

Standard Operating Procedure



**CHILD HEALTH INFORMATION SERVICES
VACCINATION/IMMUNISATIONS OFFER
South Yorkshire (Barnsley)**

Authors: SY PHP Team and SY CHIS Version: 10
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Child Health Information Services (CHIS) hold local active clinical care records of all the children in an area, containing information about an individual child's public health interventions, particularly screening, immunisations, and outcomes of the 0 to 5 healthy child programme (including the mandated review points), and where relevant information for use in the safeguarding of children.

	CHIS Processes	
1	<p>Scheduling/Appointing of Vaccinations</p> <p>Scheduling = Full appointment letter with date and time set for the vaccination clinic or between times.</p> <p>Appointing = Letter states ring the surgery for an appointment.</p>	<p>Check for any session cancellations /alterations for any GP Practice that utilises CHIS scheduling.</p> <p>Not all practices use CHIS to schedule/Appoint but this is an offer that can be made to all practices. Barnsley CHIS currently schedules or appoints for all Barnsley GP practices.</p> <p>Letters will continue to be sent for missed immunisations that CHIS schedule/appoint for until the age of 6 unless a refusal or suspension instruction is received from the child's GP practice.</p> <p>CHIS will only send the number of letters out per week based on the capacity/number set by the practice.</p> <p>If the number of children due to be sent for is exceeded, the child will be added to a waiting list for the next run.</p> <p>Letters are sent in order of priority Primary imms/12-month imms/3years 4months (therefore those at 3 years 4 months will be the first to be affected by any lack of capacity and not be sent a letter from CHIS timely)</p>
2	<p>CHIS run report on SystemOne CHIS Unit</p>	<p>CHIS team ensures correct dates are on the system for the next 2 weeks *.</p>

		<p>*Please note at Christmas and BH's, depending on how the dates fall, scheduling/appointing may be done for 3 weeks in advance.</p> <p>Practices are therefore required to inform CHIS of any changes to clinics due to annual leave etc. as soon as possible.</p> <p>Practices will be asked to cancel their appointments if CHIS has not been notified in time.</p>
3	Clinic Lists	Clinic lists are sent out via secure nhs.uk generic email or internal mail to all relevant GP practices.
4	Appointments	All CHIS units either print, fold and envelope all scheduled appointment letters or use a packing machine and then letters are posted out.
5	Waiting List	<p>All GP waiting lists are sent out to each GP practice that have children waiting for vaccinations. A copy of the waiting list is copied to the Screening and Immunisation Lead SYBSIT generic email address. This is done weekly.</p> <p>If a GP practice is identified as having a high waiting list by either CHIS or Screening and Immunisation Lead, the practice will be approached for a meeting to review jointly e.g., use of extra or targeted clinics to catch up or change arrangements of clinics.</p>
6	Return completed Clinic Lists	<p>Once clinic lists are returned, they are checked against SystemOne to ensure all patient records are kept up to date with data that has been returned.</p> <p>Any ad-hoc vaccines given by the practice to children up to the age of 18 not on the scheduled clinic list should be added or notified separately via a GP report.</p> <p>EMIS practices can run a MIQUEST report.</p> <p>Non-SystemOne practice information is also inputted into the SystemOne CHIS unit on receipt to enable reporting/scheduling and appointing.</p>

		<p>All these steps ensure that future scheduling/appointing is accurate, and appointments are not re-sent for children who have already had their vaccines.</p> <p>For any practice not returning clinic sheets, this is checked via third-party functionality if using EMIS.</p> <p>CHIS to inform Screening and Immunisation Lead if not returned timely.</p>
7	Refusals/Suspensions	<p>CHIS can now offer a standardised email regarding use of suspension and refusal templates which will be sent with the clinic list or waiting list. This is to enable practices to complete it digitally after discussion between parent and health professional.</p> <p>If Practice use SystemOne they can send information as Task from the child's record.</p> <p>If EMIS or other system used, a completed template can be sent to CHIS generic email address: barnsleychildhealth@swyt.nhs.uk.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Generic SYB Template for Refusa </div> <div style="text-align: center;">  Generic SYB Template for Susper </div> </div>
8	Missing Immunisations	<p>Missing Immunisation Reports can be run on request; however, Barnsley send waiting lists weekly to help manage waiting lists and uptake of Immunisations.</p>

Glossary of Terms:

CHIS

PHP Team

SY

Appoint/Schedule

Child Health Information Services

Public Health Programmes Team

South Yorkshire

A plan to carry out a process to provide a list of patients due a vaccination and to invite these patients to attend their GP at a specified date and time, between times or to contact for an appointment.

MIQUEST

A written report that is run by the EMIS practices for all 0-19 years vaccinations given in the week and returned to CHIS for bulk upload.

Generic email address

Shared email box that many people can access for administration purposes.

Suspension

Delay in receiving vaccination for a defined period.

Refusal

Decline of vaccinations for either one or multiple vaccinations.

Waiting lists

List of children that have been unable to be appointed when due.

Missing Immunisation Lists

List of children 0-5yrs who have any outstanding vaccinations.

CHIS Generic email addresses:

Barnsley CHIS

Barnsleychildhealth@swyt.nhs.uk

Doncaster CHIS

dbh-tr.chsdoncaster@nhs.net

Rotherham CHIS

rg-h-tr.RotherhamChildHealth@nhs.net

Sheffield CHIS

scn-tr.CHmissingimms@nhs.net