

Sonar User Guide Vaccination Service 2020/21

www.SonarHealth.Org

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1. The Sonar Website



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To access the Sonar system please visit www.sonarhealth.org or www.firstpct.org.

2. Registration & Login

2.1 Login access

Website: www.SonarHealth.Org

The Login link can be found in the top right corner of the SonarHealth or FirstPCT websites.

All users should have their own individual login accounts. If you already have login details from a previous year, please check ahead of time to ensure they work correctly, and you have access to your relevant pharmacy sites.

2.2 Multiple Store access

• If you need access to more than one store please email us ahead of time, so that we can add your new locations to your account. 2-3 working days ahead would be preferable. Please email us at <u>info@sonarinformatics.com</u>, Sonar will need your personal login details (username) as well as the Post code and street address of the store you wish to gain access to. From there we will email you back a form to fill in (it consists of 3 parts for you to fill in, one about yourself, the second about the location you wish to gain access to and the last about the authorising figure who is validating your request for access). Once this form is returned to us (per location you require access to) we will go ahead with some checks and then grant access.

• When you are within the system, you can change (swap) between branches by selecting the "Change location" option at the top right corner of the screen under your displayed username (blue bar) where the current store name and post code is displayed.

• Always double check that you are in the right branch, visible at the top right corner in the system (the blue bar) the store name and post code is displayed.

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2.3 Registration for a new account

If you do not have Sonar login details from a previous year or you are new to Sonar, you will have to apply for an account.

- Please select the 'New User? (Sign Up)' link on the top right corner of the webpage to take you to the Sign-Up page displayed below.
- From here you will be asked to fill in this form below first by entering your location/pharmacy postcode in the yellow address bar (where you can select from our database the store you need access to). Then continue to fill out the short form below and lastly press the 'Submit' button.
- This is a manual process and can take up to 2 working days. We will first send you a form (to the email you have provided) (it consists of 3 parts for you to fill in, one about yourself, the second about the location you wish to gain access to and the last about the authorising figure who is validating your request for access). Once this form is returned to us (per location you require assess to) we will go ahead with some checks and send an activation code to the pharmacies shared care email address.
- An authorising figure from the pharmacy can then give you the activation code for you to use and activate your account.

		Sona	ar Health		➡ Login 🛃 N	ew User? (Sign up)
Н	ome London Flu Serv	ice London CPCS Service	GDPR, Privacy and Cookies	Safeguarding	Contact Us	
Sign Up If you are a new user, feel free advanced services like NMS, M	to fill-in the following forn UR, Stop Smoking, Repeat	n and be part of the Sonar Healt Prescriptions, and also some othe	h Care Network! By signing up y er tools (Calendar, Library, etc) th	ou will have access at will help you pro	to a range of free NHS e vide a better service to	enhanced and your patients.
Your Contact Details Please find your location by er below: Clittener and free-type your location na		ode in the box below and select it	from the list that comes up. If no	ot on the list, please	e free-type your contact	info in the boxes
and you are genuine Advisor/I The Sonar Informatics <u>Terms</u>	Member of staff at the spe of service and <u>Privacy polic</u> inderstood the above.	mation you have provided is TRU cified location. Also you agree to	GDPR Consent We would like to send you occ important alerts and material example, for NHS-related serv is to send to you. You can uns HIS Service alerts and serv Flu Training, travel clinics a Other training opportunitie Sonar newsletters New product offers	. For some commur vices. Please select b subscribe at any tim vice-related news, a and vaccinations	nication we must be able below, what information ne.	e to reach you for you are okay for
Please enter the text $F \times F$	くFo in the box:	Suomit				

Image 2: Sonar registration page for new users

2.4 How to login to Sonar

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Please visit www.SonarHealth.Org.

- Click on the 'Login' link on the top right-hand corner of the website homepage to take you to the 'Login' page.
 - Once on the 'Login Homepage' please enter your Username, Password and PIN number.
 - Unless otherwise stated, all details are lowercase with no spaces
 - · Login Method- make sure it is set at 'Pin Number' as you have been issued a PIN
 - PIN- you will be asked for a different set of 3 parts of your 6-digit PIN each time you log in
 - If you have 'Multi-Access' to multiple stores be sure to choose the relevant borough and specific store after you have entered your login details and are prompted to select the site access you require.
- If you have any questions or issues please reply giving details of your issue, your Sonar username & how to contact you (email & telephone /mobile).
- Sonar User Guides can be found on the bottom left corner of this page for help and reference.

