

PCN User Guidance for Recording Vaccine Wastage

Before using this guidance, please ensure you have read the following Standard Operating Procedures (SOP) for your specific PCN site:

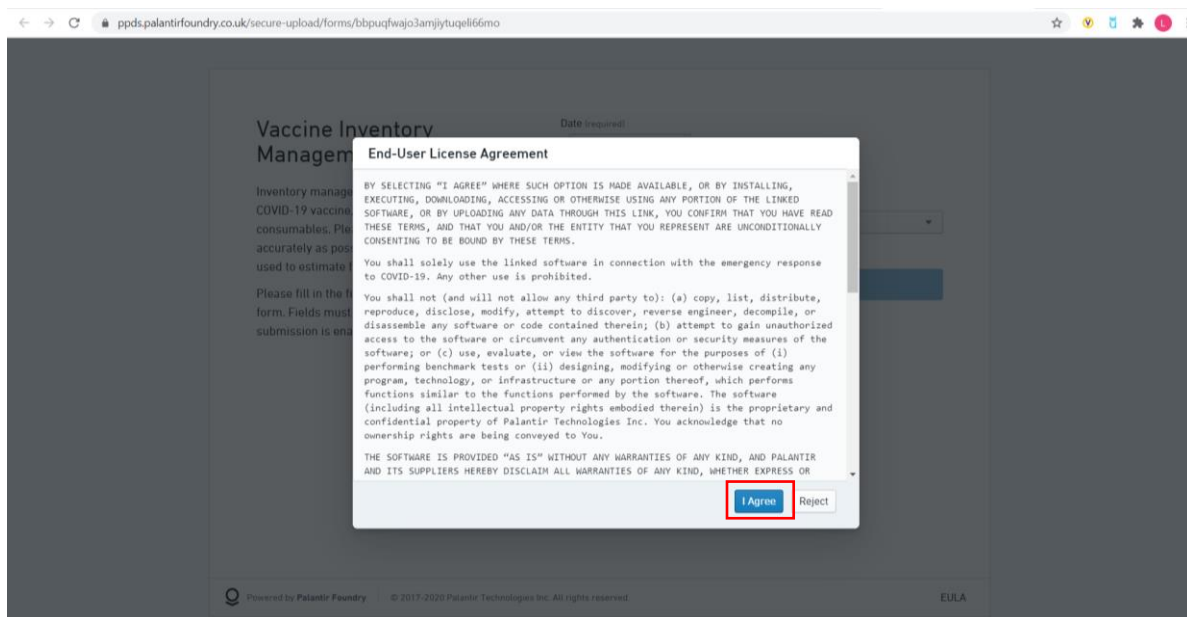
- PVH4(C): Stocktaking and Reconciliation of Coronavirus Vaccines (Courageous) at PCN Designated Sites
- PVH5(C): Disposal of Waste or Expired Courageous Vaccine at PCN Designated Sites

For recording vaccine wastage, there is a simple web form with no login required. This works best in Google Chrome.

1. To access the web form for vaccine inventory management, please click on the following link: <https://ppds.palantirfoundry.co.uk/secure-upload/forms/pkdgf7xndpkqat2qhoeo467wnc>.

Save this as a bookmark/favourite to use for quick, direct access in future.

2. Click 'I Agree' to the End-User License Agreement.



The screenshot shows a web browser window with the URL ppds.palantirfoundry.co.uk/secure-upload/forms/bbpuqfwajo3amjyтуqeli66mo. The main page is titled 'Vaccine Inventory Management' and contains a form for recording COVID-19 vaccine inventory. A modal window titled 'End-User License Agreement' is displayed in the foreground. The modal contains the following text:

BY SELECTING "I AGREE" WHERE SUCH OPTION IS MADE AVAILABLE, OR BY INSTALLING, EXECUTING, DOWNLOADING, ACCESSING OR OTHERWISE USING ANY PORTION OF THE LINKED SOFTWARE, OR BY UPLOADING ANY DATA THROUGH THIS LINK, YOU CONFIRM THAT YOU HAVE READ THESE TERMS, AND THAT YOU AND/OR THE ENTITY THAT YOU REPRESENT ARE UNCONDITIONALLY CONSENTING TO BE BOUND BY THESE TERMS.

You shall solely use the linked software in connection with the emergency response to COVID-19. Any other use is prohibited.

You shall not (and will not allow any third party to): (a) copy, list, distribute, reproduce, disclose, modify, attempt to discover, reverse engineer, decompile, or disassemble any software or code contained therein; (b) attempt to gain unauthorized access to the software or circumvent any authentication or security measures of the software; or (c) use, evaluate, or view the software for the purposes of (i) performing benchmark tests or (ii) designing, modifying or otherwise creating any program, technology, or infrastructure or any portion thereof, which performs functions similar to the functions performed by the software. The software (including all intellectual property rights embodied therein) is the proprietary and confidential property of Palantir Technologies Inc. You acknowledge that no ownership rights are being conveyed to You.

