



Public Health  
England

**Seasonal Influenza Frontline  
Healthcare Workers Vaccine Uptake  
Data Collection Tool 2018/19 Guidance**  
ImmForm user guide for local NHS  
England teams, GP practices and  
Independent Sector Health Care  
Providers

## About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

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## Introduction

In 2018/19, seasonal influenza vaccine uptake data will continue to be collected for frontline healthcare workers (HCWs) involved with direct patient care for all NHS Trusts and non-Trust organisations. The data entry tool is a copy of the seasonal influenza frontline HCWs vaccine uptake monthly survey form, except the form collates data on vaccinations given to frontline HCWs in non-Trust organisations. For a detailed list of the frontline HCWs that are included in the survey see **Annex A**.

Staff group definitions are identical to NHS Workforce Census definitions and are described in detail in **Annex A**.

This separate data collection tool, with 5 collection periods that align with the monthly surveys for the All Trusts HCW survey, is provided for local NHS England teams to use if they wish, to facilitate their collection of uptake data for non-Trust frontline HCWs from GP Practices and ISHCPs in a timely manner. Please note it is an optional tool that can be used in order to collate uptake data from GP practices. PHE will not be collating this data.

This document provides guidance to local NHS England teams, GP practices and ISHCPs on how to use this tool.

If local NHS England teams wish to use the tool, they should ensure that their GP practices and ISHCPs have access to ImmForm. Most GP Practices already will have access (see Section 3), since they provide vaccine uptake data for other surveys via ImmForm.

Cumulative data will be collected on vaccinations administered from 1 September 2018 to the end of the survey month (inclusive of both dates). The data collection will comprise of 5 monthly surveys for October, November, December, January, and February with the collections starting from 1 November 2018 through to 13 March 2019. These 5 monthly data collection tool periods, align with the standard All Trust HCW surveys.

This is a supplementary user guide which accompanies the main ImmForm survey user guide for Seasonal Influenza Frontline Healthcare Workers Vaccine Uptake Survey 2018/19 Guidance. For full details about the data collection process, it is recommended you refer to the user guide for this collection which can be found on GOV.UK

# 1. ImmForm

ImmForm ([www.immform.dh.gov.uk](http://www.immform.dh.gov.uk)) provides a secure platform for vaccine uptake data collection for several immunisation surveys, including the HCWs seasonal influenza vaccine uptake survey. ImmForm is a service for NHS customers provided by PHE. ImmForm is easy to access, is password protected, and allows local NHS England teams and Trusts to analyse and review their vaccine uptake data.

For more information about how to register and use ImmForm, please refer to the ImmForm Helpsheets which can be found on [GOV.UK](https://www.gov.uk).

## 2. Local NHS England team guidance

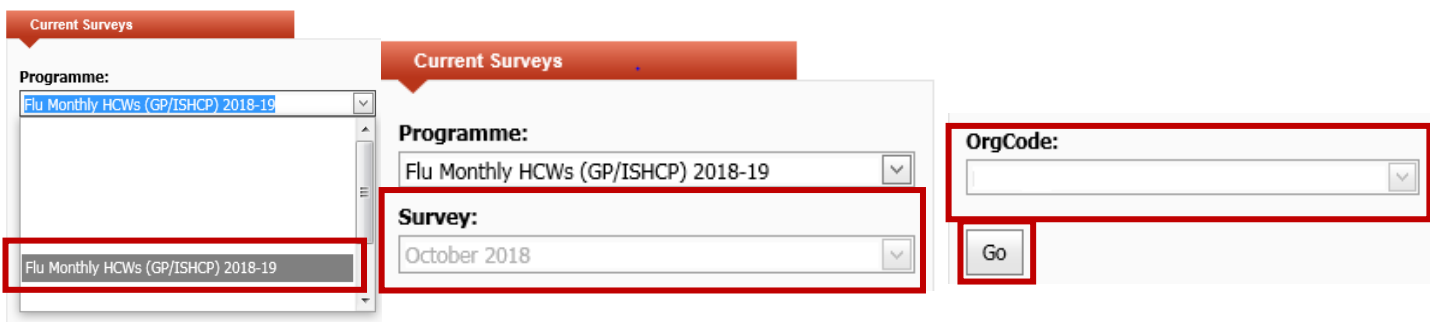
At the end of each month, local NHS England teams that have chosen to use the HCWs Collection Tool should ensure that all their GP practices and ISHCPs have completed their data entry forms. Teams can check this by going into the ‘Seasonal Flu Vaccine Uptake (Frontline Healthcare Workers – Collection Tool) 2018/19’ survey. All GP practices registered to each CCG under that local NHS England team are listed on the reports. The local immunisation co-ordinator can then check the data and query it with the GP practice if necessary, before taking the totals for the local NHS England team and adding these figures manually to the Flu Monthly HCWs (Trust/NHS England) 2018-19 monthly survey form.