Home	About us	Contact us	Cookie policy		Sign New user? (Sign up)
First PC	5 ET				
Home	Contact]			
Or you can Required I There is a p User guid • Ho • See • See	use the <u>Help /I</u> prowsers: Inte period of 1 hou des: w to login to S	Onar Onar	To access	somebody from our team will contact you shortly. Safari, Opera umber ~ provide the following digits of your PIN Number 6th 1st en password?	Provide Username, Password and PIN to login

Image 3: Sonar login page

3. The National Vaccination Service 2020/21

Once you have successfully logged into the Sonar website (<u>www.Sonarhealth.org</u>) and are on your chosen pharmacies homepage (please see the image below), you will be able to select the 'Pharmacy Vaccination Service 2020/21' under the 'NHS Services' tab, to access the service.

Sonar Healt	th	Default theme 🗸	Back to Services	🛛 Alerts	오 Feedback	🛓 Username	🕞 Logout	? Help
	Home		Profile				Pharma	cy Name 🐱
👼 Home	< Pharmacy							
£ Invoices	Vaccination Service 2020/21	Please select the						
☑ My Messages	<	"Pharmacy vaccination						
😁 My Contacts	<	Service 2020/21"	e: I:					
O Appointments	<		Edit profile					
INHS Directory	< Sonar Services							
Read codes browser	Private Travel PGDs	Repeat Rx Training	Notice board					
🛢 Library	<							
እ Blog	<							
🗩 Forum	<							
Click to connect	9							
	Useful Links	Terms	Contact Us	Abo	out us	Socia	lize	

Once you have selected the 'Pharmacy Vaccination Service 2020/21' under the 'NHS Services' tab, you will be taken to the service homepage. Please see the below image.

Sonar Health 🗸 💣 Home >	🚨 User Name
♦ Yaccinations Home Records Add New Consulations Stock Vaccin	Appointments 🛱 Bookings 🏭 QR Code Poster Pharmacy Name (Post Code)
Copyright ©	Antification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post or Fax. Song anned udpates OI Sep or is realising new updates for the Pharmacy tocination Service which may cause some browsers not to get latest changes, if you experience any issue we recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informative for support.

Image 5: National vaccination service homepage

Image 4: Sonar pharmacy homepage

4. Updating Your Pharmacies Stock Details

To update your pharmacies stock details please select the "Vaccines" button on the main menu (as shown in the below image).



Image 6: Vaccines in National vaccination service homepage

Then select "New Vaccine" to add the vaccine details in the service.

onar Health 🗸	鮝 <u>Home</u> >			🐣 User Name
� Vaccinations Home	Records 🗘 Add New 🏾 Consulations Stock 💉 🗸	Click "New	w Vaccine"	Pharmacy Name (Post Code)
✓ Sort	0 Items (New Yaccine) 🕈 Delete Vaccine		> Stock details	
Product Name ∨ ○ Asc ▼	APID Name	Total Units Units units used in stock	APID 22704311000001109	
🔍 Desc 🔺	 Medicines (1 records) 		 Description 	
 Vaccine type Influenza vaccine 	E 22704311000001109Fluarix Tetra vaccine suspension for injection 0.5ml pre-filled syringes	10 2 8	Fluarix Tetra vaccine suspens syringes (GlaxoSmithKline U	ion for injection 0.5ml pre-filled K Ltd)
Pneumonia vaccine	(GlaxoSmithKline UK Ltd)		Please provide your stock det	ails:

Image 7: Adding a Vaccine stocks for pharmacy Page

After selecting "New vaccine", the 'Add vaccine' pop-up box will be displayed. You will need to select the vaccine brand from the drop-down list and enter the date and quantity of the vaccines, then click the "Save" Button to complete this process, so that your vaccine stock for the pharmacy will be updated.



Image 8: Add vaccine stock



Image 9: Update vaccine stock details

5. Appointments

This year Sonar has developed a new appointment booking system to make appointment booking faster and easier for the pharmacy and the public. Members of the public can book an appointment at their chosen pharmacy by either visiting the website <u>WWW.MYVaccinations.co.uk</u> or by scanning the specific QR code for your pharmacy. (please see section 5.2 for further details about your pharmacies personalised Sonar QR code and downloading an individualised poster to be displayed in your store).

