

Seasonal Influenza Healthcare Workers Vaccine Uptake Collection 2011/12

ImmForm User Guide for NHS Trusts

This MANDATORY collection is approved by the Review of Central Returns Steering Committee (ROCR) – ROCR/OR/0270/000MAND *Extended until February 2012 (Submission of data by Foundation Trusts is voluntary)*

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For Recipient's Use	

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1 Introduction

In 2011/12 seasonal influenza vaccine uptake data will continue to be collected on frontline health care workers (HCWs) involved with direct patient care from all NHS Trusts, including Primary Care, Acute, Mental Health, Ambulance, Care and Foundation Trusts (Submission of data by Foundation Trusts is voluntary). All Trusts are responsible for submission of data, including data on the vaccination of frontline HCWs in healthcare providing organisations from which they commission services. Data will be collected via the DH ImmForm website by occupational staff grouping. Staff definitions will remain the same as last season and are consistent with NHS national workforce census definitions.

Cumulative data will be collected on vaccinations administered from 1 September 2011 onwards. The data collection will comprise four monthly surveys for October, November, December and January, with the collections starting from November 2011 through to February 2012.

1.1 ***Guidance for the seasonal influenza vaccination programme 2011/12***

The CMO Letter published on 25 May 2011 set out the guidance for the seasonal influenza vaccination programme 2011/12. The letter is on the DH website and is accessible from the following link:

www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_128175.pdf

1.2 ***Why is immunisation of frontline staff important?***

Immunisation of frontline staff against influenza reduces the transmission of infection to vulnerable patients who are at higher risk of severe outcome and in some cases may have a suboptimal response to their own immunisations. Immunising HCWs also protects themselves and their families from infection. Staff vaccination results in lower rates of influenza-like illness, hospitalisation, and mortality in the elderly in healthcare settings.

The updated Code of Practice for the prevention and control of health care associated infections (HCAI) emphasises the need for NHS organisations to ensure that HCWs are free of and protected from communicable infections (so far as is reasonably practicable), and that all staff are appropriately educated in the prevention and control of infections. Policy and procedures on the prevention and management of communicable infections (including staff immunisation programmes) must be in place.

Further information on the Code of Practice is on the DH website and is accessible from the link:

www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_122604

1.3 ***Important information regarding the collection of data from primary care***

PCT commissioners should have planned and accounted for all frontline staff in their local flu plans. However, given the ongoing reorganisation of primary care it is important that PCTs:

- provide data on the vaccination of frontline healthcare staff working in primary care on behalf of the PCT, i.e. in organisations commissioned by the PCT, but not on staff working in acute trusts/foundation trusts, as these staff should be reported by the trust they are employed by.
- provide data on the uptake of influenza vaccine in the same frontline primary care staff groups as they provided in previous years, excepting where these staff are now employed by acute/foundation trusts.

With the role of commissioning separating from the provision of services within PCTs, some of the organisations providing primary care may be providing that care on behalf of more than one PCT. This poses a real risk of the double counting of these staff in the survey. Every effort should be made at PCT and SHA level to avoid this double counting. We ask PCTs to enter into the ImmForm survey comments box, details on which staff they are reporting on and which organisations these staff are employed by.

2 General questions and answers

2.1 *Do I have to submit this data?*

Yes, this is a **mandatory** collection, approved as such by ROCR (ROCR/OR/0270/000MAND). The HCWs seasonal influenza vaccine uptake data survey is a vital part of influenza surveillance in England and provides important information to assist with the implementation of seasonal influenza vaccination campaign, locally, regionally, and nationally.

2.2 *Which staff groups should I collect data on?*

Vaccine uptake data are collected on all frontline HCWs **with direct patient care**. This includes the following staff groups: doctors, qualified nurses, other professionally qualified clinical staff, and support to clinical staff. Data on GPs and non-GPs are collected separately, as are GP practice nurses and non-GP practice nurses. Staff group definitions are identical to NHS Workforce Census definitions and are described in detail in **Annex A** (page 13). Students and trainees in these disciplines and volunteers who are working with patients should also be included. The staff list is not an exhaustive list and decisions to provide immunisation should be based on local assessment of likely risk and exposure to influenza.

2.3 *Is vaccine uptake data being collected from social care workers?*

No, we are not collecting data on social care workers.

