

### **Important information**

The templates, alerts and searches that comprise the QToolset are intended to help clinicians by presenting relevant information in an accessible manner. They are not intended to replace the clinical judgement of an independent clinical practitioner in the care of individual patients.

Each of our resources goes through a rigorous clinical safety assessment and is carefully tested before being made available for use.

However, it is also the responsibility of the end user to ensure that they make their own assessment of the clinical risks of using any software in practice.

Please note also that we cannot accept responsibility for any of our tools which are modified locally. We would recommend that if you wish to edit a resource for local use, you should copy it into your own folder before you edit the copy and deactivate the original. This will prevent our updates overwriting your changes.

#### **This document contains five sets of instructions:**

- 1. How to import the Ardens-QMasters Seasonal Immunisation Tools for 2019-20 (for practices with Resource Publisher)**
- 2. Linking the copied protocols together in your own folder**
- 3. Setting your batch numbers and expiry dates on the flu and pneumococcal protocols (requires EMIS Web experience)**
- 4. Adding the Seasonal Immunisations to the F12 protocol menu (needs doing once for each user, whilst that user is logged in)**
- 5. How to use the Ardens-QMasters Seasonal Immunisations 2019 tools**

**How to import the Ardens-QMasters Seasonal Immunisation Tools for 2019-20 (for practices with Resource Publisher)**

1. The two protocols should be visible in Resource Publisher under Ardens-QMasters / QToolset (Ardens)(vx.x) / Seasonal Immunisations 2019 as follows:

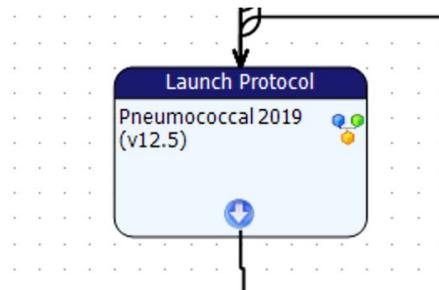
Name	Description
 Pneumococcal 2019 (v12.5)	Protocol to support the 2019 Pneumococcal programme
 Seasonal Flu 2019 (v12.5)	Protocol to support the 2019 Influenza programme

2. In order to edit the batch numbers, you will need to copy these protocols into your own folder. Create a folder in your organisation called 'Seasonal Immunisations 2019'.
3. First, in the Ardens-QMasters Seasonal Immunisations 2019 folder right-click on 'Seasonal Flu 2019' and select 'copy'.
4. Then, in your own folder within Resource Publisher, right-click and select 'paste'.
5. Repeat steps 3 and 4 with the protocol entitled 'Pneumococcal 2019'.
6. **Ensure you now deactivate the original copies of the 'Seasonal Flu 2019' and 'Pneumococcal 2019' protocols by right-clicking on each and selecting 'Status → deactivate'.**

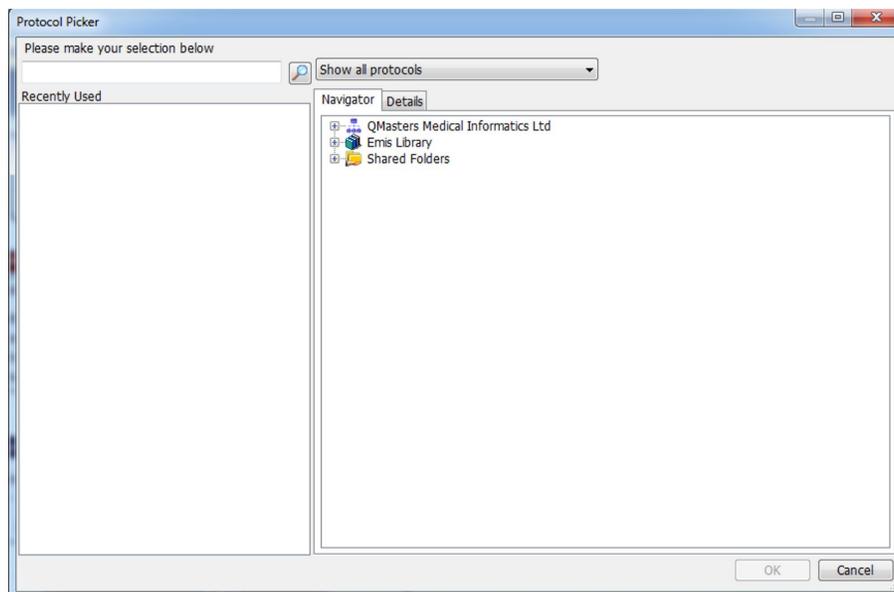
### Linking the copied protocols together in your own folder