The survey is cumulative; data submitted should be on vaccinations given from 1 September 2018 until the end of the survey month (inclusive of both dates).

Step-by-step guidance on how to use the collection tool is outlined below:

### 2.1 Accessing the survey form

Once you have successfully logged into ImmForm, you will need to access the flu surveys to enter in or view data:



- select ‘*Flu Monthly HCWs (GP/ISHCP) 2018-19*’ from the ‘Programme’ drop down menu
- then, select the month you require from the ‘Survey’ drop down menu
- from the ‘OrgCode’ drop down menu, select your local England team then, click ‘Go’
- if you have selected your local England team, then follow the hierarchy from Clinical Commissioning Group ->GP Practices/ISHCPs Code
- finally, click on the name of your GP Practice to open the survey for completion

SUMMARY ⓘ		Full Report ⓘ					
Org Code	Org Name	Response Summary			No. of HCWs with Direct Patient Care	Seasonal Flu doses given since 1st September 2018	
		No. of practices	No. of forms completed	% of orgs responding		No.	%
		16	0	0.0	0	0	--
		33	0	0.0	0	0	--
		10	0	0.0	0	0	--
		37	0	0.0	0	0	--
		26	0	0.0	0	0	--
		25	0	0.0	0	0	--
		27	0	0.0	0	0	--
		43	0	0.0	0	0	--
<b>Total</b>		<b>711</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	

The following table will appear on screen. This table will list all the CCGs for the local NHS England team, and the response rate and vaccine uptake for the organisations. To see the GP practice or ISHCP data, the data provider will need to click onto each CCG. The table will show which practices have or have not responded as well as the uptake rate for frontline HCWs from 1 September 2018 until the end of the survey month (inclusive of both dates). Local NHS England teams can then follow up with GP practices that have not provided data.

Once all GP practices have reported data, the figures are totalled at the end of the report and this forms the basis of the monthly uptake report.

These figures should then be manually entered onto the Flu Monthly HCWs (Trust/NHS England) 2018-19 monthly survey. The Seasonal Influenza Frontline Healthcare Workers Vaccine Uptake Survey 2018/19 Guidance is published on GOV.UK and can be found [here](#).

### 3. GP practice and ISHCPs guidance

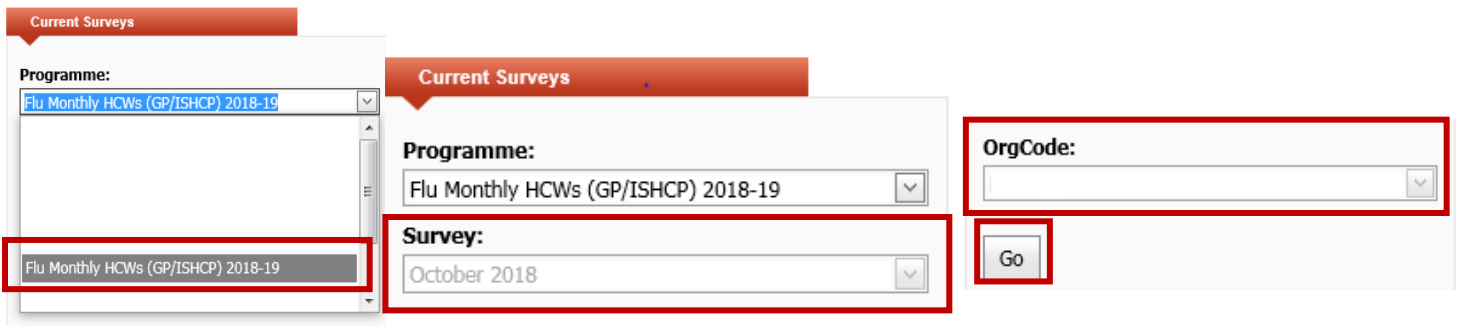
If local NHS England teams wish to use this collection tool, they should inform their GP Practices and ISHCPs directly.