5.1 Bookings

section.

Once a member of the public has booked an appointment through either the website <u>www.myvaccinations.co.uk</u> or the QR code in your pharmacy, their details will be updated in the Bookings section (please see the below image), where you will be able to view your patients appointments under the Booking

◆ Vaccinations Home Records Add New Image: Consulations Stock ✓ Vaccines Appointment Main menu Service references Home B B Blank form G GP Notification	Accines Stock OI Sep Before you start you have to enter the vaccine brands you have in stock. It's required that you keep your stock up to date. GP Notifications OI Sep
Home Main B Blank form G B GP Notification	Jaccines Stock OI Sep Before you start you have to enter the vaccine brands you have in stock. It's required that you keep your stock up to date.
♦ Main G B G P G B G Notification	you have in stack. It's required that you keep your stack up to date.
Add new Im Consultations P P Pharmacy PGD	 GP Notifications will be sent automatically. By default notifications will be sent via MESH and ITK3. If GP pratice does not have a MESH mailbox then GP Notification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post or Fax.
✓ Vaccines Appointments Bookings B QR Code Poster Select the "Bookings" button to view the appointments booked in the pharmacy	Sonar planned udpates Ol Sep Sonar is realising new updates for the Pharmacy Vaccination Service which may cause some browsers not to get latest changes, if you experience any issue we recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.

Image 10: Bookings on the vaccination service homepage

Once you have selected the "Bookings" button, you are able to view the patient appointments (those who have booked an appointment slot at your pharmacy).



Image 11: Patient appointment bookings

5.2 Personalised QR Code Poster

Sonar has provided each London pharmacy with an individualised QR code that is specific to your pharmacy. You are able you display or distribute it and then patients can scan it and automatically book an appointment with your pharmacy with ease. You can download the QR code poster by selecting the "QR Code Poster" button.

Sonar Health 🗸 💣 Home >		💄 User Name
♦ Vaccinations Home Records	Consulations Stock & Vaccines Appointments	🛱 Bookings 🔠 QR Code Poster 🛛 Pharmacy Name (Post Code)
Main menu	Service references	Vaccines Stock OI Sep
Home I Main Records Add new Consultations Stock	 B Blank form G G P Notification N National Flu Service Spec P P Pharmacy PGD 	Before you fr you have to enter the vaccine brands you have tock. It's register to that you keep your stock up to date. otifications OI Sep Natifications will be sent automatically. by default natifications will be sent via MESH and ITK3. If GP protice daes not have a MESH mailbox then GP Natification will be sent using NHS Mail Where a natification has not been sent via ITK or NHS mail - please print the GP notification and send it via Post or Fax.
✓ Vaccines Appointments 曲 Bookings 田 QR Code Poster	Select the "QR Code Poster" tab to download your personalised QR Code poster for your pharmacy	Sonar planned udpates Ol Sep Sonar is realising new updates for the Pharmacy Vaccinction Service which may cause some browsers not to get latest changes, if you experience any issue we reacomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.

Image 12: QR Code Poster

To download your personalised QR code poster, you will need to select the "QR Code Poster" button on the service home page (Image 12) and then select the "Download" button (Image 13) to download and then print the poster.

Once displayed or distributed, members of the public can scan this personalised QR code (from the poster) and book a vaccination appointment at your pharmacy.

Vaccinations Home Records Add New H Consulations Stack Y vaccine Appointments H Bookings H Code Pharmacy Pharmacy	Vour QR Code Preview MARKED BOOK YOUR FREE NHS VACCINATION APPOINTMENT HERE! Your Pharmacy Name & Address here Scan the QR Code to book a free Ele	Sonar Health 🗸 🛛 🚓 🗄	Home >								🚨 USERNAME 🛛 🗸
Your QR Code Preview	Vour QR Code Preview Image: Standard Code Previcod Preview <t< th=""><th> </th><th>ecords (</th><th>🗘 Add New</th><th>Consulations</th><th>Stock</th><th>🖋 Vaccines</th><th>Appointments</th><th>苗 Bookings</th><th>BR QR Code</th><th>Pharmacy (Postcode) 🗸</th></t<>		ecords (🗘 Add New	Consulations	Stock	🖋 Vaccines	Appointments	苗 Bookings	BR QR Code	Pharmacy (Postcode) 🗸
	Download to save & print		ecords (BC My Vaccin BC	DOK YO VACO PPOIN Dur Phan & Add	OUR CIN FME rma ress	FREE ATIO NT H cy Nai here	NF E NHS N IERE! me		Your perso	Pharmacy (Postcode) > nalised pharmacy

