

 **TURAS**

# Vaccination Management Tool User Guide

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## About

Turas Vaccination Management is a web-based tool that enables front line Health & Social Care staff to capture and create real-time patient vaccination records. The tool facilitates the digitisation and streamlining of real-time data sharing with downstream systems.

Two primary benefits of the tool are:

- Enhancing the safe delivery of the vaccine by improving situational awareness to the vaccinator through the provision of a real-time digital vaccination history from vaccination events captured both within the tool and in future those records held on other Health Care systems.
- Reduces the overall administrative data burden and makes both local and national data analysis and reporting easier for all key stakeholders as the vaccination record is captured in a digital format at source.

The tool was developed by NHS Education for Scotland in collaboration with NHS Greater Glasgow and Clyde, NHS National Services Scotland and Public Health Scotland.

## Feedback

As always, we welcome your feedback on any of the functionality within the Turas Vaccination Management tool, please pass feedback to us from within the tool itself by clicking on **'Have a Suggestion or feedback?'**.



Have a suggestion or feedback?

## Evaluation

As the tool was developed to support you and your team, it is imperative to the project collaborators that Turas Vaccination Management tool is fit for this purpose and continually improved upon. Users may be asked to participate in interviews and evaluations. Your time spent on any evaluation is extremely valuable and will be very much appreciated.

## Access

How to access Turas Vaccination Management

- Use this URL: <https://vaccination.nhs.scot/>
- Sign-in to access Turas Vaccination Management

Your username and password are the same as your normal Turas account if you already have one.

## Users with new Turas accounts

The email provided to onboard a user will be checked for an existing Turas account. If this email is not associated with an account, a new account will be set up to give you access to Turas Vaccination Management. You will receive an email from Turas with sign-in instructions.

## Users with existing Turas accounts

If you already have an existing Turas account, you will be given access to the Turas Vaccination Management tool and the tile will be available on your dashboard. You will not receive an email from the Turas team.

## If you need to reset your password

1. To reset your password, click the option **'Can't access your account?'** below the sign-in button. Enter your user ID, which is your email address, then enter the characters in the picture. If you cannot read the characters you can either click the audio icon to hear it read aloud or you can click the refresh icon to see a new set of characters.
2. Click on the **'Next'** button to be sent an email to reset your password. Please note that the verification code is only valid for five minutes. If the code you enter has expired, you will need to press the **'Send New Code'** button to get a new code.

3. Click the Set Password link in the email. You will be presented with a welcome to Turas page.
4. Enter your email address then click the blue button '**Send Verification Code**' - Do Not Close the Screen.
5. You will receive an email from Microsoft on behalf of Turas:  

msonlineservicesteam@microsoftonline.com

Copy the verification code in the email.
6. Enter the code from the email into the verification code box then press the blue '**Verify Code**' button.
7. You will then be presented with a screen that says email address verified. You will see that your email address has been prepopulated here. Press the blue '**Continue**' button.
8. You will be presented with a new screen that asks you to enter then confirm your new password. Do this and press the blue '**Continue**' button, you will then be taken to the login screen.

## Request Support

If you experience any technical issues with the tool, please use the green helpdesk button to contact the Turas Helpdesk. You can find this button at the bottom of every page.



## User Roles

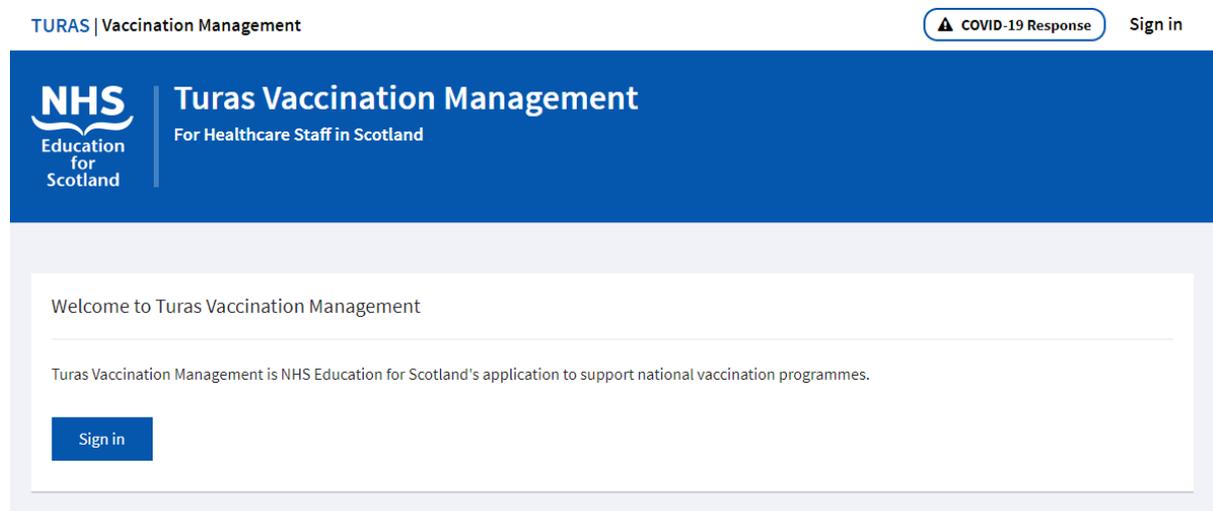
There are 3 user roles associated with the Turas Vaccination Management Tool.\*

Role	Role - Actions	Role Access Granted by
<b>Vaccinator</b>	<p>Can perform both registering a patient and finalising a vaccination record.</p> <p>Note: The Vaccinator role will be prompted to provide their registration number on first use of the tool.</p> <p>"Not Applicable" is an option should non - registered staff be approved to administer the vaccine.</p>	Local Health Board - Devolved Administrator
<b>Registrant</b>	<p>Can only register patients and view and remove people from the clinic list.</p> <p>They cannot start a vaccination or finalise a vaccination record.</p> <p>If the role of Registrant needs to become a Vaccinator at any point their role can be changed by the Devolved Admin.</p>	Local Health Board - Devolved Administrator
<b>Devolved Administrator</b> Devolved to Health Board	<p>Responsible for onboarding users to the system as either Registrant or Vaccinator within their Health Board</p> <p>Can also grant existing users of the Vaccination Management Tool that are aligned to other health boards access to "their" health board.</p> <p>Responsible for revoking (de-activating) user access to the Vaccination Management Tool for staff who no longer require access to the tool.</p> <p>Responsible for Setting-up and Creating vaccination clinics.</p> <p>Note a Devolved Administrator cannot register a patient or finalise a vaccination record.*</p>	<p>NES Digital System Administrator</p> <p>*If a user needs to be both a Devolved Administrator and either a Registrant or a Vaccinator this can be supported by the Health Board's Delivery Lead contacting <a href="mailto:contact.digital@nes.scot.nhs.uk">contact.digital@nes.scot.nhs.uk</a>.</p> <p><b>Note:</b> It is the responsibility of the Local Health Boards to maintain appropriate user access to the Tool within their Health Board.</p>

# Screenshot Walkthrough

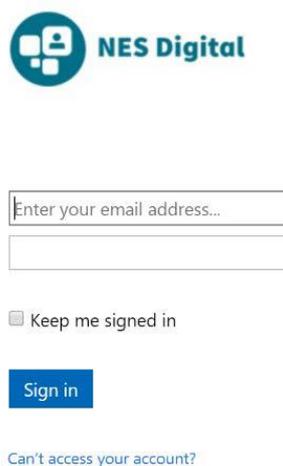
## Turas Sign-in

The user will sign-in to the tool using their Turas account via the Turas Vaccination Management URL: <https://vaccination.nhs.scot/>

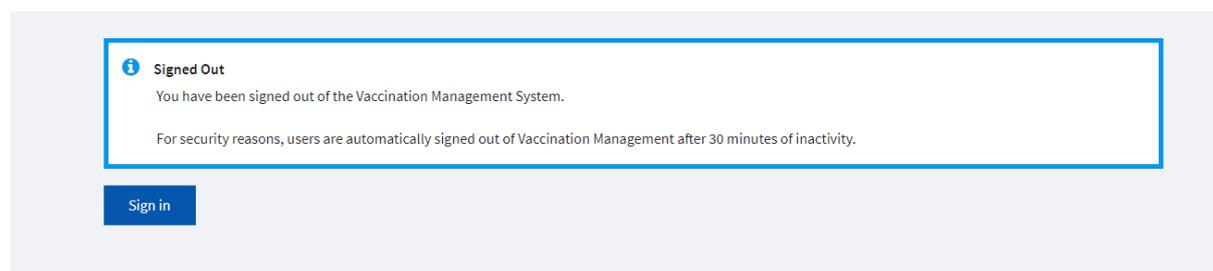


If needed, users can reset their Turas passwords by going to sign in and reset their passwords by clicking '**can't access your account**'.

Follow the password reset instructions in the user guide.



**Note:** For security reason, users are automatically signed out after 30 minutes of inactivity.



## My Registration Number

Upon initial login, users with the assigned role of vaccinator will be prompted to enter their Registration Number. The user is only requested to provide this information once and will be saved by the Turas Vaccination Management tool.

If the user has an existing Turas Account and the user had provided their registration number during the Turas Sign Up process the Turas Vaccination Management tool will present this data. The user can change these details if required.

Home My Registration Number Help [Have a suggestion or feedback?](#)

### My Registration Number

My Registration Number

**i** To help identify the individual performing a vaccination, please enter your Registration Number. You only have to provide this information once, it will be saved by Turas Vaccination Management.

From the list, select the Registration Number Type applicable to you and then enter your personal Registration Number. If none of the types listed apply to you, select "Not Applicable".

Required fields are marked with an asterisk \*

Registration Number Type \*

-- Select --

Submit

From the list select the Registration Number Type applicable:

- General Dental Council (GDC Number)
- General Medical Council (GMC Number)
- General Optical Council (GOC Number)
- General Pharmaceutical (Council GPhc)
- Health and Care Professions Council (HCPC Number)
- Nursing and Midwifery Council (NMC Number)
- University (Matriculation/ Student Number)
- Not Applicable

you then enter your personal Registration Number.

Registration Number \*

Registration Number is required

Submit Cancel

If none of the types listed apply to you, select "Not Applicable" and click **"Submit"**.

Required fields are marked with an asterisk \*

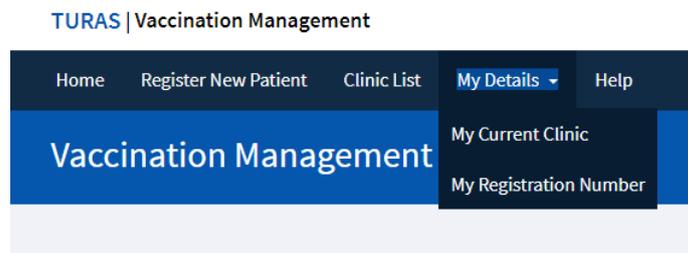
Registration Number Type \*

Not Applicable

Submit

## Update My Registration Number

The user can edit their Registration number as saved in the tool by selecting **'My Details'** this will show a drop-down menu with **'My Current Clinic'** and **'My Registration Number'**.



Selecting **'My Registration Number'** will display this where the user can update their details saved in the Turas Vaccination Management tool.

## My Registration Number

Vaccination Management Homepage > My Registration Number

< Go Back

My Registration Number

**i** To help identify the individual performing a vaccination, please enter your Registration Number. You only have to provide this information once, it will be saved by Turas Vaccination Management.  
From the list, select the Registration Number Type applicable to you and then enter your personal Registration Number. If none of the types listed apply to you, select "Not Applicable".

Required fields are marked with an asterisk \*

Registration Number Type \*

General Medical Council (GMC Number)

Registration Number \*

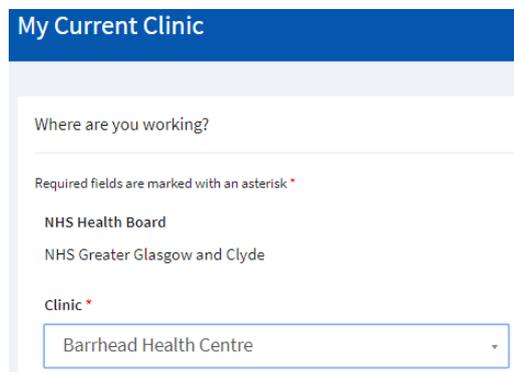
1234567

Submit

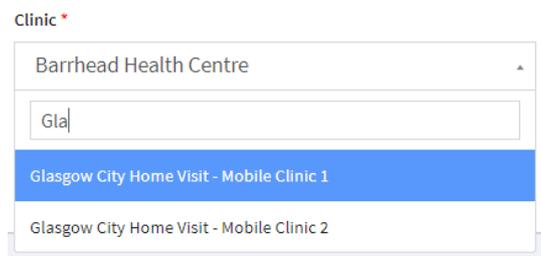
Cancel

## My Current Clinic

Upon login, the user will be prompted to select the current clinic where the user will be working for that logged in user session.



