

PROCESS FOR BHSCT COMMUNITY NURSING TO CARRYING OUT COVID VACCINATIONS FOR HOUSEBOUND PATIENTS

GP creates list of housebound patients who meet the priority criteria and wish to have the AZ Covid vaccination. These patients should live within the Belfast Trust community boundary.

Identify and completed **PSD/ Best Interests form** as required.

GP practice to email their list of patients directly to the vaccination team. An excel spreadsheet would be preferred. This should come from each individual GP practice hscni.net email address. The document should be **Password protected by using the GP Practice code**.

Individual **Best interest forms or PSD form attached**, can be sent at this time.

This should include Name, address, HSC number, and telephone contact number

PrimaryCareCovidVacc@belfasttrust.hscni.net

Covid vaccination team will receive the referrals for patients requiring the AZ vaccine. These will be arranged in groups of 10 patients, ideally from 1 practice or geographically i.e. South Belfast.

GP practice will be contacted to arrange collection of the vial of vaccine to administer to their 10 patients. (20 patients = 2 vials and so on.) Needles and necessary administrating equipment, **Best interests forms / PSD** (see attached) and information leaflets should also be provided.

If the practice refers 17 patients there needs to be an understanding the other 3 doses will be used for 3 patients from another practice – this is to avoid wastage.

Vaccine will be collected from GP practice.

If M_F, this will be collected on the day of administration. If administration is to occur at the weekend the collection will be made on Friday.

The Cold chain will be maintained during transportation using a Trust cool box and storage overnight in a secure monitored medical fridge in the DN base.

Nursing workforce will be booked. (Back up will be available should there be a short notice issue).

Patients will be contacted, confirming they wish to receive vaccine and advised of scheduled visit.

Nurse attends for shift, collects vial, needles, Best Interests forms (if applicable) information leaflets and patient list (10 plus 1 reserve in case of any problems on arrival at patient home and they are not fit for administration).

Patient will be checked using the (attached) **safety checklist**. **PSD/ Best interest form**, if required, will be visible and checked with the patient / family

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Hand written **recording document** (see attached) will be recorded and returned back to DN base with all 10 patients administered and recorded.

This **Recording document** will be emailed back to the GP practice, using the same **Practice code as the password to the GP practice hscni.net email address.**

This will be sent back to the GP practice the same day of administration or the next morning.

This patient record is to be uploaded to Vaccination Management system (VMS) by GP practice staff.

Community nursing vaccination team will schedule the second dose as per the 10 week guideline, obtaining vaccines, scheduling staff to administer and returning information as per the agreed process above.