Image 13: QR Code Poster download page

6. Register for PDS Service

You will need to register for access to the PDS Service, so that you can get access to the patient details from the NHS database. Otherwise you will not be able to search for the patient. Please see Image 15 & 16 for further details on this.

> Vaccinations Home	Records 🕒 Add New 🔳 Con	sulations Stock 🖋 Vaccines Appointment	ts Bookings Code Poster Pharmacy Name (Post Code Poster
Main menu	Λ	Service references	Vaccines Stock 01 S
Home		B 📓 Blank form	Before you start you have to enter the vaccine brands you have in stock. It's required that you keep your stock up to date.
∢> Main Records		G 🚦 GP Notification	GP Notifications 01 S GP Notifications will be sent automatically.
Add new	Click "Add New"	N 📙 National Flu Service Spec	By default notifications will be sent via MÉSH and ITK3 If GP pratice does not have a MESH mailbox then GP
Consultations Stock		P 👌 Pharmacy PGD	Notification will be sent using NHS Mail Where a notification has not been sent via ITK or NHS mail – please print the GP notification and send it via Post or Fax.
🖋 Vaccines			Sonar planned udpates 01 S
Appointments			Sonar is realising new updates for the Pharmacy
苗 Bookings			Vaccination Service which may cause some browsers no to get latest changes, if you experience any issue we
🔡 QR Code Poster			recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.

Image 14 – Add New in national vaccination service

Register by selecting the "Register Here" button and then filling in the form.

To register a New Patient , please provide the following information:	USERS ARE REQUIRED TO USE THE PDS SERVICE
General search * First name * Surname * Surname * DOB dd/mm/yyyy * Gender • O' Continue • Continue * Information entered above will be searched in the Sonar Database and the NHS Spine (PDS) to get a matching patient details. * To use PDS you must register first (please click on the P PDS link at the toolbar). * If there are no search matches, you will be prompted the enter the patient details manually.	Please read the following instructions: Please register your premise for the PDS service (Register here) After the registration please allow up to ISminutes to star ing the PDS Service IMPOF If the DES lookup Get If the second search still does not return the patient details, you will have to dick on <continues a="" create="" manually<="" new="" patient="" th="" to=""></continues>

Image 15 – Patient Search page in national vaccination service

Please fill in the below form, displayed here in Image 16.

Select all the checkboxes in the declaration and click "Submit", once this is done the check boxes will turn green. (once submitted this process may take up to 2 hours to fully activate).



Image 16 – Register for PDS Service

7. Selecting a patient

There are two ways to start a new consultation.

- 1) Through the search function (similar to the 2019/20 vaccination season). Please see section 7.1
- 2) Through your patient bookings system (a new feature for this year, where patients book an appointment at your pharmacy). Please see section 5.1 & section 7.2.

7.1 General Search or NHS number search

1) The first is to search for the patient through the General Search or NHS number search.

To register a New Patient , please provide the following information: General search NHS Number search	You can search for a patient by either the General Search or the NHS Number Search.	
* First name * Surname * DOB dd/mm/yyyy * Gender	And then click the 'Continue' button to proceed.	
Continue	Get the NHS Number from your PMR System, and use the NHS NUMBE Then select "Continue" to proceed with the consultation he Patient's DOB not return the patient details, you will have ient manually	
Information entered above will be searched in the Sonar Database and the NHS Spine (PDS) matching patient details. To use PDS you must register first (please click on the <i>P</i> PDS link at the toalbar). If there are no search matches, you will be prompted the enter the patient details manually.	to get a	

Image 17 – General Search or NHS Number Search

You can search for a patient by either the General Search or the NHS Number Search. And then click the 'Continue' button to proceed.