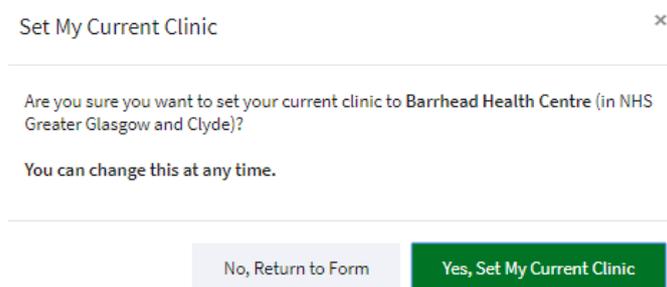
The select clinic makes use of 'smart filter' that will filter the dropdown list by the criteria entered this can either be partial or full location name e.g. 'Gla' for Glasgow returns the following



Once the user clicks **'Set My Current Clinic'**

**Set My Current Clinic**

the following pop-up will appear asking the user to confirm, **'Yes Set My Current Clinic'**

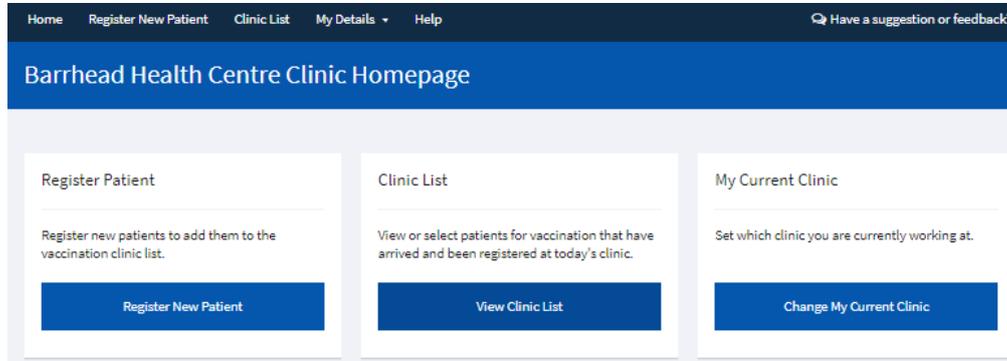


If the user selects **'No, Return to Form'** they will be returned to set their clinic details.

The user can edit their current clinic as saved in the tool by selecting **'My Details'** this will show a dropdown menu with **'My Current Clinic'**

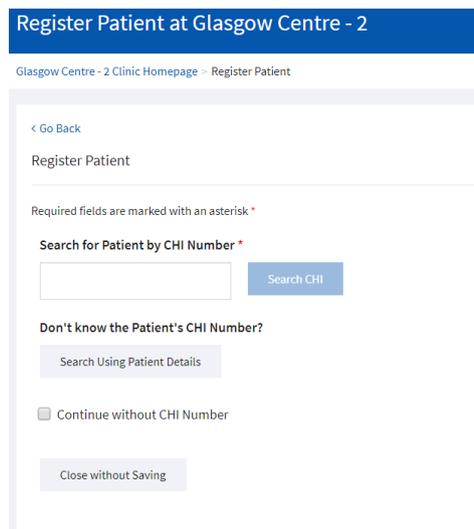
## Vaccination Management Homepage

Once the user has confirmed their 'My Current Clinic' details they will be taken to the Vaccination Management Homepage where they are presented with the option to 'Register Patient', 'Clinic List' or 'My Current Clinic'

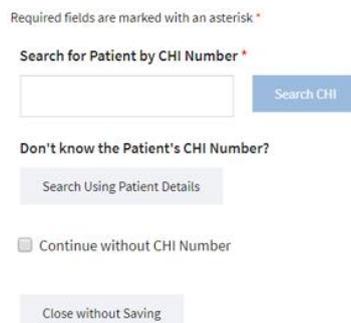


## Register Patient

If the user selects 'Register Patient' they are taken to the Register Patient page



From the Add Patient Waiting List page the user can populate the patient details by entering a CHI number and clicking on the 'Search CHI' or If you don't know the Patient's CHI Number, you can search using the patient details by clicking on 'Search Using Patient Details' and if no CHI details can be found they can tick the 'Continue without CHI Number'



## Correct Details

Where the user enters a valid CHI number and clicks '**Search CHI**' that will return the patient details held on CHI e.g.

i These details were found for CHI 0403025001

Name	Date of Birth	Age	Sex
JONES, Brenda	04/03/2002	18 years	Female

Select this Patient

Incorrect Details

If the details returned are correct, then the user should click '**Select this Patient**' and this will prepopulate the patient details as below.

Register Patient

---

Required fields are marked with an asterisk \*

Search for Patient by CHI Number \*

Change CHI

First Name \*

Last Name \*

Sex \*

Female

Male

Date of Birth (dd/mm/yyyy) \*

Age

18 years

Patient Address \*

20 Fnp St  
Fnp Area 20  
Fnp Town 2

Patient Postcode

GP Name/Address (if known)

CHI Search using the patient's details

If you don't know the Patient's CHI Number, you can search using the patient details by clicking on **'Search Using Patient Details'**

**Don't know the Patient's CHI Number?**

Search Using Patient Details

Clicking on **'Search Using Patient Details'** will display the following page

## Register Patient - CHI Search

Vaccination Management Homepage > Register Patient - CHI Search

< Go Back

Register Patient - CHI Search [Information about searching](#)

Date of Birth \* Last Name First Name Search

The user must enter the patient's Date of Birth and at least one other value;

- The patient's Last Name, or two or more characters to match the start of their last name
- The patient's First Name, or two or more characters to match the start of their first name

Click **'Search'** to find the CHI records that match the information you've entered.

Register Patient - CHI Search [Information about searching](#)

Date of Birth \* Last Name First Name Search

26/01/1956 Smith R Search

CHI Search Results

CHI Number	Date of Birth	Surname	First Name	Sex	Home Postcode	Notes	Action
2601565047	26/01/1956	Smith	Rinnie	Female	EH3 9AA		Start Registering Patient
2601565861	26/01/1956	Smith	Rachel	Female		Deleted	Start Registering Patient
2601565845	26/01/1956	Smithers	Rachel	Female			Start Registering Patient

Showing 3 CHI records

This will return results from which the user can review and select the appropriate patient record to then start registering a patient by clicking on **'Start Registering a Patient'** and this will prepopulate the patient details as below.

## Register Patient

---

Required fields are marked with an asterisk \*

Search for Patient by CHI Number \*

First Name \*

Last Name \*

Sex \*

   
  Female   Male

Date of Birth (dd/mm/yyyy) \*

Age

64 years

Patient Address \*

Patient Postcode

GP Name/Address (if known)

## Incorrect Details or 'Continue without CHI Number'

 No CHI Match was found for 0101015550

Re-enter the CHI Number

Continue with this CHI Number

If no CHI match or the patient details returned are incorrect, the user has the option to perform the CHI Search again or the user can select '**Continue without CHI Number**' and they will be prompted to enter the patient details manually. Required fields are marked with asterisk\*.

First Name \*

Last Name \*

Sex \*

 Female   Male

Date of Birth (dd/mm/yyyy) \*

Age

Patient Address \*

Patient Postcode

GP Name/Address (if known)

Patient Phone Number (mobile preferred)

## Eligibility Criteria

The user should select the eligibility criteria applicable to the patient from the options presented.

Eligibility Criteria \*

<input type="checkbox"/> Healthcare Worker	<input type="checkbox"/> Social Care Worker	<input type="checkbox"/> Care Home Resident
<input type="checkbox"/> Care Home Staff	<input type="checkbox"/> Shielding	<input type="checkbox"/> Shielding household member
<input type="checkbox"/> Age 80 and over	<input type="checkbox"/> Unpaid Carer	<input type="checkbox"/> Care at Home
<input type="checkbox"/> Other		

If the user selects '**Other**' then you must describe the patient's eligibility criteria in the text box that appears.

Other

Describe other eligibility criteria \*

## Appointment Information

To help manage the flow of patients in a clinic with an appointment schedule, the patient can enter this patient's appointment time. The time entered will be then be displayed on the clinic list.

### Appointment Information

 To help manage the flow of patients in a clinic with an appointment schedule, you can enter this patient's appointment time.

Does the Patient have a scheduled appointment? \*

Yes  No

Patient's Appointment Date (dd/mm/yyyy) \*

27/11/2020 

Patient's Appointment Time (24 hour clock) \*

12:45 

If the user selects no then only the time the patient was registered will be displayed on the clinic list.

## Register Patient Options or Close without saving



The last step is for the user is to decide whether they wish to:

- **'Register Patient'** – User should select this when the user only wants to register a patient and proceed no further. If yes is selected the patient is added to the clinic list. The user is returned to the vaccination management home page.

A confirmation dialog box titled 'Confirm Register Patient' with a close button (x) in the top right corner. The main text asks: 'Are you sure you want to register this patient with the clinic at **Barrhead Health Centre**?'. At the bottom, there are two buttons: 'No, Return to Form' (light grey) and 'Yes, Register Patient' (green).

- **'Register Patient Then Register Next Patient'** - User should select this when the user is solely receiving and registering patients as they arrive at the clinic. If yes is selected the user will repeat the Register Patient steps.

A confirmation dialog box titled 'Confirm Register Patient Then Register Next Patient' with a close button (x) in the top right corner. The main text asks: 'Are you sure you want to register this patient with the clinic at **Barrhead Health Centre** and start registering another patient?'. At the bottom, there are two buttons: 'No, Return to Form' (light grey) and 'Yes, Register Patient Then Register Next Patient' (green).

- **'Register Patient and Start Vaccination'** - User (not available to the Registrant user role) should select this when the user is both registering a patient and then immediately administering the vaccination. If yes is selected the user will be taken to Vaccinate Patient – Screening & Consent.

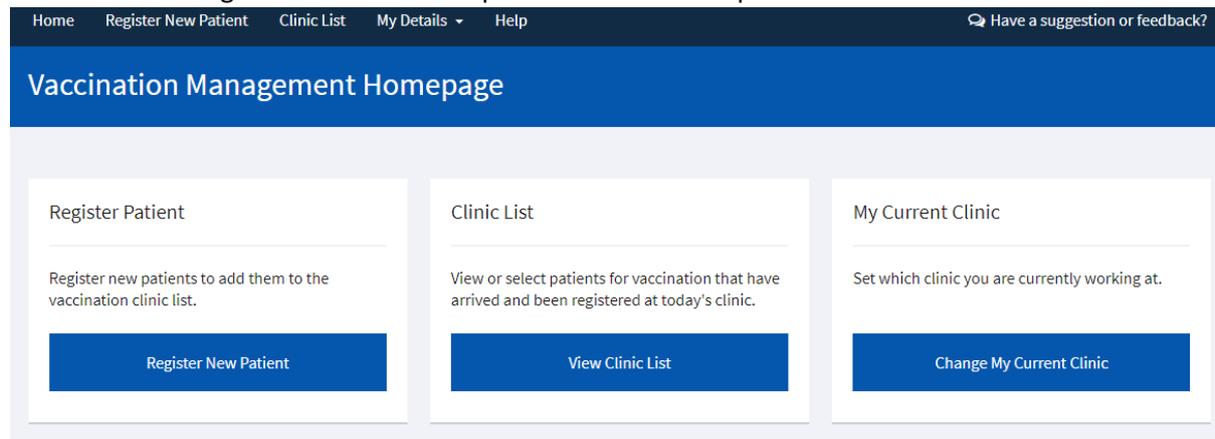
A confirmation dialog box titled 'Confirm Register Patient and Start Vaccination' with a close button (x) in the top right corner. The main text asks: 'Are you sure you want to register this patient with the clinic at **Barrhead Health Centre** and start the recording the vaccination for this patient?'. At the bottom, there are two buttons: 'No, Return to Form' (light grey) and 'Yes, Register Patient and Start Vaccination' (green).

- **'Close without Saving'** - User should select this when the user wants to close without Saving. If yes is selected the user is returned to the vaccination management home page.