This tool is available and visible to all GP practices registered on ImmForm, but should only be used by GP Practices if their local NHS England team is going to use it to collate GP practice data. It is likely that many ISHCPs are not registered on ImmForm, and so they will need to apply, via local NHS England teams (see Section 5).

Step-by-step guidance on how to use the tool is outlined below:

#### 3.1 Accessing the survey form

Once you have successfully logged into ImmForm, you will need to access the survey to enter in data:



- select 'Flu Monthly HCWs Data Collection (GP/ISHP) 2018-19' from the "Programme" drop down menu
- then, select the month you are inputting the data for from the 'Survey' drop down menu
- from the 'OrgCode' drop down menu, select your local England team
- then, click 'Go'
- if you have selected your local England team, then follow the hierarchy from Clinical Commissioning Group ->GP Practices/ISHCPs Code
- finally, click on the name of your GP Practice to open the survey for completion



### 3.2 Entering and amending data

- you will see the following data entry screen for 2018/19

Submission For

**Programme:** Flu Monthly HCWs (GP/ISHCP) 2018-19

**Survey:**

**Organisation:**

Survey Form

**To record any changes you make to this form, press the submit button**

**1. Number of HCWs Vaccinated by Occupation (HCWs Involved with DIRECT Patient Care ONLY)**

Occupation (HCWs that have left the Trust should be excluded from this section)	No. of HCWs involved with direct patient care	No. of HCWs vaccinated since 1 September 2018	Vaccine Uptake (%)
All Doctors (excluding GPs)	<input type="text"/>	<input type="text"/>	--
GPs only	<input type="text"/>	<input type="text"/>	--
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses)	<input type="text"/>	<input type="text"/>	--
Qualified Nurses, midwives and health visitors (GP Practice Nurses only)	<input type="text"/>	<input type="text"/>	--
All other professionally qualified clinical staff, which comprises of:- <ul style="list-style-type: none"> <li>• Qualified scientific, therapeutic &amp; technical staff (ST&amp;T),</li> <li>• Qualified allied health professionals (AHPs)</li> <li>• Other qualified ST&amp;T</li> <li>• Qualified ambulance staff </li> </ul>	<input type="text"/>	<input type="text"/>	--
Support to Clinical Staff, which comprises of:- <ul style="list-style-type: none"> <li>• Support to doctors (excluding GPs) &amp; nurses</li> <li>• Support to ST&amp;T staff</li> <li>• Support to ambulance staff </li> </ul>	<input type="text"/>	<input type="text"/>	--
Support to GP staff e.g. receptionists; practice managers; students & trainees	<input type="text"/>	<input type="text"/>	--
<b>Total Number of HCWs involved with Direct Patient Care</b>	<b>0</b>	<b>0</b>	--

**2. Total Number of Health Care Workers**

Number of HCWs involved with Direct Patient Care	<input type="text"/>
Number of HCWs with direct patient care offered the vaccine but declined	<input type="text"/>
Number of HCWs NOT involved with Direct Patient Care	<input type="text"/>