nar Health 🗸 🛛 希 Home > Patients > New Patient		🐣 🛛 User Name
Main	USERS ARE REQUIRED TO USE THE PDS SERVICE Please read the following instructions: Fill in the patient details and then click "Continue" to proceed with the consultation If the <u>General Search</u> DOES NOT return the patient details, then you can try the following:	Lesr Name (Post Code)
 [*] Information entered above will be searched in the Sonar Database and the NHS Spine (PDS) to get a matching patient details. ^{**} To use PDS you must register first (please click on the ₽ PDS link at the toalbar). ^{**} If there are no search matches, you will be prompted the enter the patient details manually. 	 Then you can try the following: Get the NHS Number from your PMR System, and use the <u>NHS NUMBER search</u>, you will also be required to provide the Patient's DOB If the second search still does not return the patient details, you will have to click on <continue> to create a new patient manually</continue> 	

Image 18 – Filling in the patient details on the General Search

7.2 Appointment Booking Search

The second method is through the "Bookings" where you search for the patient. Please see 5.1.



Image 19: Selecting a patient from their appointment booking

With this second method you would have to select the patient record and click the patient record ID for the patient details to be displayed. Select "Add Consultation" to proceed to the consultation.

onar Health 🗸 🗖 🕯	¥ <u>Home</u> >					🐣 Username 🕤
Vaccinations Home	Records 🚯 Add New 🖩 Consulations	s Stock 🖋 Vaccines .	Appointments 🛛 🛗 Book	ings ₩ QR Code Poster		Pharmacy - 🚿
✓ Sort	< Oltems ► View record ⊗ [Delete record		Q Search by name, dob, nhs number, patient id	> 	DNA C
Service Date ♥ ○ Asc ♥	App. Id Date Patients (10 records)	Name F	Patients Status		App. Id Date 27/08/2020 13:50	
 Desc * Service date 	1000302 27/08/2020 14:50 DOB: 09/04/2000 Mobile: 07!	TEST, Test I Email: info@sonarinform	In progress atics.com Adults: 1	Select "Add Consultation"	Name TEST, Test Mobile 0721	
01/09/2020 Date to [dd/mm/yyyy/]	1000303 27/08/2020 15:50 DOB: 09/04/1990 [Mobile: 07/	TEST, Test 1 Email: info@sonarinforma	In progress	to proceed	Email info@sonarinformatics.co	Im
 Appointment Status 	1000304 27/08/2020 17:40	TEST, Test	In progress	\sim	Consultation details TEST, Test (Female) Dob: 08/04/2000	In progress
 In-progress Completed DNA 	DOB: 15/08/2006 Mobile: 07/ 1000305 27/08/2020 17:40 DOB: 05/03/2000 Mobile: 07/	Email: info@sonarinforma TEST, Test 1 Email: info@sonarinform	In progress		Add Consultation	in progress

Image 20: Viewing their details & starting a consultation

From the patient booking (via the appointment system on either myvaccinations.co.uk or the QR code) the patient details will be displayed on the PDS Screen. You will then need to select "Continue" to proceed with the consultation.

Sonar Health 🗸 🏾 👫 <u>Home</u> > <u>Patients</u> > New Patient		🚔 User Name
Main PDS		Pharmacy Name (Post Code)
To register a New Patient, please provide the following USERS ARE REQUIRED	D TO USE THE PDS SERVICE	
Please read the following ins	structions:	
here).	e for the PDS service <u>(Register</u>	
* First name test After the registration pleas * Surname patient! After the registration pleas	se allow up to 15minutes to start	
* DOB 06/09/1977		
• Gender (Female ~)		
Click "Continue" to proceed	retun the patient details,	
with the consultation	PMR System, and use the	
	o be required to provide the	
" To use PDS you must register first (please click on the PPDS link at the	ontinue> to create a new patient	
toolbar). "If there are no search matches, you will be prompted the enter the patient details manually.		

Image 21: PDS Screen to search the patient record

8 Starting a New Consultation

Please refer to section 7 (7.1 & 7.2) to recap how you select a patient.

- 1) Through the search function (similar to the 2019/20 vaccination season). Please see section 7.1
- 2) Through your patient bookings system (a new feature for this year, where patients book an appointment at your pharmacy). Please see section 5.1 & section 7.2.