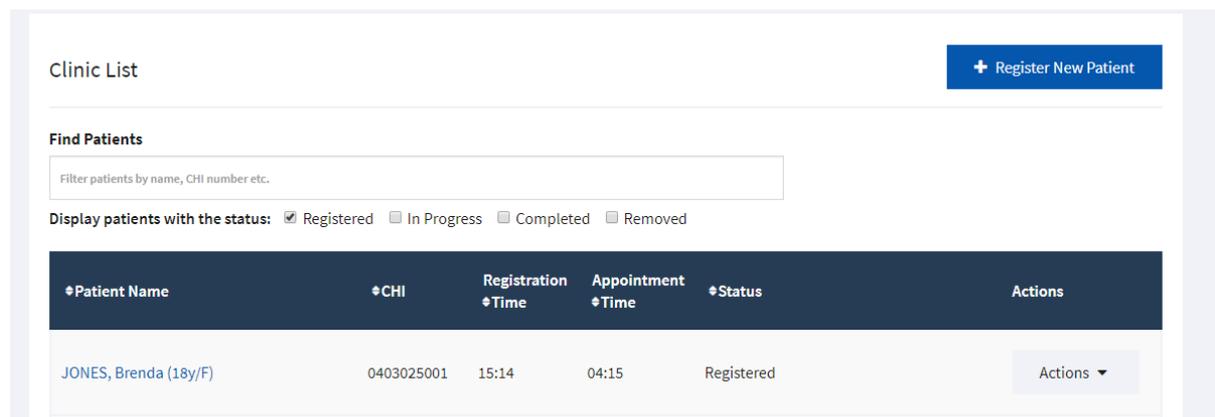
A confirmation dialog box titled 'Close without Saving' with a close button (x) in the top right corner. The main text asks: 'Are you sure you want to close this page without registering this patient with the clinic at **Barrhead Health Centre**?'. Below the question, it states: 'All changes will be discarded!'. At the bottom, there are two buttons: 'No, Return to Form' (light grey) and 'Yes, Close without Saving' (green).

## Clinic List

Once the user registers and adds the patient's details the patient will be added to the Clinic List.



The user can access the Clinic List from the Vaccination Management Homepage by clicking on **'View Clinic List'** and this will display the Clinic List. This list will display patients with a status of **'Registered'** by default.



The Clinic List details all the patients registered at the clinic for vaccination that day – it assumed that the user will maintain the clinic list and clear each day.

The status can be

**'Registered'**

Vaccination not yet started

**'In Progress'**

Vaccination is in progress

**'Vaccination Incomplete (Draft)'**

Patient has started the vaccination process, but the vaccinator has saved the record as a draft.

**'Completed'**

Patient vaccination record has been finalised.

**'Removed'**

Patient has been removed from the clinic list as they did not proceed to screening and consent stage for vaccination.

To view another status the user should tick the appropriate checkbox from 'In Progress' 'Completed' or 'Removed' – the user can select one status or many. Note to view a record with 'Vaccination Incomplete (Draft)' the user must select 'In Progress'.

**Display patients with the status:**  Registered  In Progress  Completed  Removed

Clinic List + Register New Patient

---

**Find Patients**

Filter patients by name, CHI number etc.

Display patients with the status:  Registered  In Progress  Completed  Removed

Patient Name	CHI	Registration Time	Appointment Time	Status	Actions
BRAIN, Lara (16y/M)	1709045019	14:58	none	In Progress	Actions ▾
LONDON, Brian (77y/F)	1401436862	09:33	none	In Progress	Actions ▾

### Filter – Waiting List

Users can easily find patients on the list by using the 'smart filter'. The user can find patients by their name, CHI, registration time, appointment time and status. e.g.

Typing “Lan” returns both Langford, Bernard and Clelland, Bridget

**Find Patients**

Lan

Display patients with the status:  Registered  In Progress  Completed  Removed

Patient Name	CHI	Registration Time	Appointment Time	Status	Actions
LANGFORD, Eleanor (76y/F)	0101442564	10:18	none	Registered	Actions ▾
CLELLAND, Bridget (64y/F)	0101561245	12:43	12:45	Registered	Actions ▾

Showing 2 patients

Typing “Lang” returns only Langford, Bernard

**Find Patients**

Lang

Display patients with the status:  Registered  In Progress  Completed  Removed

Patient Name	CHI	Registration Time	Appointment Time	Status	Actions
LANGFORD, Eleanor (76y/F)	0101442564	10:18	none	Registered	Actions ▾

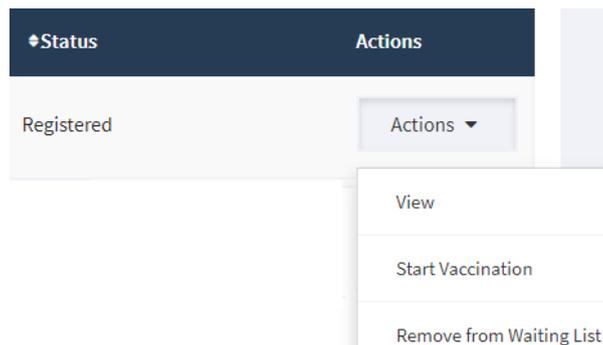
Showing 1 patient (filtered from 2 total patients)

## Clinic List Actions

The actions available to the user for the patients on the clinic list are dependent on the status of the patient record and user role. See below

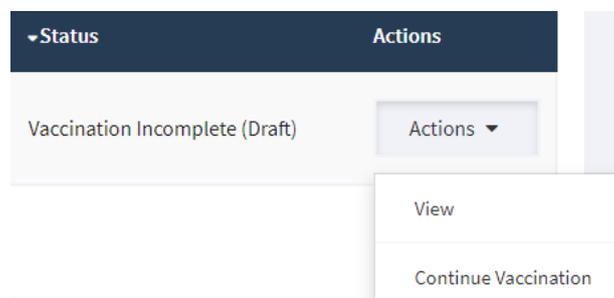
### 'Registered' Status Actions:

- View
- Start Vaccination (not available to the Registrant user role)
- Remove from Waiting List



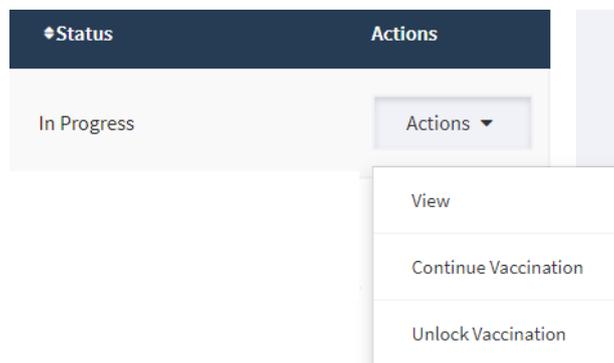
### 'Vaccination Incomplete (Draft)' Status Actions:

- View
- Continue Vaccination (not available to the Registrant user role)



### 'In Progress' Status Actions:

- View
- Continue Vaccination (not available to the Registrant user role)
- Unlock Vaccination (not available to the Registrant user role)



## Action – ‘View’

This action is available for each status [‘Registered’, ‘Vaccination Incomplete (Draft)’, ‘In Progress’] and enables the user to view the current state of the patient’s vaccination record in the tool dependent on where the patient is the process.

The screenshot shows a web interface for viewing a patient's vaccination details. At the top left, there is a '< Go Back' link and the title 'Vaccination Details'. A blue-bordered box contains an information icon and the text 'This is a draft vaccination.'. Below this is a tabbed interface with three tabs: 'Patient' (selected), 'Screening and Consent', and 'Vaccination'. The 'Patient' tab displays the following information:

- Patient CHI Number:** 0101791593
- Name:** LANGFORD, Bernard
- Date of Birth:** 01/01/1979
- Sex:** Male

On the right side, there is an 'Actions' panel with a single button: 'Continue the vaccination of this patient'.

## Action – ‘Start Vaccination’ or ‘Continue Vaccination’

This action is available for each status [‘Registered’, ‘Vaccination Incomplete (Draft)’, ‘In Progress’] and enables the user to ‘Start Vaccination’ or ‘Continue Vaccination’ and if selected will take the user to the Vaccinate Patient – Screening & Consent page.

The screenshot shows the 'Vaccinate Patient' interface. At the top, there is a title 'Vaccinate Patient' and a tabbed interface with two tabs: 'Screening and Consent' (selected) and 'Vaccination'. Below the tabs, the text 'Vaccinations Administered in the Last 6 Months' is displayed. A table shows the following data:

Vaccination Course	Dose Number	Date of Vaccination	Vaccination Clinic	Source
Pneumococcal	3	28/10/2020 (6 days ago)	Centre 1 - Updated	Turas

Below the table, there is a question: 'Has the Patient Received Any Other Vaccinations in the Last 6 Months? \*'. There are two radio buttons: 'Yes' (unselected) and 'No' (selected).

Below the question, there is a section titled 'Today's Vaccination'. Underneath, there is a question: 'Vaccination Course \*'. There are three radio buttons: 'Flu' (unselected), 'COVID-19' (unselected), and 'Pneumococcal' (unselected).

### Action – ‘Remove from Waiting List’

This action is only available for patients with a ‘Registered’ status and enables either the Registrant or Vaccinator user role to remove a patient from the waiting list in the scenario where the patient, for whatever reason, did not proceed to start the vaccination stage. Selecting the action ‘**Remove from Waiting List**’ will present the user the following screen providing further detail of the patient to be removed from the waiting list.

Remove From Waiting List

---

Patient Details

---

Patient CHI Number  
0101379870

Name  
OAKES, Tommy

Date of Birth  
01/01/1937

Sex  
Male

---

Registration Details

---

Registrant  
Ms Vicky Vaccinator

Registration Time  
03/11/2020 21:29

If the user is happy this is the correct patient, they would then click ‘**Remove from Waiting List**’. Following this a pop-up would appear asking the user to confirm removal from the waiting list.

Confirm Remove From Waiting List ×

---

Are you sure you want to remove this patient from the waiting list

0101379870 OAKES, Tommy (83y/M)

They will need to be re-registered should they need to be vaccinated.

---

If ‘**Yes, Remove from Waiting List**’ is select then the patient is removed from list else the user can return to the form and cancel this action.

### Action – ‘Unlock Vaccination’

This action is only available for patients with an ‘In Progress’ status and enables the Vaccinator user role to unlock the patient record should it be locked to another user who, for whatever reason, is not available and has not completed the patient vaccination record. Selecting the action ‘**Unlock Vaccination**’ will present the user the following screen providing further detail of the patient record to be unlocked.

Unlock Vaccination

---

Patient Details

---

Patient CHI Number  
0101791593

Name  
LANGFORD, Bernard

Date of Birth  
01/01/1979

Sex  
Male

Registration Details

---

Registrant  
Ms Vicky Vaccinator

Registration Time  
03/11/2020 13:58

Vaccination Clinic  
Linwood Health Centre

Current Vaccination Details

---

Vaccination In Progress With  
Ms Vicky Vaccinator

Started On  
03/11/2020 13:58

If the user is happy this is the correct patient record, they would then click **'Unlock Vaccination'**. The following pop-up would appear asking the user to confirm unlocking the vaccination record.

Confirm Unlock Vaccination ×

---

Are you sure you want to unlock the vaccination for

0101791593 LANGFORD, Bernard (41y/M)

This will allow others to perform the vaccination process.

---

If **'Yes, Unlock Vaccination'** is select then patient vaccination record is unlocked and will appear in the waiting list with Status of 'Vaccination Incomplete (Draft)' - see below - else the user can return to the form and cancel this action

↕Patient Name	↕CHI	↕Time Registered	↕Status	Actions
LANGFORD, Bernard (41y/M)	0101791593	13:58	Vaccination Incomplete (Draft)	Actions ▾

## Vaccinate Patient – Screening & Consent

When the Vaccinator user role opts to ‘**Start Vaccination**’ they will be presented with the following screen

Vaccinate Patient

---

Screening and ConsentVaccination

---

Vaccinations Administered in the Last 6 Months

---

*Vaccination Course	*Dose Number	*Date of Vaccination	*Vaccination Clinic	*Source
COVID-19	1	05/11/2020 (26 days ago)	Linwood Health Centre	Turas
Flu	1	04/10/2020 (58 days ago)	Not Recorded	Patient Reported

Has the Patient Received Any Additional Vaccinations in the Last 6 Months? \*

Yes  No

---

Today's Vaccination

---

Vaccination Course \*

COVID-19

---

Suitability for Vaccine

---

Suitable for Vaccination? \*

Patient is Suitable  Patient is not Suitable

[Next section: Vaccination →](#) [Save as Draft](#) [Close without Saving](#)

## Vaccination Administered in the Last 6 Months

Previous vaccinations administered, or patient reported vaccinations in the last 6 months which have been recorded in the tool will be displayed in this section with a source ‘Turas’ or ‘Patient Reported’ respectively.