2.4 *Can a Trust report vaccine uptake data for another Trust?*

For purposes of ordering vaccine, one Trust may order and store vaccine for another Trust. However, vaccine uptake data must be reported by the **individual** trust.

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 contact 'data provider' to submit another Trust's data. However data must be reported **separately**, using the three-character NHS organisation code.

2.5 *Who needs to provide vaccine uptake data?*

PCT Immunisation Coordinators and Influenza Coordinators can access the survey, as can Acute Trust HCW data providers (if registered on ImmForm). Contacts previously registered to provide seasonal influenza vaccine uptake data for 2010/11 will still be valid. New contacts can also be registered at any time (see 5 below for more information about the ImmForm website and a link to help sheets).

3 Data collection dates

The first survey will commence in November 2011 (for vaccinations up to end October 2011) and the final survey will begin in February 2012 (for vaccinations up to end January 2012).

Please see below the 2011/12 monthly collection dates:

Survey month	OCTOBER 2011	NOVEMBER 2011	DECEMBER 2011	JANUARY 2012
<i>Data should be provided on vaccinations given between the following dates (inclusive)</i>	1 September to 31 October 2011	1 September to 30 November 2011	1 September to 31 December 2011	1 September 2011 to 31 January 2012
Trusts	1 November to 9 November 2011 (7 working days)	1 December to 9 December 2011 (7 working days)	3 January to 13 January 2012 (9 working days)	1 February to 9 February 2012 (7 working days)
SHAs	1 November to 11 November 2011 (9 working days)	1 December to 13 December 2011 (9 working days)	3 January to 17 January 2012 (11 working days)	1 February to 13 February 2012 (9 working days)

- Each month Trusts have **seven** working days to submit data. Two extra days have been allocated for the December survey to account for any staff leave taken during the winter holiday period.
- SHAs have **two** additional working days to submit data on behalf of Trusts and validate/amend data as appropriate.
- Once data are submitted the HPA will also validate the data and query any possible anomalies.
- All Trusts, SHAs, and HPA will be able to view and amend the submitted data up until their respective end dates for each month (after which data will be read-only).

4 Survey dataset

The dataset for the seasonal influenza (HCWs) vaccine uptake collection 2011/12 is in **Annex B**.

5 ImmForm website

The ImmForm website <https://www.immform.dh.gov.uk> provides a secure platform for vaccine uptake data collection for several immunisation surveys, including the HCWs seasonal influenza vaccine uptake collection. The website is hosted and managed by the DH. ImmForm is easy to access, is password protected, and allows SHAs and Trusts to analyse and review their vaccine uptake data.

For more information about how to register and use ImmForm, please refer to the following help sheets: www.dh.gov.uk/en/Publichealth/Immunisation/immform/index.htm .

6 The Survey

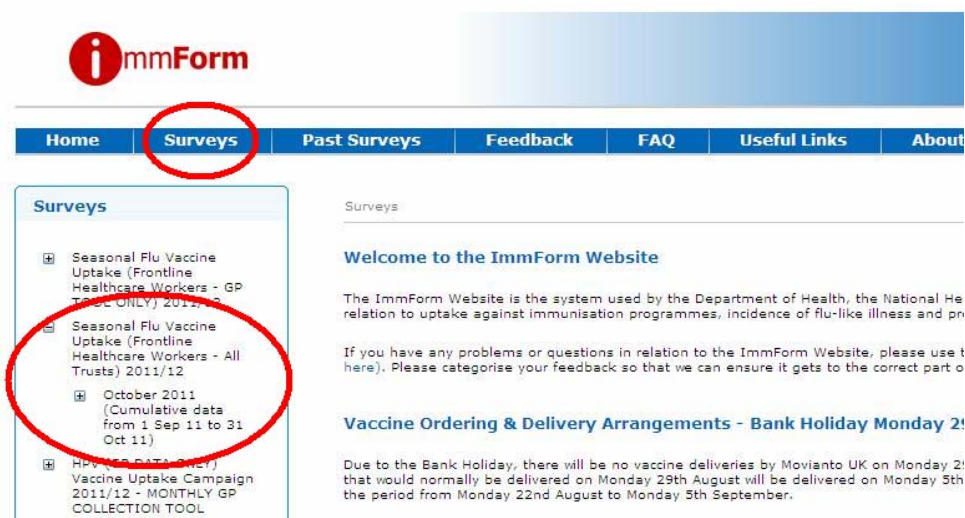
6.1 Survey overview

- The survey is cumulative; data submitted should be on vaccinations given from 1 September 2011 until the relevant month end, and not just on vaccinations given since the previous month's survey.
- As some Trusts may finish their vaccination programme before the final collection, there will be an option on the survey form that allows Trusts 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, Trusts will not have to submit data for remaining months, as their last submitted data will be carried forward as their final data. If Trusts 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 submit data for that month.
- The data will be collected via the ImmForm website. No e-mail or fax submissions will be accepted.