Once you have selected the patient, you will be taken to the consultation area where you will have to go through each step of the process to complete the consultation. Starting with Consent and moving down each stage to Criteria, Assessment and finally Administration.



Image 22: Stages within the consultation process

8.1 Add Consent Details

Within the consent stage you will be asked to enter the required details and click "save & Continue" to proceed to the criteria section.

	TEST	TEST (Sonar ID: 1354594)
	Gender: <mark>Fe</mark> Telephone:	emale DOB 08/04/2000 NH5 Number. Not recorded GP Practice: (X26a) Test GP (HF) Addre 10 Email: Not recorded Email: Not recorded
	<	Useful links: <u>MiDoS</u> <u>EPS Tracker</u> <u>NICE CKS</u> <u>NHS UK</u> <u>PATIENT.CO.UK</u> <u>BNF</u> <u>EMC</u> <u>GILLICK COMPETENCY</u> <u>Fields marked with (*) are mandatory</u>
 Progress 		Consent for service delivery (Pharmacy Vaccination Service)
🐞 Consent	•	The pharmacist to read following statement to patient:
📰 Criteria		"Consent is required for the service provision and to share information about this consultation with your GP. In addition Please use the consent form to get a
¥≣ Assessment		wet signature from patient as per the SLA."
Administration 🕷		Vaccination National FLU Select vaccination type from the list
		* Consent to share? * Is the patient accompanied?
		Patient's signature (optional)
		Click on <save& continue=""> to confirm details SAVE & Continue</save&>

Image 23: Consents page in national vaccination service

8.2 Select the Criteria

Within the criteria section you will be asked to select the inclusion and exclusion for the patient and then Click "Save & Continue" to proceed to the assessment section.

TEST	TEST (Sonar ID: 1354594) 🚨 Edit Profile 🖉 Patient Notes 🔮 View SCR 🗜 Incident repo	ort
Gender <mark>-</mark> Telephone	male DOB <mark>08/04/2000 NHS Number. Not recorded GP Practice (X26a) Test GP (HF)</mark> Address. Not recorded Meblic: Not recorded Email. Not recorded	
<	Useful links: MiDoS EPS Tracker NICE CKS NHS UK PATIENT.CO.UK BNF EMC GILLICK COMPETE Fields marked with (*) are mandatory Fields to be shared with GP Service National Flu Inclusion Select an inclusion from the list below: Reason why the patient should be elegible under the nhs vaccination service. If the the inclusion is not in the list it may belong to another vaccination service (e.g. London Flu, National Flu, Service (e.g. London Flu, National Flu, London PPV) - you can refer to the SLA If the patient is not elegible to have a vaccination under the nhs service, pharmacists can opt to vaccinate the patient under a patient group direction (private pgd) 	*
	dysfunction 40) Pregnant woman Person in long-stay residential care home or care facility Carer Household contact of immunocompromised individual Social Care Worker Learning disability Emplayed through direct payment or personal health budget Household contact of person on NHS skielded potient list Alter Main the patient from having a Select the patient's inclusion criteria from list 	×

Image 24: Inclusion criteria page in national vaccination service



Image 25: Exclusion criteria page in national vaccination service

8.3 Assessment Details

Within the Assessment section you will be asked to fill in details such as for allergies, existing medical conditions, referrer as well as the premise for vaccination. Once this is completed you will need to select the "Save & continue" button to proceed to the administration section.

	TEST	TEST (Sonar ID: 1354)	594)	ofile 🖉 Patient Notes 🛛 🔂 View SCR 🛛 🖡 Incident report	
	Gender <mark>F</mark> Telephone:	e <mark>male</mark> <i>DOB <mark>08/04/2000</mark> NH3</i> Not recorded <i>Mobile:</i> Not reco	5Number: Not recorded GP Practice: <mark>(X26a) Test GP (HF</mark> Irded <i>Email</i> : Not recorded) Address	I
	<	Fields marked with (*) are m	Useful links: <u>MiDoS</u> <u>EPS Tracker</u> <u>NICE</u> andatory Fields to be shared with GP	<u>ECKS</u> <u>NHS</u>	uk patient.co.uk bnf Emc gillick.competency >
+ Progress		* Allergies	[e.g. Nuts]		Often used more broadly to refer to any condition that
📫 Consent			No allergies declared (Tick if no allergies declared)	ed)	causes pain, dysfunction, distress, social problems, or death to the person afflicted, or similar problems for those in
i f≡ Assessment		Existing medical conditions	[e.g. ASTHMA]		contact with the person.
🖋 Administration		* Referrer	Self Referral		© Referrer
▶ Actions		* Premise for vaccination	Pharmacy ~		
🛓 Print GP Notificat	tion		Patient's emergency contact (optional)		the service
		Relationship			
		Name			Premise for vaccination
		Telephone			The location of where the service was provided
		Email			© Emergency contact
					De se of an
		Click on <saye &="" b="" continue<=""></saye>	e> to confirm details		Click "Save & Continue"