### Vaccinations Administered in the Last 6 Months

*Vaccination Course	*Dose Number	*Date of Vaccination	*Vaccination Clinic	*Source
Flu	1	01/09/2020 (63 days ago - estimated)	Not Recorded	Patient Reported
Pneumococcal	3	28/10/2020 (6 days ago)	Centre 1 - Updated	Turas

If the patient advises that they have received any vaccination in the last 6 months that are not listed the user should select 'Yes'

Has the Patient Received Any Other Vaccinations in the Last 6 Months? \*

Yes  No

### Patient Reported Previous Vaccination

This will enable this section and the user must capture details about the patient's self-reported vaccination history.

Patient Reported Previous Vaccination

---

Vaccination Course \*

Flu  COVID-19  Pneumococcal  Other

Vaccination Dose Number \*

1  2  3  4  Unknown

Date of Vaccination Dose (dd/mm/yyyy) \*

01/09/2020 

Vaccination date is approximate

Number of Days Since Vaccination  
64 days (estimated)

[+ Add another Vaccination Record](#)

The 'Number of Day Since Vaccination' is auto calculated between the 'Date of Vaccination Dose' entered and today's date and if the user ticks the 'Vaccination date is approximate' the number of days will state '(estimated)'.

### Today's Vaccination

The user must select the Vaccination Course to be administered.

Vaccination Course \*

COVID-19

### Suitability for Vaccine

The user must determine whether the patient is suitable for the vaccination after asking the screening questions.

Suitable for Vaccination? \*

Patient is Suitable  Patient is not Suitable

If the user determines the patient is suitable the user must also record whether the patient has given their informed consent to the vaccination.

Suitability for Vaccine

---

Suitable for Vaccination? \*

Patient is Suitable  Patient is not Suitable

Consent to Vaccination

---

Informed consent given to vaccinate? \*

Consent Given  Consent Not Given

If the user determines the patient is not suitable the user must also record the reason not suitable

Suitability for Vaccine

---

Suitable for Vaccination? \*

Patient is Suitable  Patient is not Suitable

Reason not suitable? \*

Not well on the day due to acute symptoms

Treatment deferred due to previously undeclared contraindications

The last step for the user on the Vaccinate Patient – Screening & Consent tab is to decide whether the patient is suitable for vaccination user will have the option to proceed to the **‘Next Section: Vaccination’**

Next section: Vaccination →

Or, if the patient is not suitable for vaccination user will have the option to **‘Finalise Vaccination Record’** the patient vaccination record is saved, and that patient is removed Clinic Waiting List.

Finalise Vaccination Record

Or they may wish to **‘Save as Draft’**, **‘Close without Saving’**

**‘Safe as Draft’** – If User selects this then the record will be saved and added back to the Clinic Waiting List with a status of ‘Vaccination Incomplete (Draft)’.

Save Draft Vaccination ×

---

You are saving this Vaccination for  
0101791593 LANGFORD, Bernard (41y/M)  
to be completed later (by you or a colleague).  
This record has not been finalised.

---

**‘Close Without Saving’** – If User selects this then all changes are discarded added back to the Clinic Waiting List with a status of ‘Vaccination Incomplete (Draft)’.

Close Without Saving ×

---

Are you sure you want to close this Vaccination without saving?  
All changes will be discarded!

---

## Vaccinate Patient – Vaccination

When the user selects **'Next Section: Vaccination'** they will be presented with the following screen to add further detail of the vaccination event.

Vaccinate Patient

---

Screening and Consent	<b>Vaccination</b>
-----------------------	--------------------

Flu Vaccination Details

---

Was the Vaccination Administered? \*

Vaccination Was Administered  Vaccination Was Not Administered

Your Details

---

Name  
Gavin Vaccinator

Registration Number Type  
General Medical Council (GMC Number)

Registration Number  
1234567

**Finalise Vaccination Record** Save as Draft Close without Saving

[← Previous section: Screening and Consent](#)

## Vaccination Details

Selecting **'Vaccination Was Administered'** will reveal the following sections of the form for the user to complete.

Was the Vaccination Administered? \*

**Vaccination Was Administered**  Vaccination Was Not Administered

Product Name \*

Adjuvanted Trivalent Influenza Vaccine (Seqirus)  Flucelvax Tetra (Seqirus)

Quadrivalent Influenza Vaccine (Sanofi)

Post Vaccination Check

---

Post-Vaccination Information and Guidance \*

Give the patient post-vaccination information either verbally, using paperwork/leaflets or direct them to the [nhsinform.scot website](#). [🔗](#)

Patient Was Directed to Vaccination Information and Guidance

Does the patient agree to be contacted about this vaccination for purposes of research? \*

Patient Agreed to be Contacted  Patient Did Not Agree to be Contacted

The user must first select the 'Product Name' of the vaccine being administered doing so will reveal further detail that must be recorded as shown below.

Product Name \*

<input type="radio"/> Adjuvanted Trivalent Influenza Vaccine (Seqirus)	<input type="radio"/> Flucelvax Tetra (Seqirus)
<input checked="" type="radio"/> Quadrivalent Influenza Vaccine (Sanofi)	

Batch Number \*

<input type="radio"/> U3H054V
-------------------------------

Vaccination Dose Number \*

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
-------------------------	-------------------------	-------------------------

Date of Vaccination Dose (dd/mm/yyyy) \*

<input type="text" value="10/11/2020"/>	<input type="button" value="📅"/>
---	----------------------------------

Method of Administration \*

<input type="radio"/> Intramuscular	<input type="radio"/> Subcutaneous
-------------------------------------	------------------------------------

Site of Administration \*

<input type="radio"/> Upper Left Arm	<input type="radio"/> Upper Right Arm	<input type="radio"/> Left Thigh	<input type="radio"/> Right Thigh
--------------------------------------	---------------------------------------	----------------------------------	-----------------------------------

The options presented for 'Batch Number' and 'Method of Administration' are determined by the 'Product Name' selected.

### Post Vaccination Check

Once the user has completed the above steps the user is required to record that they directed the patient to the post-vaccination information and guidance and whether the patient agreed to be contacted for research purposes.

Post-Vaccination Information and Guidance \*

Give the patient post-vaccination information either verbally, using paperwork/leaflets or direct them to the [nhsinform.scot website](https://nhsinform.scot). 

<input type="checkbox"/> Patient Was Directed to Vaccination Information and Guidance
---

Does the patient agree to be contacted about this vaccination for purposes of research? \*

<input type="radio"/> Patient Agreed to be Contacted	<input type="radio"/> Patient Did Not Agree to be Contacted
--	---

Selecting **'Vaccination Was Not Administered'** will reveal the following sections of the form for the user to complete.

Was the Vaccination Administered? \*

Vaccination Was Administered  Vaccination Was Not Administered

Why was the vaccine not administered? \*

Patient refused vaccine  Other

If the reason for not administering the vaccine was not because the patient refused, then the user must record the reason in the text box that appears when **'Other'** is selected.

Why was the vaccine not administered? \*

Patient refused vaccine  Other

Other reason vaccine was not administered \*

[Finalise Vaccination Record](#) [Save as Draft](#) [Close without Saving](#)

[← Previous section: Screening and Consent](#)

The final step is for the user on the Vaccinate Patient – Vaccination tab is to decide whether they want to **'Finalise Vaccination Record'** so the patient vaccination record is saved, and that patient is removed Clinic Waiting List.

[Finalise Vaccination Record](#)

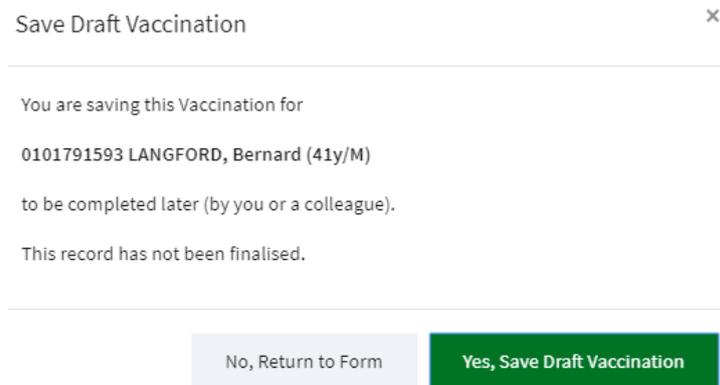
Or, if the user needs or what to return to the previous they can do so by clicking on **'Previous Section: Screening and Consent'**.

[← Previous section: Screening and Consent](#)

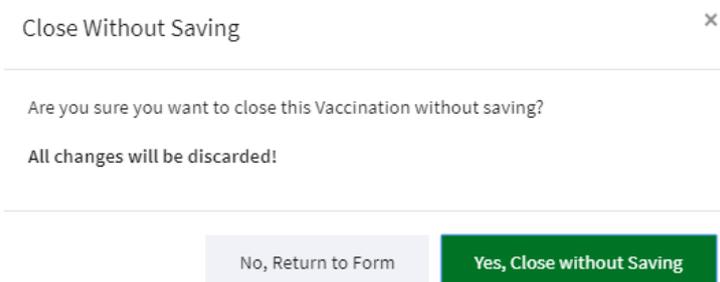
Or they may wish to **'Save as Draft', 'Close without Saving'**



**'Save as Draft'** – If User selects this then the record will be saved and added back to the Clinic List with a status of 'Vaccination Incomplete (Draft)'.

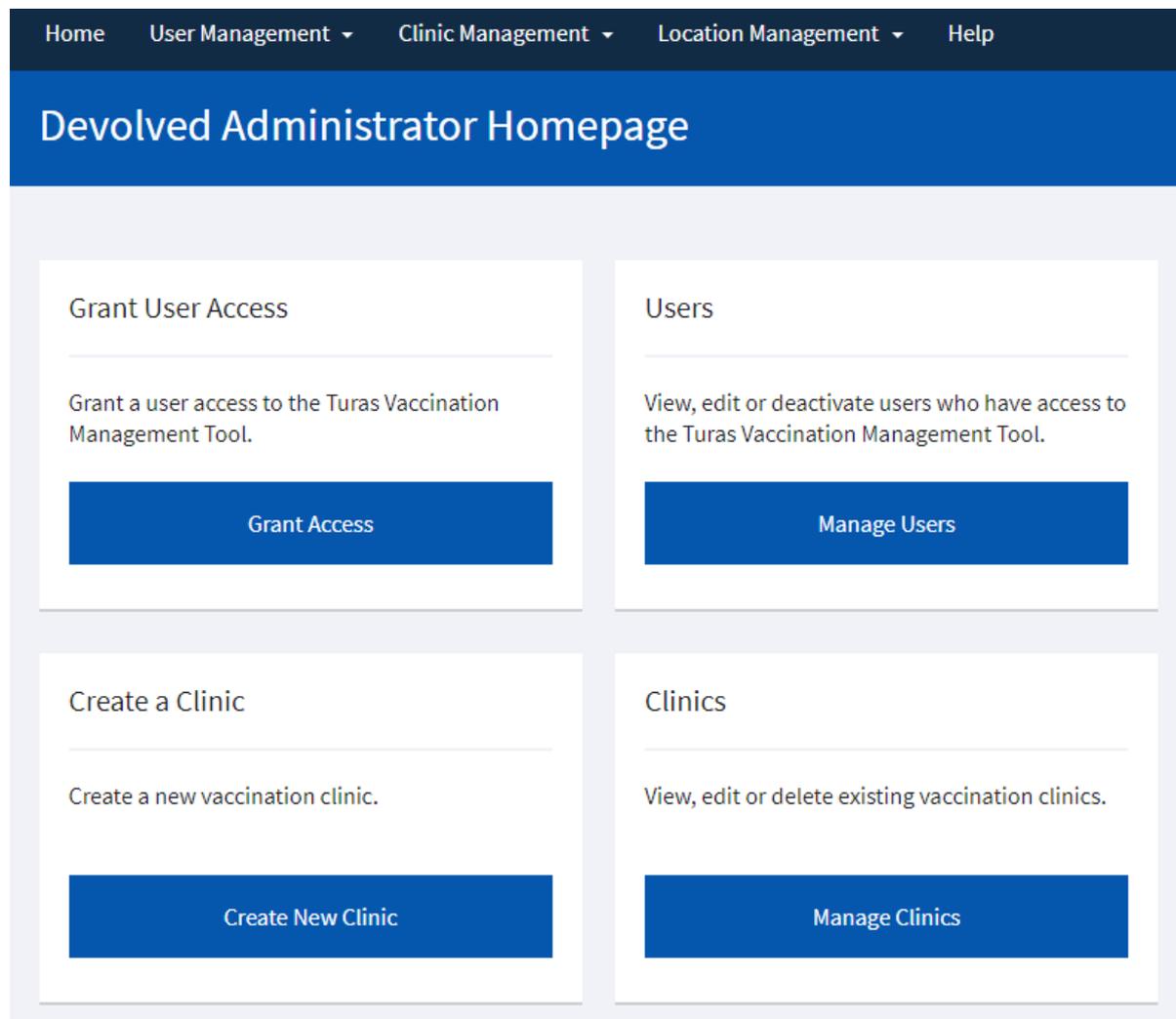


**'Close Without Saving'** – If User selects this then all changes are discarded added back to the Clinic List with a status of 'Vaccination Incomplete (Draft)'.



