MINISTRY OF HEALTH
MANATŪ HAUORA

New Zealand Government

# Flu in CIR – How to complete the flu form in CIR

March 2022

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# Introduction

The CIR (COVID Immunisation Register) has been selected as a tool to support the recording of influenza vaccination records as the NIS (National Immunisation Solution) is developed. Where a vaccinator does not have a PMS system that can connect to our existing Immunisation register they can use CIR to record their flu vaccinations

This guide will help a vaccinator complete the process of logging a flu vaccination record in CIR. Please note this guide does not contain any clinical or operational guidelines. Please refer to the Immunisation Handbook **https://www.health.govt.nz/our-work/immunisation-handbook-2020** or your clinical and operational leads for more detail on the clinical or procedural requirements of administering the flu vaccine.

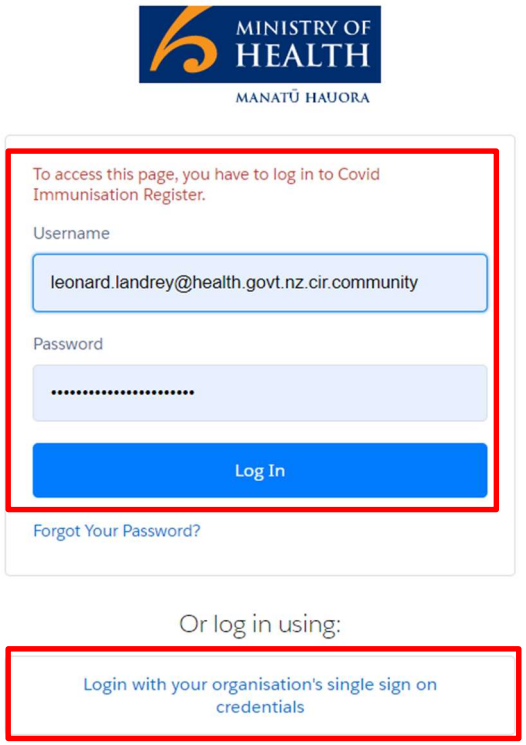
# Process Overview

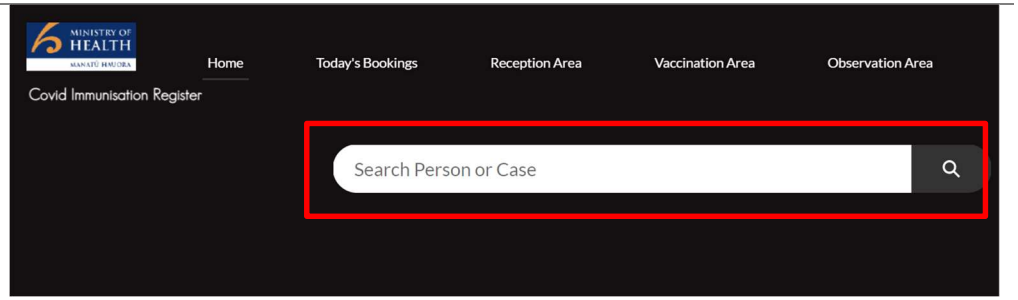
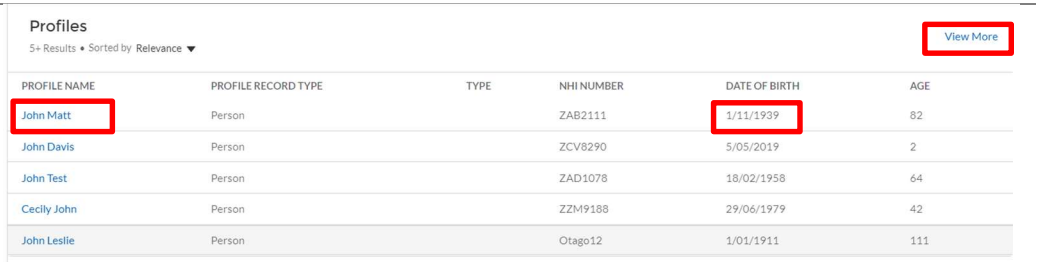
To complete the flu for in CIR the steps are:

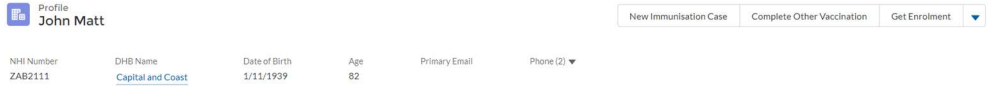
1. Log into CIR
2. Search for a consumer's profile
3. Complete the 'Complete Other Vaccination Workflow' including:
    a. Select vaccine to be administered
    b. Record consent details
    c. Select Vaccinator, vaccination date and time
    d. Vaccine details