Image 26: Assessment page in national vaccination service

8.4 Administration Details

Within the Administration details section, you will be asked to enter details such as the vaccine brand (select from the list), batch number, expiry date, route of administration and the site of administration. Once this is completed you will need to select the "Submit" button. It is at this stage that you have completed the consultation.

TEST	TEST (Sonar ID: 1354594)	🛓 Edit Profile) 🕜 Patient Notes) 📲 View SCR 🛛 🗜 Incident report
Gender. Telephane:	e <mark>rnale</mark> DOB <mark>08/04/2000</mark> NH5 Number: Not recorded GP Practice: <mark>(X26a) Test GP (H</mark> Not recorded Mabile: Not recorded <i>Email</i> : Not recorded	HF) Address
 Progress Consent Criteria Criteria Assessment Administration Actions Print GP Notification 	Useful links: MiDoS EPS Tracker NIC Fields marked with (*) are mandatory Fields to be shared with GP * Date 0/09/2020 13 35 * Vaccine Fluarix Tetra vaccine suspension for injection 0.5 vringes (GlosoSmithKline UK Ltd) If no vaccines are showing up, you may have to stack. * Batch number XXXXXX * Expiry Date 15/01/2021 Use last day of the month (if no day) * Route of administration Inframuscular route information and advice given [Describe advice/support provided]	not expire
	Click on <submit></submit> to complete the consultation SUBMIT	Click "Submit" istration

Image 27: Administration page in national vaccination service

8.5 Completed Consultations

Once the consultation is completed, the record status will also display as completed and view as a green dot, and the GP notifications will be automatically sent to the patient's respective GP (this sending process can take up to 4 hours from the initial time of consultation completion).

Within the GP Notifications column, you will be able to see a green or red dot to indicate if the notification has been successfully sent (green) or has not yet been sent (red).



Image 28: Completed Consultation Record

To view your consultations please select the 'Consultations' tab on the service homepage.

Sonar Health 🗸 🛛 🗥 Home	2 >		🐣 User Name
Vaccinations Home Reca	ords 🛛 🖨 Add New 🕻 🔳 Consu	Ilations Stock & Vaccines Appointments	Bookings # QR Code Poster Pharmacy Name (Post Code)
Main menu		Service references	Vaccines Stock OI Sep
Home		B 📓 Blank form	Before you start you have to enter the vaccine brands you have in stack. It's required that you keep your stack up to date.
Records	Click here to	G 📑 GP Notification	GP Notifications 01 Sep
• Add new	view your consultations	N 📙 National Flu Service Spec	2 GP Notifications will be sent automatically. 8 By default notifications will be sent via MESH and ITK3. 1F GP pratice does not have a MESH mailbox then GP Notification will be sent using NHS Mail
Consultations Stock	consultations	P 📙 Pharmacy PGD	Where a notification has not been sent via ITK or NHS mail – please print the GP notification and send it via Post or Fax.
🖋 Vaccines			Sonar planned udpates 01 Sep
Appointments			Sonar is realising new updates for the Pharmacy Vaccination Service which may cause some browsers not to get latest changes, if you experience any issue we
🔡 QR Code Poster			recomend to press CTRL+F5 on your keyboard (which forces the browser to refresh) before contacting Sonar Informatics for support.
	(Copyright © 2020 Sonar Informatics LTD - IT Solutions for he *SonarHealth is a registered trade mark of <u>Sonar In</u> I	alth care professionals. Formatics LTD.

Image 29: View your completed consultation records

9. Contact Us

If you have any queries or need further assistance, please contact Sonar on email at info@sonarinformatics.com.

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Web - www.sonarhealth.org