**3. Comments (Optional)**


**4. Your seasonal flu vaccination campaign status?**

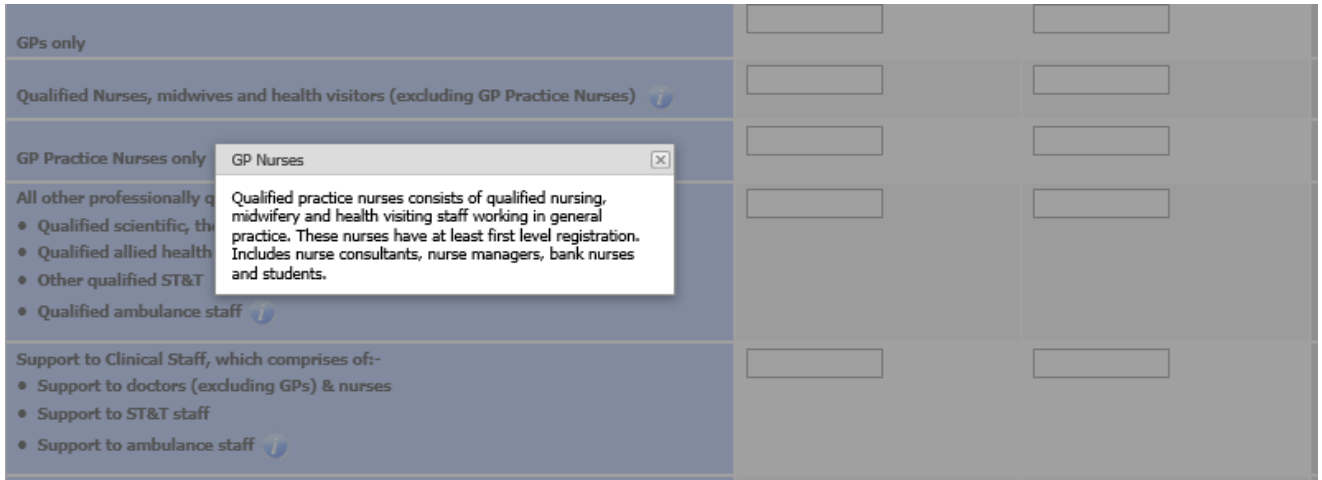
We have finished our seasonal flu vaccination campaign so these data can be regarded as final.

Our seasonal flu vaccination campaign is still in progress; we will provide updated data next month

Audit Records  
Date of Action      User      Action


Actions

- section 1 , 2 and 4 are mandatory fields
- section 3 is optional
- the information box  will provide the definition of the occupation as shown below:










Ensure all questions are completed as applicable. In section 1 of the survey, only relevant fields need to be completed ie data on GPs only, GP practice nurses, and Support to GP staff, or ISHCs, as appropriate.





Please note that the number of HCWs with direct patient care (section 2) should be equal to the 'Total number of HCWs involved with Direct Patient Care' which is calculated by the system (section 1) – see below.

 To record any changes you make to this form, press the submit button

**1. Number of HCWs Vaccinated by Occupation (HCWs Involved with DIRECT Patient Care ONLY)**

Occupation (HCWs that have left the Trust should be excluded from this section)	No. of HCWs involved with direct patient care	No. of HCWs vaccinated since 1 September 2018	Vaccine Uptake (%)
All Doctors (excluding GPs) 	<input type="text"/>	<input type="text"/>	--
GPs only	<input type="text"/>	<input type="text"/>	--
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses) 	<input type="text"/>	<input type="text"/>	--
Qualified Nurses, midwives and health visitors (GP Practice Nurses only) 	<input type="text"/>	<input type="text"/>	--
All other professionally qualified clinical staff, which comprises of:- <ul style="list-style-type: none"> <li>• Qualified scientific, therapeutic &amp; technical staff (ST&amp;T),</li> <li>• Qualified allied health professionals (AHPs)</li> <li>• Other qualified ST&amp;T</li> <li>• Qualified ambulance staff </li> </ul>	<input type="text"/>	<input type="text"/>	--
Support to Clinical Staff, which comprises of:- <ul style="list-style-type: none"> <li>• Support to doctors (excluding GPs) &amp; nurses</li> <li>• Support to ST&amp;T staff</li> <li>• Support to ambulance staff </li> </ul>	<input type="text"/>	<input type="text"/>	--
Support to GP staff e.g. receptionists; practice managers; students & trainees 	<input type="text"/>	<input type="text"/>	--
<b>Total Number of HCWs involved with Direct Patient Care</b>	<b>0</b> 	<b>0</b>	--

