

COVID-19 Vaccination Service Site Sign-up Process Clarifications Log: 6 –
11 June 2024

Please note, some responses received during this timeframe are outstanding and will be uploaded when available.

1. Is there any guidance for Trusts who wish to offer frontline staff and relevant inpatient vaccination services via occupational health team?

We are in a position where our Trust was not permitted to access site assurance in the first and subsequent waves of vaccination governance due to us having a 3rd party pharmacy supplier which provides all medicine supplies, both inpatient and outpatient.

I have read the response document and the acceptance criteria seems to indicate the process is applicable to sites wanting to vaccinate the public but there is no mention of what process will facilitate providing staff vaccination, other than in the site sign up process document where it states response documents are not required from the following providers:

- NHS Standard Contract Holders which are required to deliver the Services under SC21.4 or SC21.5 of the NHS Standard Contract;
- NHS Standard Contract Holders who only wish to vaccinate Service Users (under a variation to their NHS Standard Contract) and NOT wider public cohorts

Is someone able to advise what process we would need to follow in order to understand what our Trust would need to do to be able to order and administer the covid vaccine alongside the flu vaccine for staff?

There is no information that I have seen in those documents which were issued about the ordering process (which was incredibly complex in the last campaign - we had to partner with our local acute Trust to be able to deliver staff vaccination, but this was an incredibly difficult process) so any information would be helpful.

If you do not wish to vaccinate wider public cohorts for the autumn/winter 2024/25 campaign, you do not need to submit a Response Document via this process. Information for providers intending to vaccinate non-public cohorts will be shared, via a separate process, in due course.

2. I hope you don't mind me contacting you, however I have a couple of queries in relation to the attached which was published on Friday:

COVID-19 vaccination programme - 1 September 2024 to 31 March 2026 -
Contracts Finder

Firstly, the bottom of the notice advises to access documents via the Atamis health family force portal however having accessed, the tender does not appear. In the description details however, it advises that responses should be submitted via the NHS Business Service Authority?

We do have the tender documents but are struggling to understand whether or not this is aimed at third party providers as in the main this is directed to GP Practices/PCNs and Pharmacies. I wondered if you could please clarify – if we need to submit this is as a formal clarification question, please advise.

This opportunity is not advertised on Atamis. Please follow the links on the NHS Business Services Authority (NHSBSA) website, [here](#), to read all the supporting documentation and submit a Response Document. This opportunity is open to any organisation that meets the Minimum Requirements, as set out in the Site Sign-up Process Guidance, [here](#).

3. We are an existing Covid vaccination site, and I am just completing the response document to enable the site to continue to vaccinate this Autumn/Winter campaign. Once this document is completed who do I send the completed form to, I cannot see an email address on the form.

You must submit a response via the online form that is hosted on the NHSBSA website, [here](#). No other form of response can be accepted. Please see the [Site Sign-up Process Guidance](#) for the full details on the process to be followed when submitting a Response Document.

4. I don't know if I am the only organisation, but I cannot see this on Atamis. I have type it under finding opportunity but it never comes up.

This opportunity is not advertised on Atamis. Please follow the links on the NHS Business Services Authority (NHSBSA) website, [here](#), to read all the supporting documentation and submit a Response Document.

5. Would you be able to offer some further advice on the Autumn/ Winter Covid campaign.

As it stands at the moment the spring campaign is done via the PCN which has 5 practices, are you able to explain what this means for us as a PCN, does it mean that if the GP practices wish to go ahead with their own vaccine delivery rather than organise through the PCN, they are free to do so , but they need to sign up and complete the response document by the 27th June? And would each individual practice need to be the host practice and follow the usual set up process i.e vaccine delivery , foundry platform and POC etc.

How does it work for the PCN, do we have to sign up too, and do we still need to sign the collaboration agreement if the practices decide to go on their

own, or does this effect the Care Home delivery. If for example 3 out of the 5 practices wish to deliver their own vaccine campaign, would we just require the 2 practices to sign the collaboration agreement and so therefore the PCN will need to also complete the response document?

Apologise i just want to understand what we need to do.