THE SOFTWARE IS PROVIDED "AS IS" WITHOUT ANY WARRANTIES OF ANY KIND, AND PALANTIR AND ITS SUPPLIERS HEREBY DISCLAIM ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR

At the bottom of the modal, there are two buttons: 'I Agree' (highlighted with a red box) and 'Reject'.

At the bottom of the browser window, there is a footer that reads: 'Powered by Palantir Foundry © 2017-2020 Palantir Technologies Inc. All rights reserved. EULA'.



3. This will bring you to the Vaccine Inventory Management web form.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/13/2020
Please enter the date you are submitting the form for

Site Type (required)
Select...

Submit

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4. Enter the date you are submitting the form for.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/13/2020
Please enter the date you are submitting the form for

December 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

Submit

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5. For the 'Site Type' field, select Primary Care Network.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/14/2020
Please enter the date you are submitting the form for

Site Type (required)
Primary Care Network

Site Name (required)
Select...
Filter...
NHS Provider
Primary Care Network

Record type (required)
Select...

Submit

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6. For the 'Site Name' field, select the name of your PCN site from the dropdown menu.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)

12/13/2020

Please enter the date you are submitting the form for

Site Type (required)

Primary Care Network

Site Name (required)

Select...

Record type (required)

Select...

Submit

7. For the 'Record Type' field, select 'Waste' from the dropdown menu.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)

12/14/2020

Please enter the date you are submitting the form for

Site Type (required)

Primary Care Network

Site Name (required)

Select...

Record type (required)

Waste

Record Vaccine

Select...

Filter...

Delivery

Waste

Submit

8. For the 'Record Vaccine Waste' field, select 'Yes' from the dropdown menu.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)

12/14/2020

Please enter the date you are submitting the form for

Site Type (required)

Primary Care Network

Site Name (required)

Select...

Record type (required)

Waste

Record Vaccine Waste (required)

Yes

Vaccine type (required)

Select...

Filter...

No

Yes

Vaccine 0 batch

Vaccine 0 expiry date (required)

12/14/2020



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9. For the 'Vaccine type' field, select the relevant vaccine name from the dropdown menu.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Vaccine type (required)

Select...

Vaccine 0 batch

Vaccine 0 expiry date

12/14/2020

Vaccine 0 quantity (required)

Vaccine 0 reason (required)

Select...

Record additional batch (required)

Yes No

Submit



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10. Enter the Vaccine Batch number in the text box.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Vaccine type (required)
Select...

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)
12/14/2020

Vaccine 0 quantity (required)

Vaccine 0 reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

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11. Select the Vaccine expiry date.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Vaccine type (required)
Select...

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)
12/14/2020

Vaccine 0 quantity (required)

Vaccine 0 reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

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| December 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

12. Enter the Vaccine quantity.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)
|

Vaccine 0 expiry date (required)
12/14/2020

Vaccine 0 quantity (required)
|

Vaccine 0 reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

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13. Select the relevant reason for the vaccine wastage from the dropdown menu.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)
|

Vaccine 0 expiry date (required)
12/14/2020

Vaccine 0 quantity (required)
|

Vaccine 0 reason (required)
Select...

Record additional batch (required)
 Yes No

Filter...

- Contamination**
- Damaged/Dropped
- Excess Stock
- Expired shelf-life
- Improper Storage
- Lost/ Stolen
- Reconstitution/dilution /prep error

Submit

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14. You can then choose whether to record details of an additional Vaccine Batch. If you select 'Yes', you will be asked to complete steps 10-13 for the additional Vaccine Batch.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation. Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Record additional batch (required)
 Yes No

Vaccine type (required)
Select...

Vaccine 1 batch number (required)
[Text Input]

Vaccine 1 expiry date (required)
12/14/2020

Vaccine 1 quantity (required)
[Text Input]

Vaccine 1 reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

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If you select 'No', you do not need to record any additional information here.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)

Vaccine 0 quantity (required)

Vaccine 0 reason (required)
Select...

Record additional batch (required)
 Yes No

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15. Once you have entered all the required information into the provided fields, click 'Submit' at the end of the form. Remember, you will need to fill in all the 'required' fields before submission is enabled.

If you are experiencing issues, you can contact the NHS Foundry Service Desk:

Email: agem.vaccinationstocktake@nhs.net

Open 08:00-16:30 Monday to Friday