**2. Total Number of Health Care Workers**





Number of HCWs involved with Direct Patient Care 	<input type="text"/> 
Number of HCWs with direct patient care offered the vaccine but declined 	<input type="text"/>
Number of HCWs NOT involved with Direct Patient Care 	<input type="text"/>

- don't forget to select the correct option for **Section 4**:

**4. Your seasonal flu vaccination campaign status?**

- We have finished our seasonal flu vaccination campaign so these data can be regarded as final.
- Our seasonal flu vaccination campaign is still in progress; we will provide updated data next month

- once relevant fields have been completed, GP practice data providers should click '**Submit**'. The system will automatically calculate the percentage uptake figures
- you will then get a confirmation message:

<p>Submission For</p> <p><b>Programme:</b> Flu Monthly HCWs (GP/ISHCP) 2018-19</p> <p><b>Survey:</b></p> <p><b>Organisation:</b></p>
<p>Confirmation</p> <p> <b>Thank you for submitting data for this survey on</b></p>
<p>Actions</p> <p></p> <p> <a href="#">Click here to email submission confirmation</a></p> <p> <a href="#">Click here to export the data you have saved to Excel</a></p>

It is here you have the option of extracting the data you submitted. Use the '*Click here to export the data you have saved to Excel*' link.

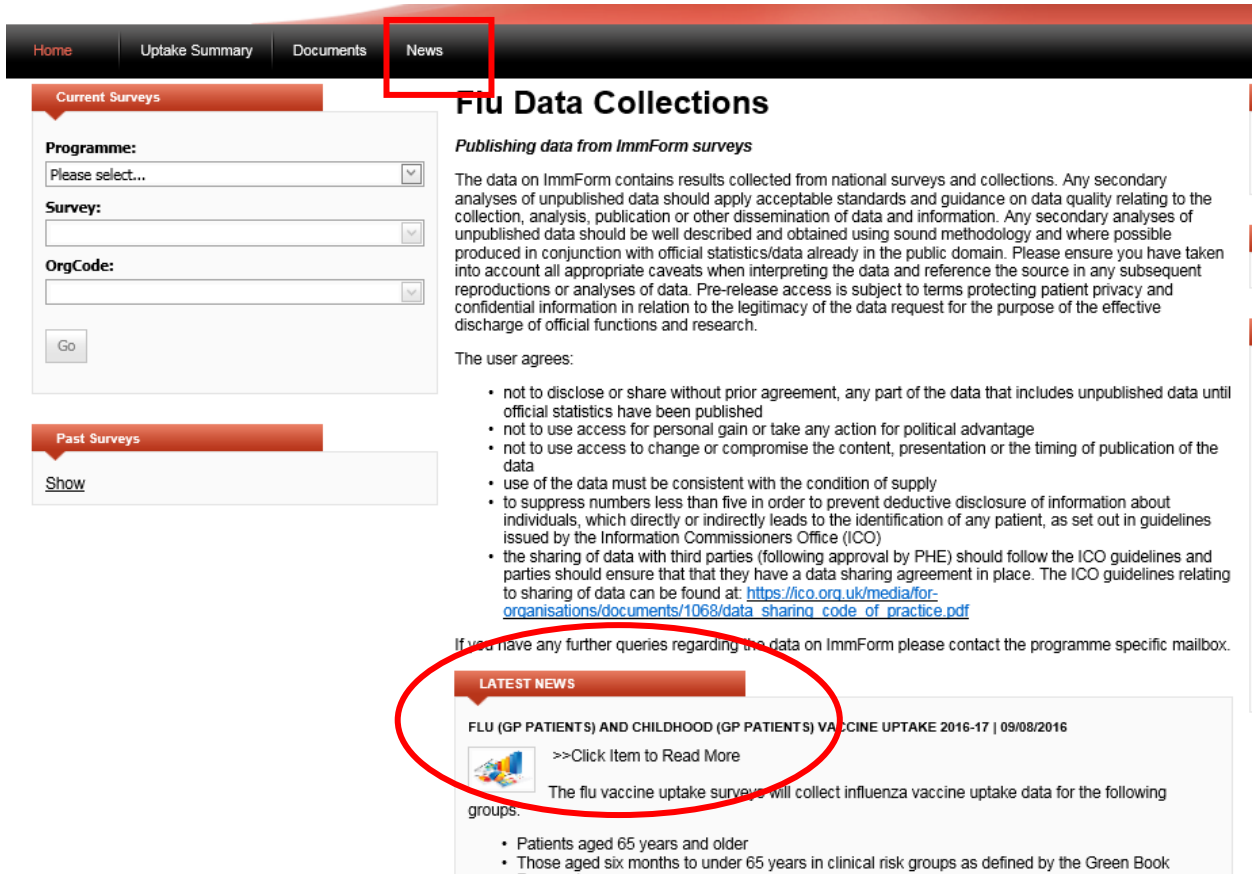
Click the 'OK' button to go to the home page.