6.2 Entering data onto the survey form

6.2.1 Select the survey

Once you have successfully logged in you will need to select the correct survey, click on 'Surveys' on the top menu bar. You need to select your Trust code, under the survey you wish to provide data for, in this case the **Seasonal Flu Monthly Vaccine Uptake (Frontline Healthcare Workers - All Trusts) 2011/12**.



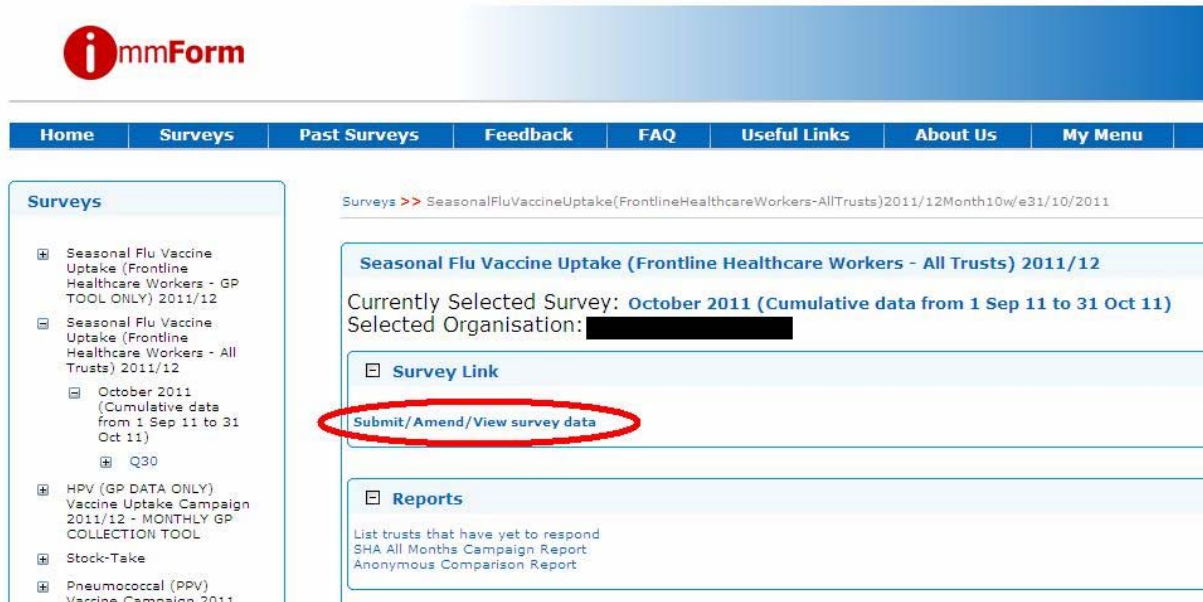
6.2.2 Select the survey month

Select the appropriate month if necessary (the page defaults to the current month's survey).