## Devolved Administrator Homepage

When the Devolved Administrator signs in they will be taken to the Devolved Administrator Homepage where they are presented with the option to 'Grant User Access', 'Users', 'Create a Clinic' or 'Clinics'



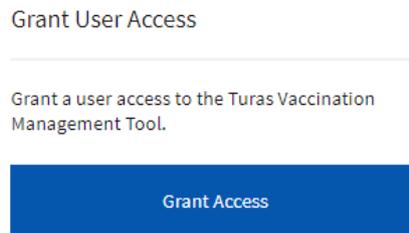
### User Management

User management enables the Devolved Administrator with two key functions:

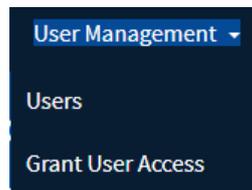
- The ability to onboard as a user and grant access to the Turas Management Tool via Grant User Access – **'Grant Access'**
- The ability to view, edit or deactivate users who have access to the Turas Vaccination Management Tool via Users – **'Manage Users'**

## Grant User Access

By selecting **'Grant Access'** from homepage tile



or selecting **'User Management'** in the main navigation and then **'Grant User Access'** from the drop-down

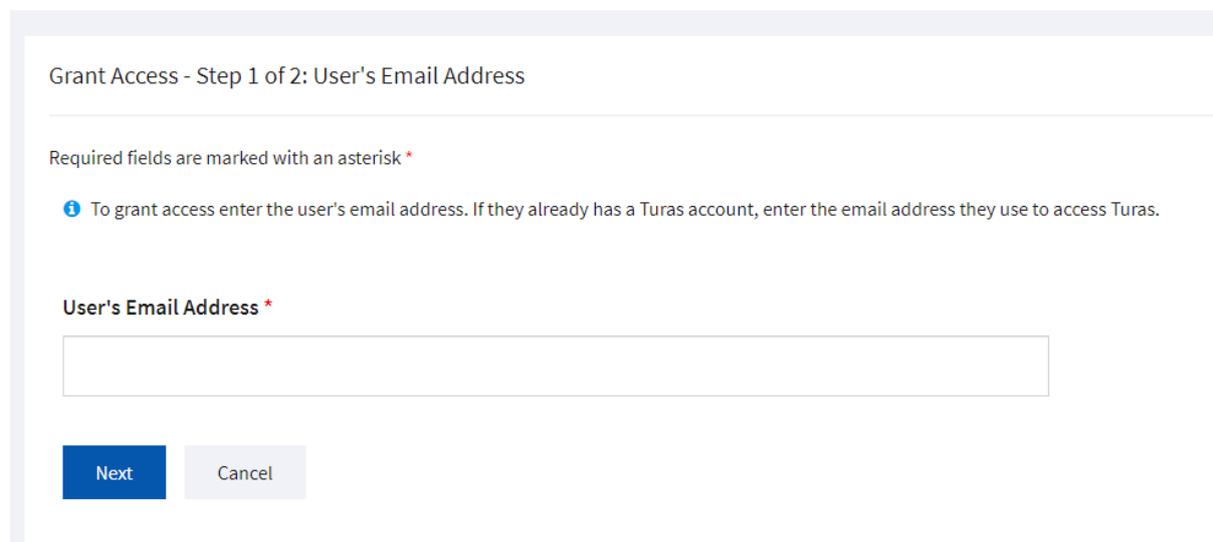


The Devolved Administrator will be taken to the following screen Grant Access – Step 1 of 2 where they can onboard and grant a user access to Turas Vaccination Management tool by entering the user's email address.

If the individual already has a Turas account, enter the email address they use to access Turas as this will avoid creating duplicate Turas accounts.

## Grant Access - User's Email

[Devolved Administrator Homepage](#) > Grant Access - User's Email

A screenshot of a web form titled "Grant Access - Step 1 of 2: User's Email Address". Below the title is a horizontal line, followed by the text "Required fields are marked with an asterisk \*". Below that is a blue information icon followed by the text "To grant access enter the user's email address. If they already has a Turas account, enter the email address they use to access Turas." Below this is a label "User's Email Address \*" followed by a text input field. At the bottom of the form are two buttons: a blue "Next" button and a grey "Cancel" button.

Once you have entered the email address of the user you wish to onboard and grant access to Turas Vaccination Management tool click **'Next'**

## No Turas Account Found

### If no Turas Account is found this will display Grant Access - Step 2 of 2

Grant Access - Step 2 of 2: User's Details

**i No Turas Account Found**  
There is no Turas account associated with the email address Gavin.Registrant@uat.vacc.example.com.  
When you submit the form below, a new Turas account and Vaccination Management account will be created for this user.  
An email will be sent to Gavin.Registrant@uat.vacc.example.com welcoming them to Turas. Once the user signs in, they will be able to access Vaccination Management.

**User's Email Address**  
Gavin.Registrant@uat.vacc.example.com

**Title**

**First Name \***

**Last Name \***

**Phone**

**Role \***

The Devolved Administrator must provide as a minimum the 'First Name' and 'Last Name' and 'Role' for the new user being given access – mandatory fields are denoted with an \*asterisk.

**Role \***

-- Select --

-- Select --

Vaccinator - Can register patients and record vaccinations

Registrant - Can register patients

The roles that the Devolved Administrator can grant access to are:

- Vaccinator – Can register patients and record vaccinations
- Registrant – Can register patients

The following section of the form is how you grant the user access to your health board.

Health Board(s)

<input type="checkbox"/> NHS Ayrshire and Arran	<input type="checkbox"/> NHS Borders	<input type="checkbox"/> NHS Dumfries and Galloway
<input type="checkbox"/> NHS Fife	<input type="checkbox"/> NHS Forth Valley	<input type="checkbox"/> NHS Grampian
<input type="checkbox"/> NHS Greater Glasgow and Clyde	<input type="checkbox"/> NHS Highland	<input type="checkbox"/> NHS Lanarkshire
<input type="checkbox"/> NHS Lothian	<input type="checkbox"/> NHS Orkney	<input type="checkbox"/> NHS Shetland
<input type="checkbox"/> NHS Tayside	<input type="checkbox"/> NHS Western Isles	<input type="checkbox"/> The Golden Jubilee Hospital
<input type="checkbox"/> Healthcare Improvement Scotland	<input type="checkbox"/> NHS 24	<input type="checkbox"/> NHS Education for Scotland
<input type="checkbox"/> NHS Health Scotland	<input type="checkbox"/> NHS National Services Scotland	<input type="checkbox"/> Public Health Scotland
<input type="checkbox"/> The State Hospital	<input type="checkbox"/> Scottish Ambulance Service	

You can only grant access to those Health Board for whom you are the Devolved Administrator. The other health boards will be greyed out. In this example, the Devolved Administrator can only grant access to NHS Greater Glasgow and Clyde.

When you submit the form by clicking **'Grant User Access'** a new Turas account Vaccination Management account will be created for this user.

An email will be sent to the user welcoming them to Turas once the user signs in they will be able to access the Vaccination Management Tool.

## Existing Turas Account Found

If an existing Turas Account is found this will display Grant Access - Step 2 of 2

Grant Access - Step 2 of 2: User's Details

**i Existing Turas Account Found**

There is an existing Turas account associated with the email address `Gavin.Registrant@uat.vacc.example.com`.

That is the Turas Account of **Gavin Registrant**.

When you submit the form below, a Vaccination Management account will be created for this user and it will be linked to their existing Turas account.

User's Email Address  
Gavin.Registrant@uat.vacc.example.com

Title

First Name \*

Last Name \*

Phone

Role \*

Any existing details for the user e.g. the 'First Name' and 'Last Name' will be prepopulated.

The user needs only to select the 'Role' for the new user.

Role \*

-- Select --

-- Select --

Vaccinator - Can register patients and record vaccinations

Registrant - Can register patients

The roles that the devolved administrator can grant access to are:

- Vaccinator – Can register patients and record vaccinations
- Registrant – Can register patients

When you submit the form to grant access a Vaccination Management account will be created for this user and it will be linked to their existing Turas account. Note no automated email is sent to the user if they have an existing Turas Account.

## Existing Vaccination Management Account Found

If there is an existing Vaccination Management account associated with the email address entered and the user does not already have access to your health board then you can grant them access. You can also see the other health boards they have been granted access to, but you cannot edit or update these unless you are also the Devolved Administrator for that health board.

Grant Access - Step 2 of 2: User's Details

**i Existing Vaccination Management Account Found**  
There is an existing Vaccination Management account associated with the email address `Gavin.Registrant@uat.vacc.example.com`.  
That is the Vaccination Management Account for **Gavin Registrant**.  
You can grant this user access to your Health Board(s) using the selection list below.

User's Email Address  
Gavin.Registrant@uat.vacc.example.com

User's Name  
Gavin Registrant

Health Board(s)

<input type="checkbox"/> NHS Ayrshire and Arran	<input type="checkbox"/> NHS Borders	<input type="checkbox"/> NHS Dumfries and Galloway
<input type="checkbox"/> NHS Fife	<input type="checkbox"/> NHS Forth Valley	<input type="checkbox"/> NHS Grampian
<input type="checkbox"/> NHS Greater Glasgow and Clyde	<input type="checkbox"/> NHS Highland	<input type="checkbox"/> NHS Lanarkshire
<input checked="" type="checkbox"/> NHS Lothian	<input type="checkbox"/> NHS Orkney	<input type="checkbox"/> NHS Shetland
<input type="checkbox"/> NHS Tayside	<input type="checkbox"/> NHS Western Isles	<input type="checkbox"/> The Golden Jubilee Hospital
<input type="checkbox"/> Healthcare Improvement Scotland	<input type="checkbox"/> NHS 24	<input type="checkbox"/> NHS Education for Scotland
<input type="checkbox"/> NHS Health Scotland	<input type="checkbox"/> NHS National Services Scotland	<input type="checkbox"/> Public Health Scotland
<input type="checkbox"/> The State Hospital	<input type="checkbox"/> Scottish Ambulance Service	

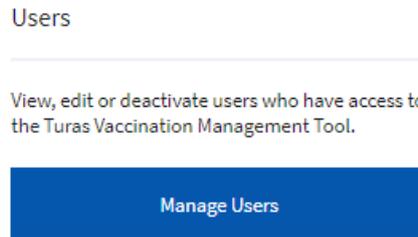
Or if there is an existing Vaccination Management account associated with the email address entered and the user already has access to your health board then all you can do select to update the user's details.

Grant Access - Step 2 of 2: User's Details

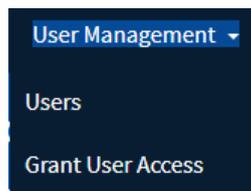
**i Existing Vaccination Management Account Found**  
There is an existing Vaccination Management account associated with the email address `Gavin.Registrant@uat.vacc.example.com`.  
That is the Vaccination Management Account for **Gavin Registrant**.  
You can [update this user's details](#)

## Users

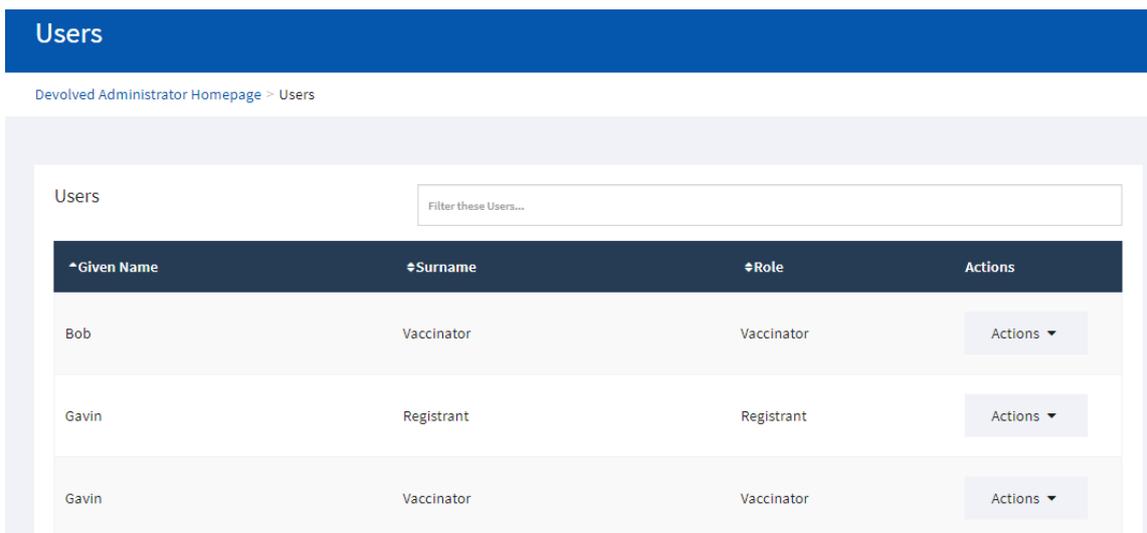
By selecting **'Manage Users'** from homepage tile



or selecting **'User Management'** in the main navigation and then **'Users'** from the drop-down

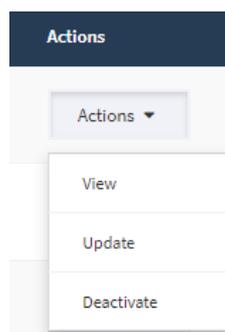


This will display a list of users that the Devolved Administrator can select to perform further action on.