### 3.3 Possible issues

Please refer to Section 5.c of the Seasonal Influenza Frontline Healthcare Workers Vaccine Uptake Survey 2018/19 Guidance for further information.

### 3.4 ImmForm news

ImmForm News is a section loaded in the center of the ImmForm home page (red circle below) that enables us to communicate timely survey information to data providers, such as answers to general queries. The News section can also be accessed by clicking on “News” in the top menu bar.



## 4. Notes for local NHS teams and data providers

- the data collection is cumulative; data submitted should be on vaccinations given from 1 September 2018 to the end of the survey month (inclusive of both dates)
- please see below the 2018/19 monthly collection dates:

<b>HCW monthly survey collection dates</b>				
<b>Survey month</b>	<b>For data covering vaccinations administered from 1 September 2018 up to date</b>	<b>Survey start date</b>	<b>Trust end date</b>	<b>Local NHS England team end date</b>
October	Wed 31/10/2018	Thu 01/11/2018	Fri 09/11/2018	Tue 13/11/2018
November	Fri 30/11/2018	Mon 03/12/2018	Tue 11/12/2018	Thu 13/12/2018
December	Mon 31/12/2018	Wed 02/01/2019	Thu 10/01/2019	Mon 14/01/2019
January	Thu 31/01/2019	Fri 01/02/2019	Mon 11/02/2019	Wed 13/02/2019
February	Thu 28/02/2019	Fri 01/03/2019	Mon 11/03/2019	Wed 13/03/2019

As some data providers may finish their vaccination programme before the final collection, there is an option on the survey form that allows Trusts/GP practices to indicate that their programme has been completed. If the '*We have finished our seasonal influenza vaccination campaign so these data can be regarded as final*' box is selected, trusts/GP practices will not have to submit data for remaining months unless their data changes. For example, the vaccination of new staff that may have recently joined the organisation. The last submitted data will be carried forward as their final data.

If data providers have finished their campaign, but do not select the box to indicate their programme has been completed and do not submit the data that is rolled-over from the previous month, they will appear as a 'non-responder' for the following month's survey. Data will not be carried forward, and they will be required to re-submit all data fields for that month.

## 5. Contacts

### **Seasonal influenza (HCWs) vaccine uptake survey queries**

**Local NHS England teams:** If you have any questions regarding the seasonal influenza (HCWs) vaccine uptake data collection process that are not addressed in the annual flu letter and/or other guidance, please use the feedback email function on the ImmForm website or email: [HCWvac@phe.gov.uk](mailto:HCWvac@phe.gov.uk)

**GP Practice/ISHCPs:** If data providers have queries about the data collection tool that are not addressed in the user guides, they should contact their **local Immunisation Lead or Flu Co-ordinator** if their Local NHS England team decides to use this tool.

Every attempt is made to respond to all queries received via this mailbox as quickly as possible, but please bear in mind there is sometimes a large volume of calls and email queries received. Particularly during the early weeks at the start of the survey. As a result, there may be delays in getting back to recipients. However, it is always best to email to ensure an adequate response is received.