You have now copied the protocols 'Seasonal Flu 2019' and 'Pneumococcal 2019' into your own folder. The pneumococcal protocol is designed to run automatically after the flu protocol.

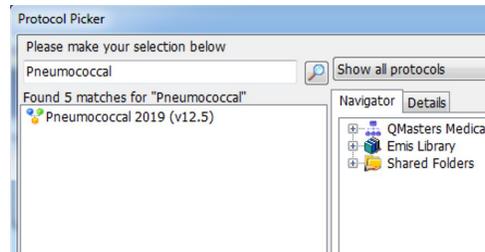
1. Right-click the protocol called 'Seasonal Flu 2019' and click 'edit'.
2. The protocol will open in edit mode.
3. There are five points in the protocol where it links to the 'Pneumococcal 2019' protocol (see below image).



4. In each of these five, do the following:
  - a. Double-click the protocol (the box in the red circles in the above images); the following box should open:



- b. Type 'pneumococcal' and press enter. You should see *your copy* of the pneumococcal protocol appear in the panel on the left as follows:



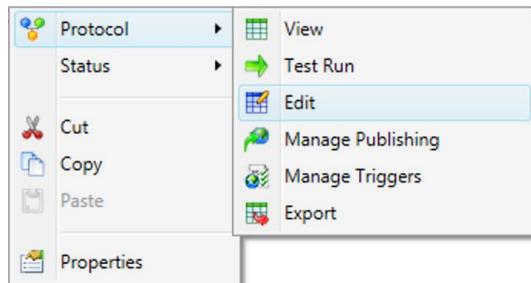
- c. Click on 'Pneumococcal 2019 (v12.5)' to highlight it and click 'OK' in the bottom right. The dialog box will close.
5. Move down to the next point in the protocol where it links to 'Pneumococcal 2019' and repeat the steps 4(a)-(c). Repeat this for all the remaining points in the 'Seasonal Flu 2019' protocol where 'Pneumococcal 2019' appears.
6. Finally, 'Save and Close' the protocol using the button in the top-right.

## Setting your batch numbers and expiry dates on the flu and pneumococcal protocols

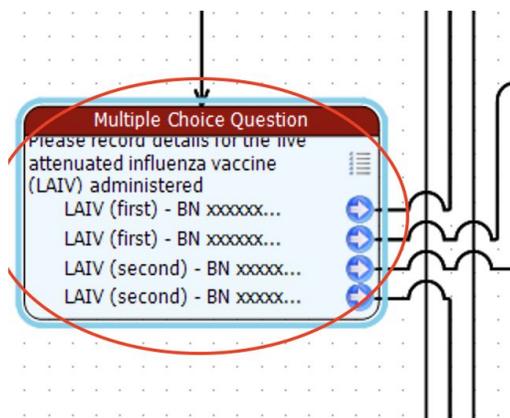
*Please note: this phase is a little fiddly but only needs to be done once. We recommend it is done by an experienced user of EMIS Web.*

In order to use the protocols entitled 'Seasonal Flu 2019' and 'Pneumococcal 2019' to record the administration of vaccines, you will need to add your batch numbers and expiry dates to the protocols. This is done as follows:

1. First, right-click the 'Seasonal Flu 2019' protocol and select 'Protocol → edit'

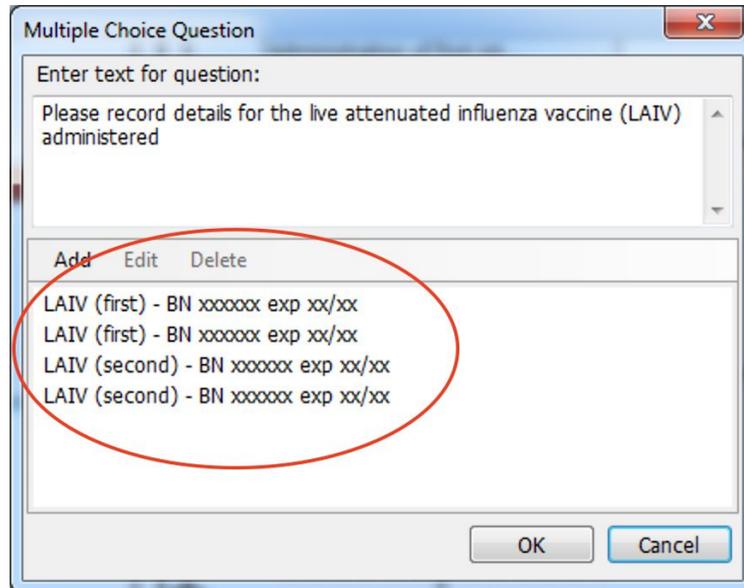


2. The protocol should open in edit mode and you will see it laid out like a flowchart. Use the scroll bars to look down the protocol until you find the section with the multiple choice picking list for the LAIV, as below (it is about halfway down):

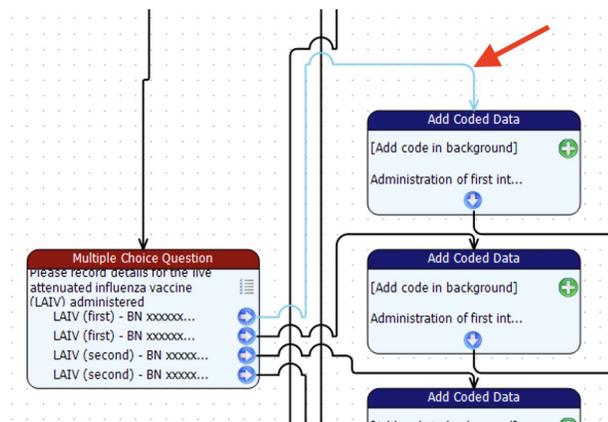


**Steps 3-7 below will be repeated for each vaccine type:**

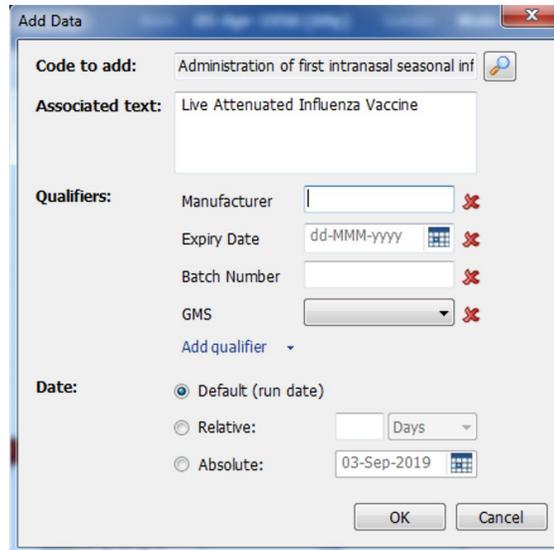
3. Double-click the box on the left entitled 'Multiple Choice Question' (circled above). It should open, and you should be able to replace the 'X' in the four options with your own batch numbers and expiry dates for the LAIV (circled below). When you're finished, click 'OK'.