## Users Actions

The actions available to the Devolved Administrator are **'View'**, **'Update'** and **'Deactivate'**.



## Action – View

This action enables the Devolved Administrator to view the user details i.e. Title, Name, Phone Number, Email Address, Role and the Health Boards in which they can perform that role

### Gavin Registrant Details

Devolved Administrator Homepage > Users > User Details

[< Go Back](#)

#### User Details

---

**Title**

**First Name**  
Gavin

**Last Name**  
Registrant

**Phone**

**Email Address**  
[Gavin.Registrant@uat.vacc.example.com](mailto:Gavin.Registrant@uat.vacc.example.com)

**Role**  
Registrant - Can register patients

**Health Board(s)**  
NHS Greater Glasgow and Clyde  
NHS Lothian

**Last Login Date/Time**

#### Actions

---

[✎ Update this user's details](#)

---

[🚫 Deactivate this user's account](#)

---

The Devolved Administrator has both the option to update the user's details by clicking on **'Update this user's details'** – See action Update.

 [Update this user's details](#)

Or they can deactivate the user's Turas Vaccination Management account by clicking on **'Deactivate this user's account'** – See action Deactivate.

 [Deactivate this user's account](#)

## Action – Update

This action enables the Devolved Administrator to update the user details i.e. Title, Name, Phone Number, Email Address, Role and the Health Boards in which they can perform that role.

Update User Details

---

Email Address  
Gavin.Registrant@uat.vacc.example.com

Title

First Name \*

Last Name \*

Phone

Role \*

Health Board(s)

<input type="checkbox"/> NHS Ayrshire and Arran	<input type="checkbox"/> NHS Borders	<input type="checkbox"/> NHS Dumfries and Galloway
<input type="checkbox"/> NHS Fife	<input type="checkbox"/> NHS Forth Valley	<input type="checkbox"/> NHS Grampian
<input checked="" type="checkbox"/> NHS Greater Glasgow and Clyde	<input type="checkbox"/> NHS Highland	<input type="checkbox"/> NHS Lanarkshire
<input checked="" type="checkbox"/> NHS Lothian	<input type="checkbox"/> NHS Orkney	<input type="checkbox"/> NHS Shetland
<input type="checkbox"/> NHS Tayside	<input type="checkbox"/> NHS Western Isles	<input type="checkbox"/> The Golden Jubilee Hospital
<input type="checkbox"/> Healthcare Improvement Scotland	<input type="checkbox"/> NHS 24	<input type="checkbox"/> NHS Education for Scotland
<input type="checkbox"/> NHS Health Scotland	<input type="checkbox"/> NHS National Services Scotland	<input type="checkbox"/> Public Health Scotland
<input type="checkbox"/> The State Hospital	<input type="checkbox"/> Scottish Ambulance Service	

**NOTE** If you no longer want the user to perform the role in your Health Board and the user is assigned to other Health Boards then uncheck your Health Board rather than deactivating the User account.

Once the user clicks **'Update'** the following pop-up will appear asking the user to confirm by clicking **'Yes, Update User'**.

Confirm Update User Details ×

---

Are you sure you want to update the User Details for Gavin Registrant?

---

If the user selects **'No, Return to Form'** they will be returned to Update User Details form.

## Action– Deactivate

This action enables the Devolved Administrator to deactivate the user’s Turas Vaccination Management account and in doing so the Devolved Administrator will have to provide a reason for deactivating a user account in the ‘Reason for deactivation field’.

Deactivate User Account

---

Title

First Name  
Gavin

Last Name  
Registrant

Phone

Email Address  
Gavin.Registrant@uat.vacc.example.com

Role  
Registrant - Can register patients

Health Board(s)  
NHS Greater Glasgow and Clyde  
NHS Lothian

Last Login Date/Time

---

Required fields are marked with an asterisk \*

Reason for deactivation \*

Once the user clicks ‘**Deactivate User Account**’ the following pop-up will appear asking the user to confirm by clicking ‘**Yes, Deactivate User Account**’.

Confirm Deactivate User Account ×

---

Are you sure you want to deactivate the User Account for Gavin Registrant?  
They will no longer have access to Vaccination Management.

---

**IMPORTANT** performing the Deactivate action will remove the user’s access to all Health Boards if the user is assigned to more than one Health Board. If you only want to removed access from your Health Board then use the Action – Update.

If the user selects ‘**No, Return to Form**’ they will be returned to the Deactivate User Account form.

## Clinic Management

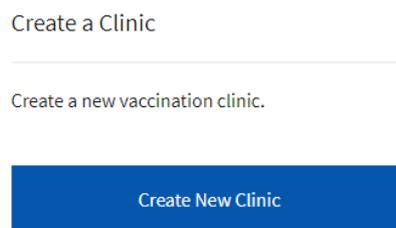
Clinic management enables the Devolved Administrator with two key functions:

- The ability to create a clinic in the Turas Management Tool via Create a Clinic – **‘Create New Clinic’**
- The ability to view, edit or delete vaccination clinics set up in Turas Vaccination Management Tool via Clinics – **‘Manage Clinics’**.

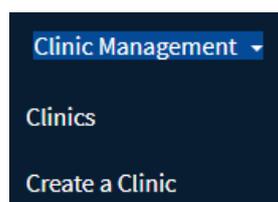
Note it not possible to delete a clinic that has commenced.

### Create a Clinic

By selecting **‘Create New Clinic’** from homepage tile



or selecting **‘Clinic Management’** in the main navigation and then **‘Create a Clinic’** from the drop-down



The Devolved Administrator will be taken to the create clinic screen where they enter the following data items to create a clinic.

- NHS Health Board
- Health and Social Care Partnership
- Clinic Type
- Clinic Name & Description
- Start Date
- End Date
- Vaccine Type

Required fields are marked with asterisk\*.

## Create Clinic

Required fields are marked with an asterisk \*

NHS Health Board \*

Health and Social Care Partnership \*

Clinic Type \*

 Fixed Location  Mobile or Multiple Locations

Clinic Name \*

Clinic Description and/or information

 Provide helpful clinic details such as opening times or days for users selecting their current clinic.

Start Date (dd/mm/yyyy) \*

End Date (dd/mm/yyyy) \*

Vaccine Types \*

 COVID-19

Create Clinic

Close Without Saving

Upon selecting the Health Board, the subsequent drop down will list all applicable Health and Social Care Partnerships including the option **'Not Applicable'**. It is recognised that not all Health Boards or clinics created will associate with a Health and Social Care Partnership E.g. Specialist Boards and Staff Clinics.

NHS Health Board \*

NHS Greater Glasgow and Clyde

Health and Social Care Partnership \*

-- Select --

-- Select --

East Dunbartonshire

East Renfrewshire

Glasgow City

Inverclyde

Renfrewshire

West Dunbartonshire

Not Applicable

Having selected the Health Board and the Health and Social Care Partnership the Devolved Administrator then needs to select the clinic type of either

- Fixed Location – i.e. a permanent location with postcode
- Mobile or Multiple Locations – i.e. a mobile clinic or home visits

#### Clinic Type - Fixed Location

Clinic Type \*

Fixed Location  Mobile or Multiple Locations

Selecting a clinic type of **'Fixed location'** will reveal the following prompting the user to select both a Location Type and then a Location.

Location Type \*

-- Select --

Location \*

-- Select HSCP and Location Type First --

The selection of the Location Type is used to filter down the number of the Location available when the user comes to select a location. The location types available are 'Clinic', 'Health Centre', 'Care Home', 'Hospital', 'Prison', 'School' and 'Other'.

Location Type \*

Clinic

Clinic

Health Centre

Care Home

Hospital

Prison

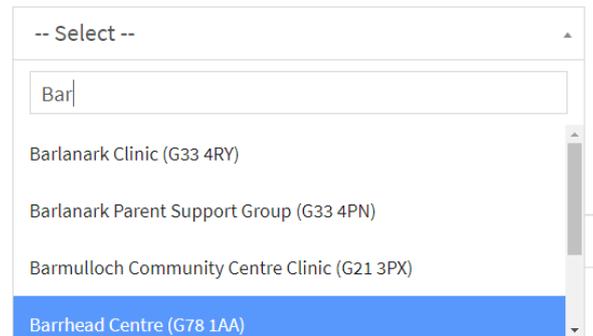
School

Other

The location data and the location types are imported from the Public Health Scotland (previously ISD Scotland) location reference file.

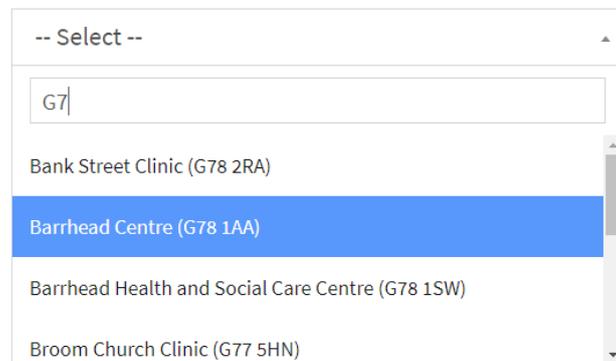
Having selected the Location Type the user is required to select a location. The select makes use of 'smart filter' that will filter the dropdown list by the criteria entered this can either be partial or full location name e.g. 'Bar' for Barrhead returns the following

Location \*



Or partial or full postcode e.g. 'G7' for G78 1AA returns the following

Location \*



If the location can not be found then the Devolved Administrator has to option create a new location within the Vaccination Management tool by clicking on the hyperlink '**create a new location here**'. This process is outlined below in the Location Management section.

 [If the location is not available you can create a new location here](#)

**Note:** Heath Centre and Clinic can be used interchangably so it is advised to search for a location under each of these types before creating a new location if a location is not found.

#### Clinic Type - Mobile or Multiple Locations

Selecting a clinic type of '**Mobile or Multiple Locations**' does not require the user to provide either a Location Type or Location, they can proceed to complete the clinic details.

Clinic Type \*



## Clinic Details

Once a location has been selected then Devolved Administrator can enter the clinic details:

- Clinic Name & Description
- Start Date
- End Date
- Vaccine Type

It is recommended that Devolved Administrator give some consideration to implementing a naming convention for the clinics they create to make it easier for the end user to find the clinics once they have signed in and selected the clinic they are working from.

Clinic Name \*

e.g. Barrhead Centre COVID Clinic

The Devolved Administrator is also encouraged to provide helpful clinic information in the Clinic Description.

Clinic Description and/or information

e.g. Age 80 and Over  
Mon 0800 - 1600  
Friday 1000 - 1400  
Contact 0141 000 1234

 Provide helpful clinic details such as opening times or days for users selecting their current clinic.

The clinic start date cannot be in the past. If start date is set to today and created, it cannot be deleted as it will be deemed to have commenced with status of 'Open' on the list of Clinics. If the start date is future dated, it will still be possible to delete and have a status of 'Not yet Open' on the list of Clinics.