### **Login and password reminders**

If you have registered and used ImmForm in previous seasons, it is likely that your login will still be valid. You can request a password reminder directly from ImmForm.

### **ImmForm support and registering new contacts**

For ImmForm support, to register new contacts, and to provide general ImmForm feedback, please contact: [helpdesk@immform.org.uk](mailto:helpdesk@immform.org.uk)

### **Seasonal Influenza (GP Patient) vaccine uptake survey queries**

Queries regarding the seasonal influenza (GP patient) vaccine uptake data collection process should be sent to: [influenza@phe.gov.uk](mailto:influenza@phe.gov.uk)

Should you have any policy or immunisation queries that are not addressed in the annual flu letter or the Green Book, please send your query to DHSC via the DH Ministerial Correspondence and Public Enquiries Unit using this **Contact Form**

For queries about new programmes general implementation issues and miscellaneous vaccination questions, please email the Public Health England mailbox at: [immunisation@phe.gov.uk](mailto:immunisation@phe.gov.uk)

## 6. Annexes

### Annex A: Data item to workforce definition mapping

Please note GPs and GP practice nurses are separated further within the dataset on the ImmForm website – see the dataset at **Annex B**.

Data Item

Definitions of staff groups

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**Professionally Qualified Clinical Staff** - consisting of all professional staff with direct patient care.

All doctors

**All doctors** – consists of all doctors and dentists working in hospital and the community and GPs (excluding retainers). The figures include all grades of hospital, community and public health doctor or dentist, including:

- consultant
- registrars
- senior house officers
- foundation years 1 and 2 staff
- staff grades
- associate specialists
- clinical assistants and hospital practitioners
- students

Data Item

Definitions of staff groups

Qualified Nurses

**Qualified nurses including practice nurses** – consists of qualified nursing, midwifery and health visiting staff, working in the hospital, community services and general practice. These nurses have at least first level registration. They include:

- nurse consultants
- nurse managers
- bank nurses
- students

All other professionally qualified clinical staff

**Qualified scientific, therapeutic and technical staff (ST&T)** – qualified health professionals and students including:

This comprises of:-

Qualified scientific, therapeutic & technical staff (ST&T)

Qualified allied health professionals (AHPs)

Other qualified ST&T

Qualified ambulance staff

- consultant therapists
- ST&T managers
- healthcare scientists.

These staff work alongside doctors, nurses and other health professionals and are categorised into the following 2 groups:

**Qualified AHPs** – qualified allied health professionals (AHPs) and students are the following staff:

- chiropodists/podiatrists
- dieticians
- occupational therapists
- orthoptists
- physiotherapists
- radiographers
- art/music/drama therapists
- speech and language therapists



Data Item

Definitions of staff groups

In primary care, AHPs work in teams with GPs, nurses and other professionals, such as social workers, to provide quick and effective care for patients without the need for them to go into hospital.

**Other qualified ST&T** – other qualified health professionals includes:

- healthcare scientists
- pharmacists
- students

These are other staff working in key professional roles.

**Qualified ambulance staff** – the staff includes:

- ambulance paramedics
- technicians
- emergency care practitioners
- ambulance service managers

From 2006, ambulance staff have been collected under more detailed occupation codes which can't be applied to previous years. Therefore, there will be comparability issues.

**Support to Clinical Staff** - Staff working in direct support of clinical staff, often with direct patient care, who free up clinical staff and allow them more time to treat patients.

Data Item

Definitions of staff groups

Support to Clinical Staff

**Support to doctors and nurses** – includes:

- nursing assistants/auxiliaries,

This comprises of:-

- nursery nurses

Support to doctors and nurses

- health care assistants

Support to ST&T staff

- support staff in nursing areas.

Support to ambulance staff

Also includes clerical and administrative staff and maintenance and works staff working specifically in clinical areas, for example:

- medical secretaries and medical records officers

- support workers

- healthcare assistants

- students and trainees in central functions, as these are mainly general porters involved in moving patients around the hospital

**Support to ST&T staff** – includes:

- ST&T trainees and helper/assistants.