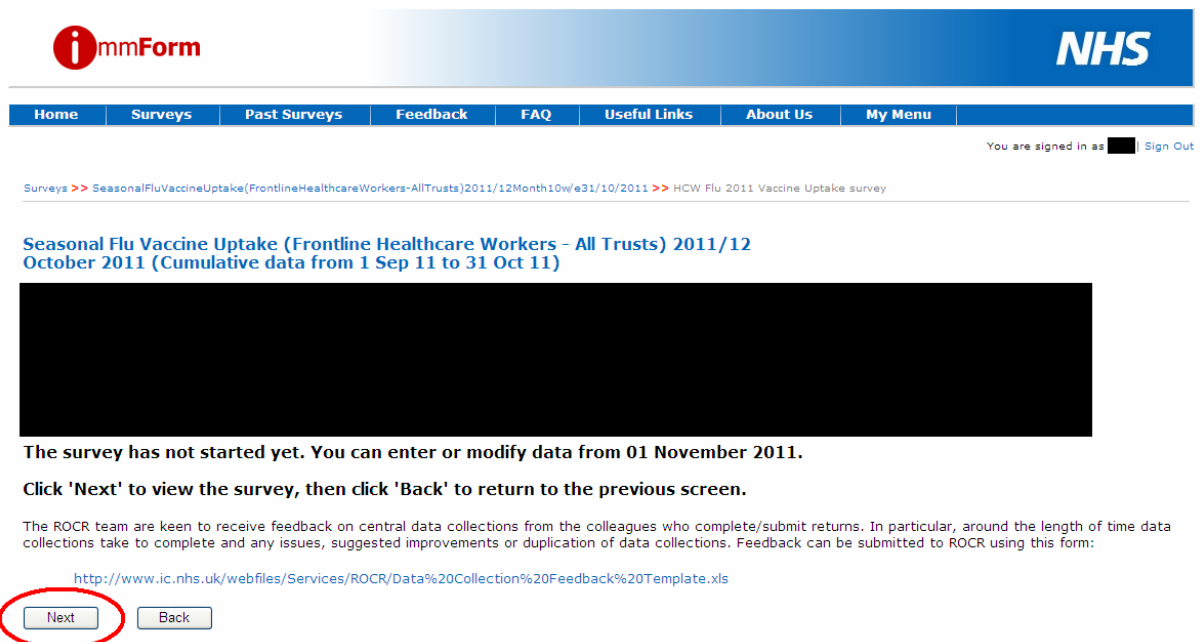
During the campaign as each survey month opens and closes, the option to view any data entered for any specific month can be accessed by clicking on any of the blue links under '**Switch to another survey**'.

6.2.3 Open the survey

To submit data or view and/or amend data you have already posted, click on ‘**Submit/Amend/View survey data**’.



Confirm the details are correct and click on ‘**Next**’.



6.2.4 Entering and amending data

You will see the following data entry screen for 2011/12:

Seasonal Flu Vaccine Uptake (Frontline Healthcare Workers - All Trusts) 2011/12
 October 2011 (Cumulative data from 1 Sep 11 to 31 Oct 11)



1. What Trust Type are you (please select)

- Acute NHS Trust
- Ambulance NHS Trust
- Care Trust (NHS Trust based)
- Care Trust (PCT Based)
- Mental Health NHS Trust
- Primary Care Trust (PCT)
- Other NHS Trust

2. Foundation Trust Status (please select)

- Foundation Trust?
- Non-Foundation Trust?

3. For Trusts with Hospitals Only

How many hospitals are there in this trust?	0
Of the hospitals in the trust, how many provided data?	0

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 2011	(C) % in (A) vaccinated since 1st Sept 2011
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"> • Qualified scientific, therapeutic & technical staff (ST&T), • Qualified allied health professionals (AHPs) • Other qualified ST&T • Qualified ambulance staff 	0	0	--
Support to Clinical Staff, which comprises of:- <ul style="list-style-type: none"> • Support to doctors & nurses • Support to ST&T staff • Support to ambulance staff 	0	0	--
Support to GP staff	0	0	--
Total (Calculated by system)	0	0	--

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.

Click on the Submit button to save your survey details and then wait for a confirmation message.

[Click here to export the data you have saved to Excel\(Portrait\)](#)

[Click here to export the data you have saved to Excel\(Landscape\)](#)

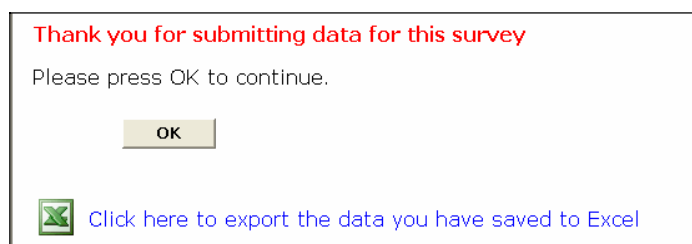
Complete the data fields and click on 'Submit' at the bottom of the page.

When you have entered your data, click on the 'Submit' button (the system will automatically calculate the percentage uptake figures).

You will then get a confirmation message but where errors have occurred, instructions regarding the fields requiring further attention will be shown. Should there be an anomaly with the data entered, the system will alert you to the fields that failed the data validation checks and therefore will require amending.

Once the data is accepted a page confirming the successful entry is displayed.

It is here you have the option of extracting the data you submitted to Excel, using the ['Click here to export the data you have saved to Excel'](#) link.