Start Date (dd/mm/yyyy) \*

02/12/2020



End Date (dd/mm/yyyy) \*

24/12/2020



The final detail for setting up the clinic is the vaccine type to be administered at the clinic

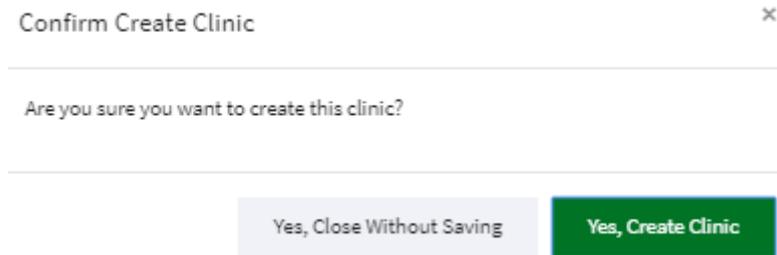
Vaccine Types \*

COVID-19

Create Clinic

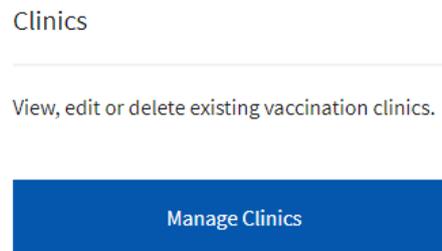
Close Without Saving

Once the user clicks **'Create Clinic'** the following pop-up will appear asking the user to confirm by clicking **'Yes, Create Clinic'**.

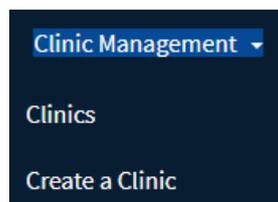


## Manage Clinics

By selecting **'Manage Clinics'** from homepage tile



or selecting **'Clinic Management'** in the main navigation and then **'Clinics'** from the drop-down



The Devolved Administrator will be taken to the Clinics page listing all clinics for the Health Board where they can search for and **'View'**, **'Edit'** or **'Delete'** existing vaccination clinics.

Clinics

Filter Clinics by name, vaccine type etc.

Display clinics with the status  Expired

Name	Start Date	End Date	Vaccine Type(s)	Status	Actions
Glasgow City Homeless Outreach Clinic	02/12/2020	16/12/2020	COVID-19	Not yet open	Actions ▾
Barrhead Health Centre	01/10/2020	28/02/2021	Flu	Open	Actions ▾

They can also search for and 'View' expired clinics by checking the 'Expired' checkbox.

Display clinics with the status  Expired

This will display all expired clinics for the Health Board.

## Clinics

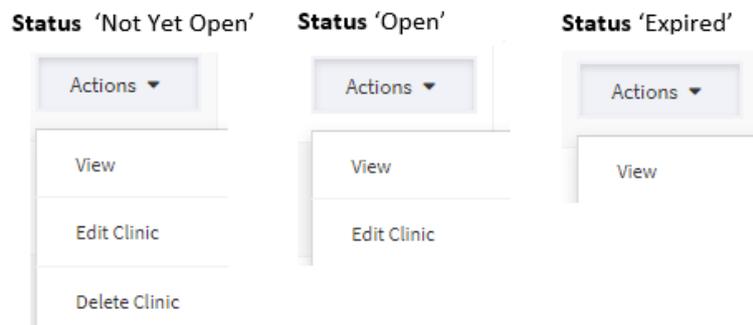
Filter Clinics by name, vaccine type etc.

Display clinics with the status  Expired

Name	Start Date	End Date	Vaccine Type(s)	Status	Actions
Clydebank	01/10/2019	28/02/2020	Flu	Expired	Actions ▾
e.g. Barrhead Centre COVID Clinic	02/12/2020	24/12/2020	COVID-19	Not yet open	Actions ▾

## Clinics Actions

The user actions available are dependent on the status of the clinic.



- A status of 'Not Yet Open' allows the user to 'View', 'Edit' or 'Delete'.
- A status of 'Open' allows the user to 'View' or 'Edit'
- A status of 'Expired' allows the user to 'View'

## Action – ‘View’

This action enables the Devolved Administrator to view the clinic details e.g. Clinic Name, Location, Start and End Dates, Vaccine Types etc.

### Clinic Details

---

**Clinic Name**

e.g. Barrhead Centre COVID Clinic

**Clinic Description and/or information**

e.g. Age 80 and Over Mon 0800 - 1600 Friday 1000 - 1400 Contact 0141 000 1234

**NHS Health Board**

NHS Greater Glasgow and Clyde

**Health and Social Care Partnership**

East Renfrewshire

**Clinic Type**

Fixed Location

**Location**

Barrhead Centre  
Integrated Learning Disability Team  
8 Carlibar Road  
Barrhead  
Glasgow  
G78 1AA

**Start Date**

02/12/2020

**End Date**

24/12/2020

**Vaccine Types**

COVID-19

## Action – ‘Edit’

This action enables the Devolved Administrator to edit the clinic details e.g. Clinic Name, HSCP, Clinic Type, Location Type, Location, Start and End Dates, Vaccine Types etc.

**Note:** once a clinic that has commenced it is **not** possible:

- to delete a clinic
- to remove an existing vaccine type given at the clinic

Update Clinic

Required fields are marked with an asterisk \*

NHS Health Board \*

NHS Greater Glasgow and Clyde

Health and Social Care Partnership \*

East Renfrewshire

Clinic Type \*

Fixed Location  Mobile or Multiple Locations

Location Type \*

Other

Location \*

Barrhead Centre (G78 1AA)

[If the location is not available you can create a new location here](#)

Clinic Name \*

e.g. Barrhead Centre COVID Clinic

Clinic Description and/or information

e.g. Age 80 and Over  
Mon 0800 - 1600  
Friday 1000 - 1400  
Contact 0141 000 1234

[Provide helpful clinic details such as opening times or days for users selecting their current clinic.](#)

Start Date (dd/mm/yyyy) \*

02/12/2020

End Date (dd/mm/yyyy) \*

24/12/2020

Vaccine Types \*

COVID-19

Update Cancel

Once the user clicks ‘**Update**’ the following pop-up will appear asking the user to confirm by clicking ‘**Yes- Update Clinic**’.

Confirm Update Clinic

Are you sure you want to update e.g. Barrhead Centre COVID Clinic?

No, Return to Form Yes, Update Clinic

If the user selects ‘**No, Return to Form**’ they will be returned to the Update Clinic form.

## Action – ‘Delete’

This action enables the Devolved Administrator to delete a clinic that has not yet commenced.

Delete Clinic

---

**Clinic Name**  
e.g. Barrhead Centre COVID Clinic

**Clinic Description and/or information**  
e.g. Age 80 and Over Mon 0800 - 1800 Friday 1000 - 1400 Contact 0141 000 1234

**NHS Health Board**  
NHS Greater Glasgow and Clyde

**Health and Social Care Partnership**  
East Renfrewshire

**Clinic Type**  
Fixed Location

**Location**  
Barrhead Centre  
Integrated Learning Disability Team  
8 Carlibar Road  
Barrhead  
Glasgow  
G78 1AA

**Start Date**  
02/12/2020

**End Date**  
24/12/2020

**Vaccine Types**  
COVID-19

---

Required fields are marked with an asterisk \*

**Reason for deletion \***

Once the user clicks **‘Delete’** the following pop-up will appear asking the user to confirm by clicking **‘Yes- Delete Clinic’**.

Confirm Delete Clinic ×

---

Are you sure you want to delete e.g. Barrhead Centre COVID Clinic?

---

If the user selects **‘No, Return to Form’** they will be returned to the Delete Clinic form.

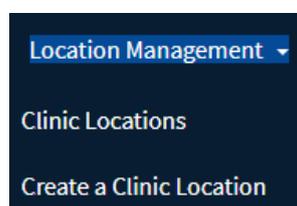
## Location Management

Location management enables the Devolved Administrator with two key functions:

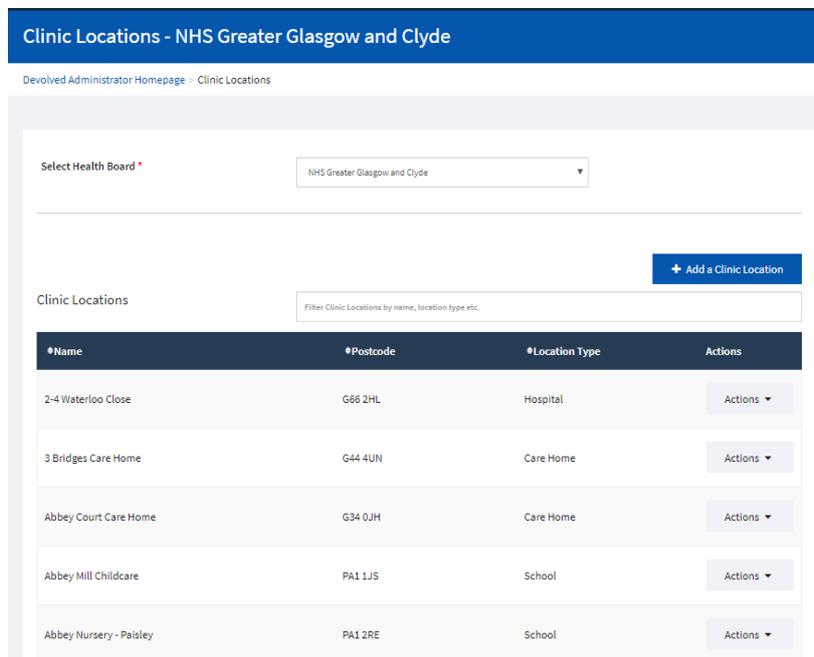
- The ability to view, edit or delete a clinic location set up in Turas Vaccination Management Tool via **'Location Management' – 'Clinic Location'**.
- The ability to create a clinic location in the Turas Management Tool via **'Location Management' – 'Create a Clinic Location'**.

## Clinic Locations

By selecting **'Location Management'** in the main navigation and then **'Clinic Locations'** from the drop-down.



The Devolved Administrator will be taken to the Clinic Locations page listing all clinic locations for the Health Board where they can search for and **'View'** or **'Delete Clinic Location'**.



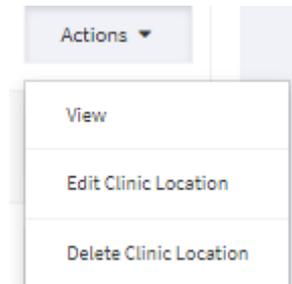
The screenshot shows the 'Clinic Locations - NHS Greater Glasgow and Clyde' page. At the top, there is a blue header with the page title. Below the header, there is a breadcrumb trail: 'Devolved Administrator Homepage > Clinic Locations'. The main content area includes a 'Select Health Board' dropdown menu set to 'NHS Greater Glasgow and Clyde'. To the right of this menu is a blue button labeled '+ Add a Clinic Location'. Below this is a search bar with the placeholder text 'Filter Clinic Locations by name, location type etc.'. The main part of the page is a table with the following columns: #Name, #Postcode, #Location Type, and Actions. The table contains five rows of data:

#Name	#Postcode	#Location Type	Actions
2-4 Waterloo Close	G66 2HL	Hospital	Actions ▼
3 Bridges Care Home	G44 4UN	Care Home	Actions ▼
Abbey Court Care Home	G34 0JH	Care Home	Actions ▼
Abbey Mill Childcare	PA1 1JS	School	Actions ▼
Abbey Nursery - Paisley	PA1 2RE	School	Actions ▼

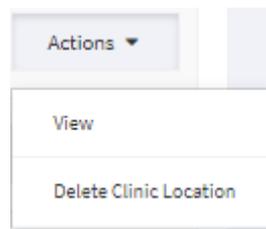
## Clinic Location Actions

The user actions available are **'View'**, **'Edit Clinic Location'** Or **'Delete Clinic Location'** although the actions available are dependent on whether the Location was added to the tool manually or whether imported from the Public Health Scotland (previously ISD Scotland) location reference file.

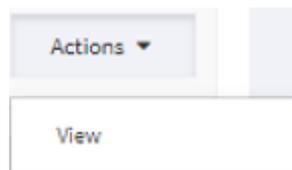
- Location added manually by a Devolved Administrator and not yet linked to Vaccination clinic: Actions available **'View'**, **'Edit Clinic Location'** Or **'Delete Clinic Location'**



- Location imported from PHS location reference file and not yet linked to Vaccination clinic: Actions available **'View'** Or **'Delete Clinic Location'**



- Location linked to a vaccination clinic that has commenced you will only be able to view: Actions available **'View'** only



## Action – ‘View’

This action enables the Devolved Administrator to view the Clinic Location details e.g. Clinic Name, Location Type, NHS Board, Address.