For practices to participate in the COVID-19 vaccination programme for autumn/winter 2024/25 they must be part of a 'PCN grouping', which is made up of a minimum of two practices, and sign up as their PNC grouping by 27 June. The Lead Practice of the PCN grouping will be able to sign up via the NHSBSA website, [here](#), on behalf of all practices in the PCN grouping and will be able to indicate which of the member practices wishes to be the Designated Site. Please see the Site Sign-up Process Guidance, [here](#), for the full details of the steps to follow when submitting a Response Document. To note, you will be able to sign up to participate in the COVID-19 vaccination after 27 June, however you would be onboarded for the campaign that follows the autumn/winter 2024/25 campaign.

6. [REDACTED] would like to sign up for the covid 19 winter 2024 campaign, can you please advise where I can find the sign up form so I can complete and submit.

All the information needed to sign up to the COVID-19 vaccination programme, including the online form, is available on the NHSBSA website, [here](#). Supporting documents, including the Contractual Agreements and the Site Sign-up Process Guidance, can be found on the NHS England website, [here](#).

7. [REDACTED] have a query regarding the requirements for completing and returning the Response Document. The letter outlines that:

Please note the following groups do not need to submit a Response Document as these services will be commissioned separately due to their specialist nature:

- NHS Standard Contract Holders who only wish to vaccinate Service Users and NOT wider public cohorts;

Yet, many of the wider public but not all who we routinely vaccinate will also be [REDACTED] service users. Therefore would [REDACTED] still be required to complete and return the Response Document or would we remain exempt?

Your clarification on this will be greatly appreciated.

All organisations that wish to vaccinate any wider public cohorts must follow this process. Please refer to the [Site Sign-up Process Guidance](#) for full details on how to sign up.

8. Please can you confirm that it is just the SnapSurvey "Site Sign Up Process for Supplies" which is needed at this stage?

Yes, only the information submitted in the Response Document via the relevant NHSBSA portal, which for PCN groupings is the SnapSurvey, is needed at this stage.

9. Do you have the response document as word document?

A copy of the Response Document is available in PDF format on the NHSBSA website, [here](#), for information only. To note, you must submit a response via the online form that is hosted on the NHSBSA website and no other form of response can be accepted.

10. Hello, just to confirm To register interest for the covid 19 September 2024 would I just need to read documents and confirm suitability and then fill in the MYS form to register interest? Would this also apply for FLU, as we are planning on delivering FLU for this coming season,

Yes, all organisations must sign up via the process outlined in the [Site Sign-up Process Guidance](#) to be able to take part in the COVID-19 vaccination programme from the autumn/winter 2024/25 campaign, which for community pharmacies is via the MYS form hosted on the [NHSBSA website](#). This process is specific to the COVID-19 vaccination enhanced service and does not cover the flu advanced service. Please sign-up for the flu service via the usual process.

11. Thank you for your reply

Row 10 ([REDACTED]) and Row 31 ([REDACTED]) are sites that were in the original wave of Covid vaccination clinics, as such, these were the site Codes that were assigned to these sites and are currently in use for the spring campaign on foundry, outcomes for health e.t.c

If I reply with the sites actual ODS codes, will this cause the site to be considered a new site I.e will everything including foundry access need to be set up again?

No, you will not be considered a 'new' site as the Commissioner will be able to check your details in Foundry against your ODS code. Please provide the ODS code for the site you are proposing in column O (Pharmacy ODS code). This should be a 5-character code starting with an F which can be found on the ODS Portal [here](#). You do not need to provide your COVID-19 site ODS code in this form.

12. Please see attached completed response document for delivering the COVID-19 vaccination service from 1 September 2024 to 31 March 2026 for our 11 branches at [REDACTED].

We did want to move to PharmOutcomes platform rather than Outcomes4Health in the sites that are still using the older outcomes4Health

system from previous campaigns. Please could you advise who we should contact to organise this moving forward?

Also will the covid 19 sign up tab still be available on MYS despite this submission or will it be blocked out once our spreadsheet has been processed?

To move systems, please follow the Point of Care Transfer process, details of which can be found [here](#).

Once your spreadsheet has been processed you will be unable to submit via your MYS account, though there will be a slight delay.

13. I am trying to complete the snap survey however I cant get past the first page. It is asking for a contact number but will not accept a work number. I do not have a work mobile and am not happy to give my personal one. Would you be able to advise how I can proceed?

This has now been resolved and you should be able to enter a telephone number that is not a mobile number in this field.