6.3 Possible issues

6.3.1 I cannot enter data because the survey is read-only

If this message comes up it means that the HCWs data entry window has not opened yet (i.e. you are trying to enter data before the current month ends) OR has ended (i.e. it is more than 9 working days from the start of the month). Data cannot be entered by a Trust after the Trust deadline. SHAs have access for an additional two days after the Trust deadline, but will not be able to submit/amend data after the SHA deadline (see section 3 for data collection dates).

6.3.2 When I press submit, a data validation error comes up

There may be several reasons why the data validation check fails. 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, as shown below (circled in red, top right):

4. Total Number of Health Care Workers

Survey Coverage	
Number of HCWs involved with Direct Patient Care	2300
Number of HCWs NOT involved with Direct Patient Care	900
Total number of HCWs	3200

5. Uptake Data

	(A) Number of HCWs involved in direct patient care on day of data extraction.	Seasonal Flu Vaccine Uptake (B) Number in (A) vaccinated between 1st Sept & end of survey month (Seasonal Flu)	(C) % in (A) vaccinated between 1st Sept & end of survey month (Seasonal Flu)
All Doctors (excluding GPs)	630	299	47.5
GPs Only	365	150	41.1
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses)	526	201	38.2
GP Practice Nurses	426	207	48.6
All other professionally qualified clinical staff, which comprises of:- • Qualified scientific, therapeutic & technical staff (ST&T), • Qualified allied health professionals (AHPs) • Other qualified ST&T • Qualified ambulance staff	652	317	48.6
Support to Clinical Staff, which comprises of:- • Support to doctors & nurses • Support to ST&T staff • Support to ambulance staff	366	178	48.6
Support to GP staff	235	102	43.4
Total (Calculated by system)	3200		

These two figures should be identical

In the example above, the figure in question 4 on the 'Number of HCWs involved with Direct Patient Care' (circled in red, top right) is incorrect; this figure should be equal to the total number of HCWs vaccinated (circled in red, bottom centre), i.e. 3200, not 2300. Therefore, this figure needs to be corrected.

Please note that question 1 (What Trust Type are you), question 2 (Foundation Trust Status) must be completed before you can submit your data.

6.4 Keeping up-to-date on the latest survey news

ImmForm News is a section on the left-hand side of the ImmForm home page that enables us to communicate timely survey information to data providers, such as answers to general queries.



Tip: Keep an eye on the News section, as we will post important messages here regarding the survey including any answers to common queries.

7 Contacts

- **Seasonal influenza (HCWs) vaccine uptake survey queries**

If you have any questions regarding the seasonal influenza (HCWs) vaccine uptake data collection process that are not addressed in the CMO letter and/or other guidance, please use the feedback email function on the ImmForm website (or email HCWsvac@hpa.org.uk).

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 particularly during the early weeks at the start of the survey. As a result, there may be delays in getting back to recipients. However, it is always best to email to ensure an adequate response is received.

- **Login/password reminders**

If you have previously registered and used ImmForm, it is likely that your login will still be valid. You can request a password reminder directly from the ImmForm site (see 5).

- **ImmForm support and registering new contacts**

For ImmForm support, to register new contacts, and to provide general ImmForm feedback, please contact ImmForm@dh.gsi.gov.uk

- **Seasonal influenza (GP patient) vaccine uptake survey queries**

Queries regarding the seasonal influenza (GP patient) vaccine uptake data collection process should be sent to influenza@hpa.org.uk

- **Policy queries**

If you have specific queries regarding the policy of the seasonal influenza programme please –submit your query via <http://www.info.doh.gov.uk/contactus.nsf/memo?openform>

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>Professionally Qualified Clinical Staff - <i>consisting of all professional staff with direct patient care.</i></p>
<p>All doctors</p>	<p>All 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 (consultant, registrars, senior house officers, foundation years 1 & 2 staff, staff grades, associate specialists, clinical assistants and hospital practitioners).</p>
<p>Qualified Nurses</p>	<p>Qualified nurses including practice nurses – 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.</p>
<p>All other professionally qualified clinical staff</p> <p>This comprises of:-</p> <ul style="list-style-type: none"> • Qualified scientific, therapeutic & technical staff (ST&T), • Qualified allied health professionals (AHPs) • Other qualified ST&T • Qualified ambulance staff 	<p>Qualified scientific, therapeutic & technical staff (ST&T) – qualified health professionals (includes consultant therapists, ST&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>Qualified AHPs – qualified allied health professionals (AHPs) are the following staff:</p> <ul style="list-style-type: none"> - Chiropodists/podiatrists - Dieticians - Occupational therapists - Orthoptists - Physiotherapists - Radiographers - Art/music/drama therapists - Speech & language therapists <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>Other qualified ST&T – other qualified health professionals including healthcare scientists and pharmacists. These are other staff working in key professional roles.</p> <p>Qualified ambulance staff – 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>