### Clinic Location Details - Made Up Health Centre

Devolved Administrator Homepage > Clinic Locations > Clinic Location Details

< Go Back

#### Clinic Location Details

---

**Name**  
Made Up Health Centre

**Location Type**  
Health Centre

**NHS Health Board**  
NHS Greater Glasgow and Clyde

**Address Line 1**  
1 The Road

**Address Line 2**  
Down The Street

**Address Line 3**

**Address Line 4**

**Address Line 5**

**Postcode**  
G78 2SA

#### Actions

---

 [Update this Clinic Location](#)

---

 [Delete this Clinic Location](#)

---

The Devolved Administrator has both the option to update the user’s details by clicking on **‘Update this Clinic Location’** – See Action Edit.

 [Update this Clinic Location](#)

Or

Deleting the clinic location by clicking on **‘Delete this clinic location’** – See Action Delete.

 [Delete this Clinic Location](#)

## Action – ‘Edit’

This action enables the Devolved Administrator to update the Clinic Location details.

Update Clinic Location

---

Required fields are marked with an asterisk \*

Search for Location by Postcode

Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Location Type \*

NHS Health Board \*

Once the user clicks **‘Update Clinic Location’** the following pop-up will appear asking the user to confirm by clicking **‘Yes, Update Clinic Location’**.

Confirm Update Clinic Location ×

---

Are you sure you want to update Made Up Health Centre?

---

If the user selects **‘No, Return to Form’** they will be returned to the Update Clinic Location form.

## Action – ‘Delete’

This action enables the Devolved Administrator to delete a clinic location from the Vaccination Management Tool they are required to enter a reason for deletion before deleting the clinic location.

Delete Clinic Location

---

Name  
Made Up Health Centre

Location Type  
Health Centre

NHS Health Board  
NHS Greater Glasgow and Clyde

Address Line 1  
1 The Road

Address Line 2  
Down The Street

Address Line 3

Address Line 4

Address Line 5

Search for Location by Postcode  
G78 2SA

---

Required fields are marked with an asterisk \*

Reason for deletion \*

Once the user clicks **‘Delete Clinic Location’** the following pop-up will appear asking the user to confirm by clicking **‘Yes-Delete Clinic Location’**.

Confirm Delete Clinic Location ×

---

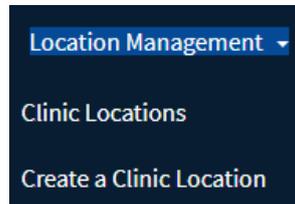
Are you sure you want to delete Made Up Health Centre?

---

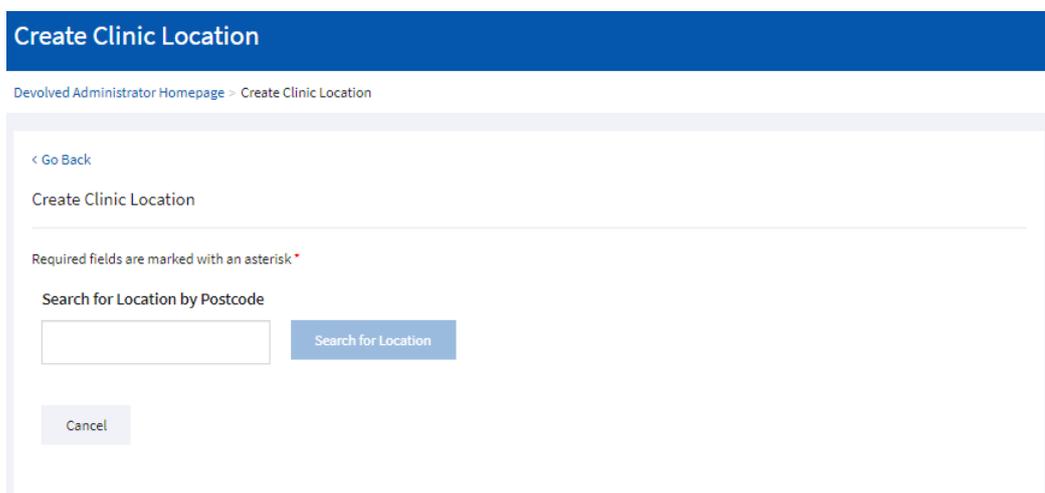
If the user selects **‘No, Return to Form’** they will be returned to the Delete Clinic Location form.

## Create a Clinic Location

By selecting **'Location Management'** in the main navigation and then **'Create a Clinic Location'** from the drop-down.



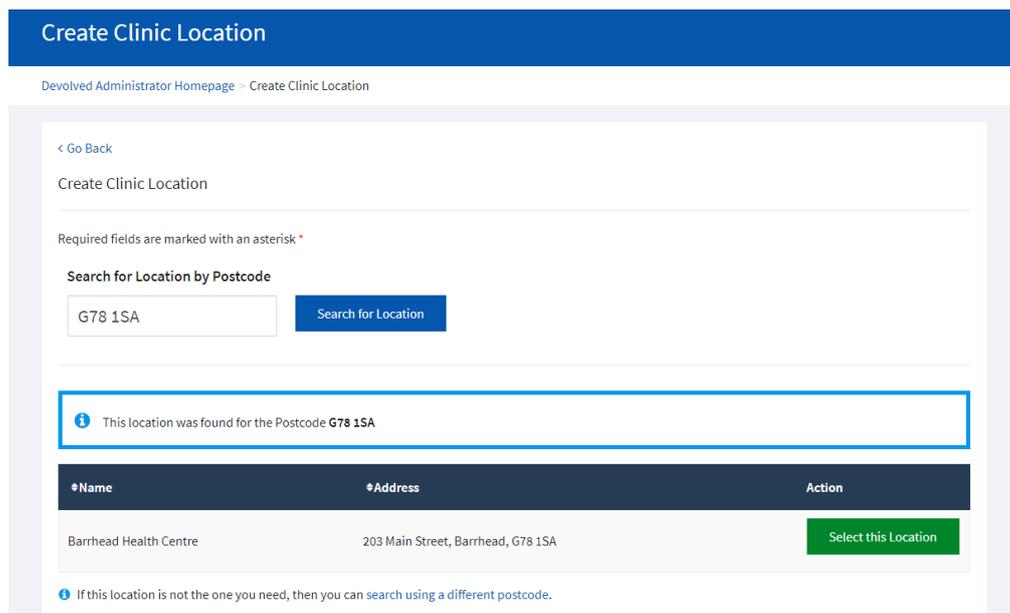
The Devolved Administrator will be taken to the Create Clinic Location screen where they can search for a location by postcode by entering a postcode and clicking **'Search for Location'**.



The screenshot shows the 'Create Clinic Location' page. At the top is a blue header with the text 'Create Clinic Location'. Below the header is a breadcrumb trail: 'Devolved Administrator Homepage > Create Clinic Location'. The main content area has a '< Go Back' link and the title 'Create Clinic Location'. A note states 'Required fields are marked with an asterisk \*'. Underneath is the section 'Search for Location by Postcode' with a text input field and a blue 'Search for Location' button. A 'Cancel' button is located below the search area.

## Location Found

If a location is found for the postcode entered this will be returned as follows.



The screenshot shows the 'Create Clinic Location' page with the search results. The breadcrumb trail is 'Devolved Administrator Homepage > Create Clinic Location'. The search input field now contains 'G78 1SA'. A message box with an information icon states: 'This location was found for the Postcode G78 1SA'. Below this is a table with the following data:

Name	Address	Action
Barrhead Health Centre	203 Main Street, Barrhead, G78 1SA	Select this Location

At the bottom, a note says: 'If this location is not the one you need, then you can search using a different postcode.'

If this is the correct location click on **'Select this Location'**.

The Devolved Administrator will then be taken to the create clinic location screen.

Create Clinic Location

---

Required fields are marked with an asterisk \*

Search for Location by Postcode

Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Location Type \*

NHS Health Board \*

Once the Devolved Administrator clicks **'Create Clinic Location'** the following pop-up will appear asking the user to confirm by clicking **'Yes, Create Clinic Location'**. A clinic can now be created at this location via **'Create a Clinic'**.

Confirm Create Clinic Location ×

---

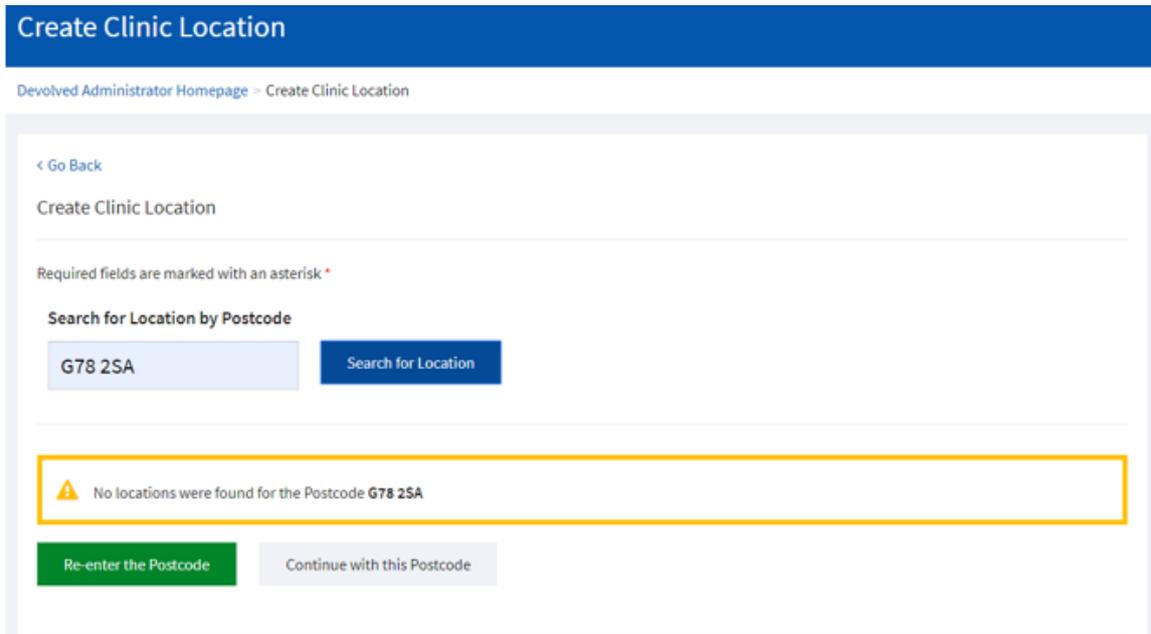
Are you sure you want to create this clinic location?

---

If the Devolved Administrator selects **'No, Return to Form'** they will be returned to the Create Clinic Location form.

## No Location Found

If no location is found for the postcode entered this will be returned as follows.



The screenshot shows a web interface for 'Create Clinic Location'. At the top, there is a blue header with the text 'Create Clinic Location'. Below the header, the breadcrumb 'Devolved Administrator Homepage > Create Clinic Location' is visible. The main content area has a '< Go Back' link and the title 'Create Clinic Location'. A note states 'Required fields are marked with an asterisk \*'. The section is titled 'Search for Location by Postcode'. It contains a text input field with 'G78 2SA' and a blue 'Search for Location' button. Below this, a yellow-bordered box contains a warning icon and the message 'No locations were found for the Postcode G78 2SA'. At the bottom, there are two buttons: a green 'Re-enter the Postcode' button and a grey 'Continue with this Postcode' button.

The Devolved Administrator has the option to **'Re-enter the Postcode'** or they can choose to **'Continue with this Postcode'**.

If user selects **'Re-enter the Postcode'** the user can start the search again.

If user selects **'Continue with this Postcode'** they are taken to the create clinic location screen – see next page.

On the Create Clinic Location screen the Devolved Administrator is required to enter the Location Name, Address, Select a Location Type and the Health Board of the location.

Create Clinic Location

---

Required fields are marked with an asterisk \*

Search for Location by Postcode

Name \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Location Type \*

NHS Health Board \*

Once the Devolved Administrator clicks **‘Create Clinic Location’** the following pop-up will appear asking the user to confirm by clicking **‘Yes, Create Clinic Location’**. A clinic can now be created at this location via **‘Create a Clinic’**.

Confirm Create Clinic Location ×

---

Are you sure you want to create this clinic location?

---

If the Devolved Administrator selects **‘No, Return to Form’** they will be returned to the Create Clinic Location form.

## Create Clinic Validation

If the Devolved Administrator tries to create a clinic location with the same name as another location already stored with with in the Vaccination Management tool they will get the following message and will have to restart the create clinic process providing a difference name.

Please correct the errors and try again.

- The clinic location name 'Made Up Health Centre' is currently in use. Please choose another name.

It assumed at this point the Devolved Administrator has already determined that a new location has to be created.

### **ALTERNATIVE FORMATS**

This resource may be made available, in full or summary form, in alternative formats and community languages.

Please contact us on **0131 656 3200** or e-mail: **altformats@nes.scot.nhs.uk** to discuss how we can best meet your requirements.

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