4. Next, you'll need to trace the first output arrow from the multiple choice box to its corresponding 'Add coded data' box. To do this, click on the line adjacent to the first arrow where it exits the multiple choice box and it should highlight the arrow and show you which of the 'Add coded data' boxes it leads to, shown by red arrow below:



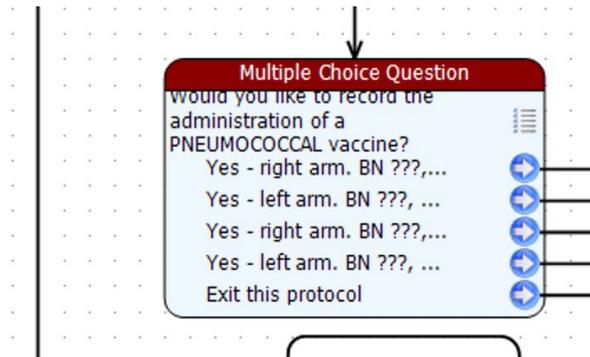
5. Double-click the 'Add coded data' box and it should open as follows:



6. Fill in the Manufacturer, Expiry date, Batch number and other details as required, and then click 'OK'.
7. Repeat steps 3-6 for the other 3 options in the multiple choice box.
8. You will then need to scroll down to the next multiple choice box, this one for the aTIV vaccine (trivalent). Follow steps 3-7 (in the grey box above) for this vaccine and its associated batch numbers, expiry dates, and left/right arm. **Don't forget to complete BN and expiry date in both the multiple choice list AND the relevant 'Add coded data' boxes.**
9. Finally, you will need to scroll down to the last multiple choice box, this one for the QIV vaccine (quadrivalent). Follow steps 3-7 (in the grey box above) for this vaccine and its associated batch numbers, expiry dates, and left/right arm. **Don't forget to complete BN and expiry date in both the multiple choice list AND the relevant 'Add coded data' boxes.**
10. Click the 'Save and Close' button in the top-left:



11. Next, right-click the 'Pneumococcal 2019' protocol and select 'Protocol → edit'
12. The protocol should open in edit mode and you will see it laid out like a flowchart. In the top-left, you should see the section with the multiple choice picking list for the Pneumococcal vaccine, as below:



Multiple Choice Question

would you like to record the administration of a PNEUMOCOCCAL vaccine?

Yes - right arm. BN ???, ...

Yes - left arm. BN ???, ...

Yes - right arm. BN ???, ...

Yes - left arm. BN ???, ...

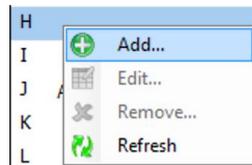
Exit this protocol

13. Fill in the batch numbers and expiry dates as you did in steps 3-7 (in the grey box above), **ensuring you complete BN and expiry date in both the multiple choice list AND the relevant 'Add coded data' boxes**
14. Once you're finished, press 'Save and Close' as you did for the flu protocol in step 10.

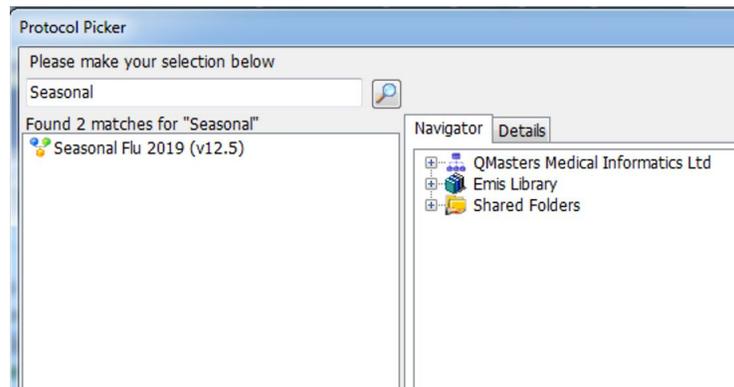
## Adding the Seasonal Immunisations to the F12 protocol menu

*Please note: this process needs to be repeated once for each user who wishes to use the seasonal immunisation protocols, whilst that user is logged in to EMIS Web.*

1. In consultation mode (with any patient selected), press the F12 key on the keyboard.
2. The protocol launcher menu should appear on the right side of the screen.
3. Right-click in a blank slot next to one of the letters and click 'Add':



4. The search window will open; type 'Seasonal' into the top-left box and press enter; you should see 'Seasonal Flu 2019' appear in the box as below:

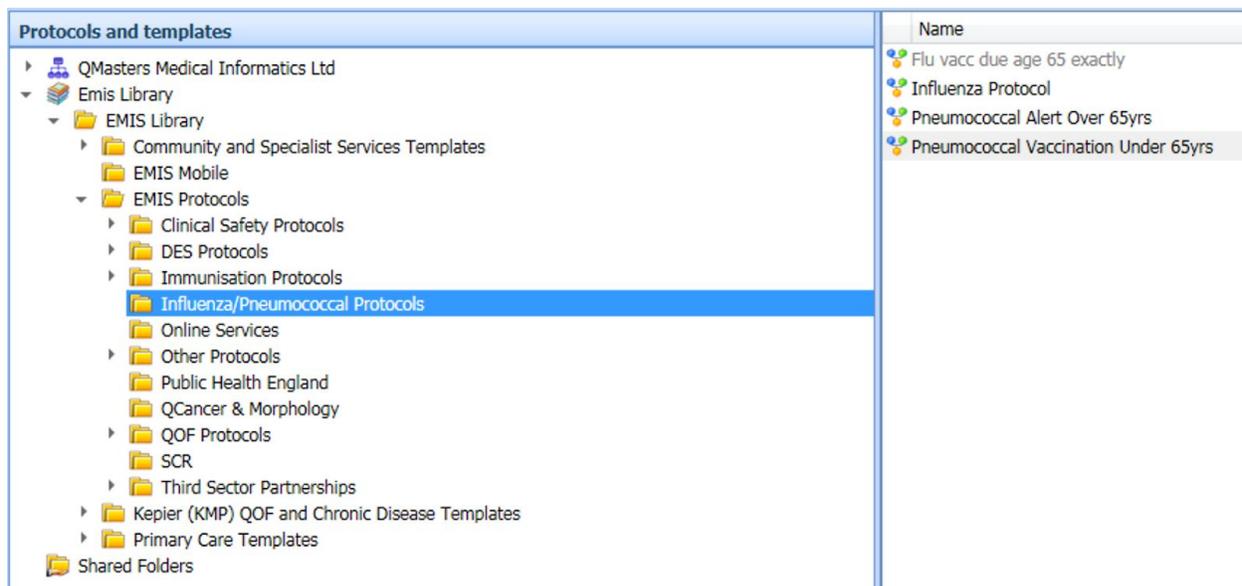


5. Double-click the 'Seasonal Flu 2019' and it should then be added to the slot in the protocol launcher that you chose, as below:
6. **Please note – the 'Pneumococcal 2019' protocol will run automatically after the flu protocol, so does NOT need to be added to the protocol launcher.**

## Activating the Flu and Pneumococcal Protocol in the EMIS Library

We recommend you activate the EMIS protocols as this will assist clinicians in deciding which patients are eligible to receive a vaccine by placing an alert in the pink “alert box”. We usually include an automatic reminder in our protocol but we cannot do that this year as EMIS has prevented us exporting this version until the SNOMED transition has completed.

1. Navigate to Configuration -> Template Manager -> EMIS Library. Then open the Influenza folder as below (inside **EMIS Protocols**).



2. Activate all three of the alerts you can see on the right-hand side of the above image (right-click on each alert to activate it). If they are displayed in **bold** then they are already activated and no further action is required.



### **How to use the Ardens-QMasters Seasonal Immunisations 2019 tools**

To use the Seasonal Immunisations tools, whilst in a consultation, press the F12 key to bring up the protocol launcher. Then simply double-click on the 'Seasonal Flu 2019' protocol that you added to the menu using these instructions. The protocol should run – simply use the picking lists to record the administration of the relevant vaccine(s). Once the flu protocol has run, the pneumovax protocol will run automatically afterwards.

Please remember to ensure you have double-checked for allergies and contraindications and that you are giving the appropriate vaccine for the patient in front of you.

### **Support**

For technical support regarding installation of the alert, please contact [ardens.emis@nhs.net](mailto:ardens.emis@nhs.net)