Data Item	Definitions of staff groups
	<p>Support to Clinical Staff - <i>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</i></p>
<p>Support to Clinical Staff</p> <p>This comprises of:-</p> <ul style="list-style-type: none"> • Support to doctors & nurses • Support to ST&T staff • Support to ambulance staff 	<p>Support to doctors & nurses – nursing assistants/auxiliaries, nursery nurses, health care assistants and support staff in nursing areas. Also includes clerical & administrative staff and maintenance & works staff working specifically in clinical areas, for example medical secretaries and medical records officers. They also include all support workers and healthcare assistants in central functions, as these are mainly general porters involved in moving patients around the hospital.</p> <p>Support to ST&T staff – ST&T trainees and helper/assistants. Also includes healthcare assistants, support workers, clerical & administrative staff and maintenance & works staff specifically identified as supporting ST&T staff.</p> <p>Support to ambulance staff – ambulance personnel, trainee ambulance technicians as well as healthcare assistants, support workers, clerical & administrative staff and maintenance & works staff specifically identified as supporting the ambulance service.</p>
	<p>NHS Infrastructure Support - <i>Staff directly involved in the day-to-day running of the organisation and its infrastructure</i></p>
<p>N/A – not relevant to this data collection as these groups not involved in direct patient care</p>	<p>Central functions – includes clerical & 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>Hotel, property and estates – includes clerical & 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>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 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&T and ambulance managers in posts requiring specific clinical qualifications.</p>
	<p>Support to GP staff - <i>Staff working in direct support of GPs</i></p>
<p>Support to GP staff</p>	<p>GP practice staff – includes a variety of staff who work in practices. These include physiotherapists, occupational therapists, receptionists and practice managers. However, practice nurses are included as qualified nurses within professionally qualified clinical staff instead.</p>

Annex B: Dataset for the seasonal influenza (HCWs) vaccine uptake collection 2011/12

1) What Trust Type are you (please select)	
Acute NHS Trust	<input type="text"/>
Mental Health NHS Trust	<input type="text"/>
Ambulance NHS Trust	<input type="text"/>
Other NHS Trust	<input type="text"/>
Primary Care Trust (PCT)	<input type="text"/>
Care Trust (NHS Trust based)	<input type="text"/>
Care Trust (PCT Based)	<input type="text"/>
2) Foundation Trust Status (please select)	
Foundation Trust?	<input type="text"/>
Non-Foundation Trust?	<input type="text"/>
3) For Trusts with Hospitals Only	
How many hospitals are there in this Trust?	<input type="text"/>
Of the hospitals in the Trust, how many provided data?	<input type="text"/>
4) Total Number of Health Care Workers	
Number of HCWs involved with Direct Patient Care	<input type="text"/>
Number of HCWs NOT involved with Direct Patient Care	<input type="text"/>
Total Number of HCWs (calculated by system)	Sum of above

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

	(A) Number of HCWs involved in direct patient care on day of data extraction	(B) Number in (A) vaccinated since 1st Sept 2011	(C) % in (A) vaccinated since 1st Sept 2011
Occupation			
All Doctors (excluding GPs)			Col B / Col A *100
GPs only			
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses)			Col B / Col A *100
Qualified Nurses, midwives and health visitors (GP Practice Nurses only)			Col B / Col A *100
All other professionally qualified clinical staff, which comprises of:-			
• Qualified scientific, therapeutic & technical staff (ST&T),			
• Qualified allied health professionals (AHPs)			
• Other qualified ST&T			
• Qualified ambulance staff			Col B / Col A *100
Support to Clinical Staff, which comprises of:-			
• Support to doctors (excluding GPs) & nurses			
• Support to ST&T staff			
• Support to ambulance staff			Col B / Col A *100
Support to GP staff			Col B / Col A *100
Total (calculated by system)	Sum of above*	Sum of above	Col B / Col A *100