- healthcare assistants

- support workers

- clerical and administrative staff

- maintenance works staff specifically identified as supporting ST&T staff

**Support to ambulance staff** – includes:

- ambulance personnel

- trainee ambulance technicians

- healthcare assistants

- support workers

- clerical and administrative staff

- and maintenance and works staff specifically identified as supporting the ambulance service

Data Item

Definitions of staff groups

**NHS Infrastructure Support** - Staff directly involved in the day-to-day running of the organisation and its infrastructure

N/A – not relevant to this data collection as these groups are not involved in direct patient care

**Central functions** – includes clerical and administrative staff working in central functions:

- finance
- IT
- legal services
- library services
- health education
- general management support services

**Hotel, property and estates** – includes:

- clerical and administrative staff
- maintenance and works staff working in areas such as laundry
- catering
- domestic services
- gardeners
- caretakers
- labourers

**Managers and senior managers** – staff with overall responsibility for budgets, manpower or assets, or accountable for a significant area of work. Senior managers include:

- staff at executive level
- those who report directly to the board

These staff are essential to the smooth running of hospitals, Trusts and Strategic Health Authorities.

This **excludes** nursing, ST&T and ambulance managers in posts requiring specific clinical qualifications.

Data Item

Definitions of staff groups

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**Support to GP staff** - Staff working in direct support of GPs

Support to GP staff

**GP practice staff** – includes a variety of staff who work in practices. These include:

- physiotherapists
- occupational therapists
- receptionists
- practice managers
- students and trainees.

However, practice nurses are included as qualified nurses within professionally qualified clinical staff instead.

## Annex B: Dataset for the Seasonal Influenza (HCWs) Vaccine Uptake Collection Tool 2018/19

**Survey Form**

**To record any changes you make to this form, press the submit button**

		Column A	Column B
		B ≤ A	
<b>1. Number of HCWs Vaccinated by Occupation (HCWs Involved with DIRECT Patient Care ONLY)</b>			
Occupation (HCWs that have left the Trust should be excluded from this section)	No. of HCWs involved with direct patient care	No. of HCWs vaccinated since 1 September 2017	Vaccine Uptake (%)
1 All Doctors (excluding GPs)	DR_TP	DR_NV	(B1/A2)*100
2 GPs only	GP_TP	GP_NV	(B2/A2)*100
3 Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses)	QNMH_TP	QNMH_NV	(B3/A3)*100
4 Qualified Nurses, midwives and health visitors (GP Practice Nurses only)	GPPN_TP	GPPN_NV	(B4/A4)*100
5 All other professionally qualified clinical staff, which comprises of:- · Qualified scientific, therapeutic & technical staff (ST&T), · Qualified allied health professionals (AHPs) · Other qualified ST&T · Qualified ambulance staff	OQCS_TP	OQCS_NV	(B5/A5)*100
6 Support to Clinical Staff, which comprises of:- · Support to doctors (excluding GPs) & nurses · Support to ST&T staff · Support to ambulance staff	SCS_TP	SCS_NV	(B6/A6)*100
7 Support to GP staff e.g. receptionists; practice managers; students & trainees	SGPS_TP	SGPS_NV	(B7/A7)*100
8 Total Number of HCWs involved with Direct Patient Care	A1:A7	B1:B7	B8:A8*100
<b>2. Total Number of Health Care Workers</b>			
9 Number of HCW's involved with Direct Patient Care	HCWs_DIRECT_TP	A9 = A8	
10 Number of HCW's with direct patient care offered the vaccine but declined			
11 Number of HCW's NOT involved with Direct Patient Care	HCW_NOTDIRECT		
<b>12 3. Comments (Optional)</b>			
<b>4. Your seasonal flu vaccination campaign status?</b>			
We have finished our seasonal flu vaccination campaigns so these data can be regarded as final.		<input type="radio"/>	
Our seasonal flu vaccination campaign is still in progress; we will provide updated data next month		<input type="radio"/>	

**Actions**