- art/music/drama therapists</li> <li>- speech and language therapists</li> </ul>

Data item	Definitions of staff groups
	<p>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.</p> <p><b>Other qualified ST&amp;T</b> – other qualified health professionals including healthcare scientists and pharmacists as well as students. These are other staff working in key professional roles.</p> <p><b>Qualified ambulance staff</b> – ambulance paramedics, technicians, emergency care practitioners and ambulance service managers, but does not include ambulance trainees. From 2006, ambulance staff are collected under more detailed occupation codes which can't be applied to previous years. Therefore there will be comparability issues.</p>

**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.

<p><b>Support to clinical staff</b></p> <p>This comprises:</p> <ul style="list-style-type: none"> <li>• support to doctors and nurses</li> <li>• support to ST&amp;T staff</li> <li>• support to ambulance staff</li> </ul>	<p><b>Support to doctors and nurses</b> – nursing assistants/auxiliaries, nursery nurses, health care assistants and support staff in nursing areas. Also includes clerical and administrative staff and maintenance and works staff working specifically in clinical areas, for example medical secretaries and medical records officers. They also include all support workers and healthcare assistants as well as students and trainees in central functions, as these are mainly general porters involved in moving patients around the hospital.</p> <p><b>Support to ST&amp;T staff</b> – ST&amp;T trainees and helper/assistants. Also includes healthcare assistants, support workers, clerical &amp; administrative staff and maintenance &amp; works staff specifically identified as supporting ST&amp;T staff.</p> <p><b>Support to ambulance staff</b> – ambulance personnel, trainee ambulance technicians as well as healthcare assistants, support workers, clerical &amp; administrative staff and maintenance &amp; works staff specifically identified as supporting the ambulance service.</p>
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Data item	Definitions of staff groups
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**NHS infrastructure support** – staff directly involved in the day-to-day running of the organisation and its infrastructure.

<p><b>N/A – not relevant to this data collection as these groups not involved in direct patient care</b></p>	<p><b>Central functions</b> – includes clerical and administrative staff working in central functions. The group includes areas such as personnel, finance, IT, legal services, library services, health education and general management support services.</p> <p><b>Hotel, property and estates</b> – includes clerical and administrative staff and maintenance and works staff working in areas such as laundry, catering, domestic services and gardens. This group includes caretakers and labourers.</p> <p><b>Managers and senior managers</b> – staff with overall responsibility for budgets, manpower or assets, or accountable for a significant area of work. Senior managers include staff at executive level and 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&amp;T and ambulance managers in posts requiring specific clinical qualifications.</p>
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**Support to GP staff** – staff working in direct support of GPs.

<p><b>Support to GP staff</b></p>	<p><b>GP practice staff</b> – includes a variety of staff who work in practices. These include physiotherapists, occupational therapists, receptionists and practice managers as well as students and trainees. However, practice nurses are included as qualified nurses within professionally qualified clinical staff instead.</p>
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