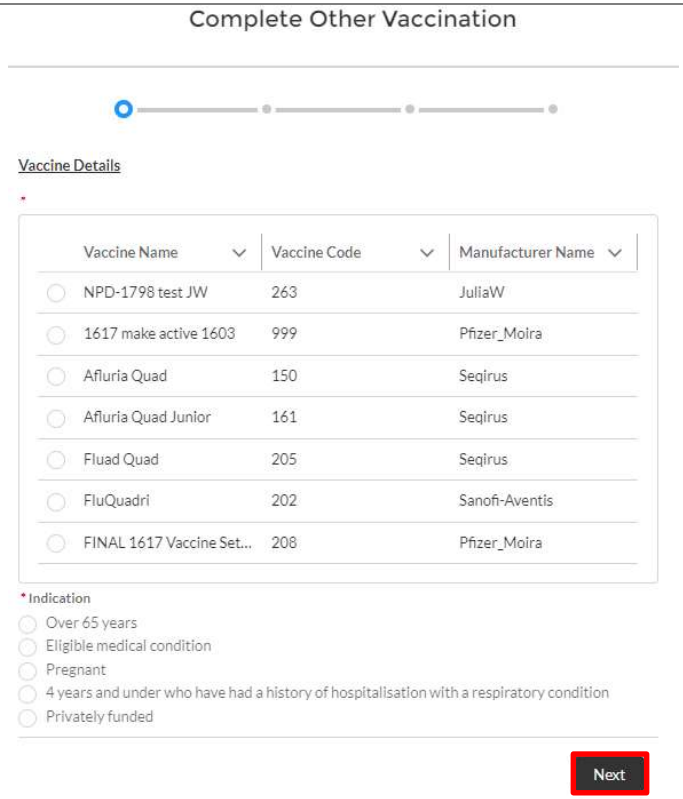
Step guide:

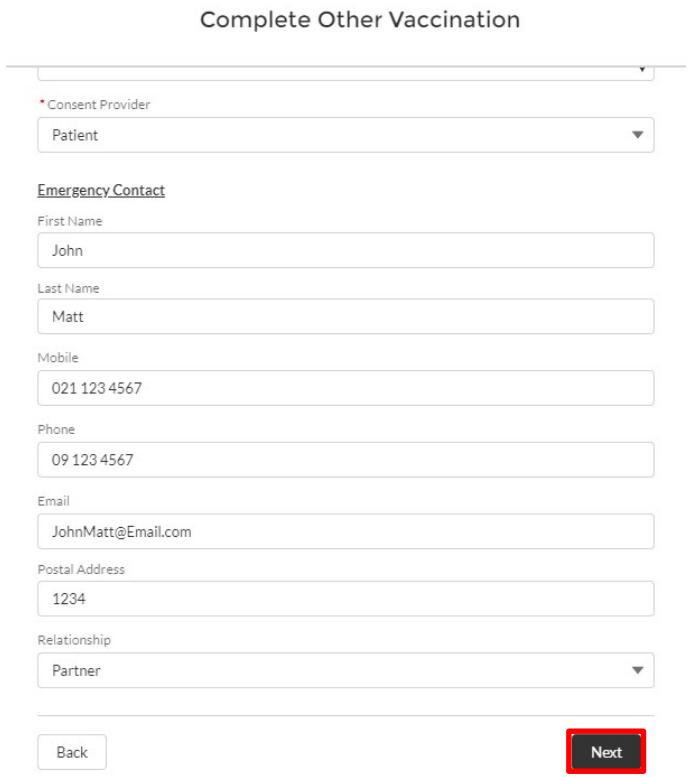
# **How to Complete the Flu Form**

| Step Action | Step Detail | Screenshot |
| --- | --- | --- |
| **Log in to CIR** | Log into CIR using your usual method. This can be using the web page or using Single Sign on.<br><br>For more details on logging in via the web refer to the guide here<br><br>For more details on how to log in using SSO refer to the guide here. |  |

| Step Action | Step Detail | Screenshot |
| --- | --- | --- |
| **Search for the consumers profile** | Search for the profile using the consumers full name or NHI. |  |
| **Open the consumers profile** | The search will present all valid records. You are looking to open the consumer's **Profile.** Ignore any case records that may be presented. Select the name of the patient to open the profile.<br><br>**Note:** The date of birth is highlighted here as a way of checking you have the right profile. Ask the consumer for their date of birth and compare the answer here to confirm you have the correct profile. If there are more results than can be displayed, use the view more button to see more results. |  |

| Step Action | Step Detail | Screenshot |
| --- | --- | --- |
| **Log vaccination dose of patient** | On the top right of the screen, select "**Complete other vaccination**"<br><br>This will open a box in which you can fill out the necessary dose and patient information |  |

| Step Action | Step Detail | Screenshot |
| --- | --- | --- |
| **Fill out vaccine details** | Select the appropriate product name of the vaccine.<br><br>Select the indication of patient. Further details will be requested for the Eligible medical condition indication.<br><br>**NOTE**: Please refer to immunisation handbook or to your clinical lead if you have any questions as to what these fields entail.<br><br>Once complete click **Next** at the bottom right of the pop-up box<br><br>***NOTE*** The vaccine names in this screen shot may differ from vaccines you may be administering. If you need clarity on what vaccine is being administered on your site please consult with your clinical or site lead. |  |

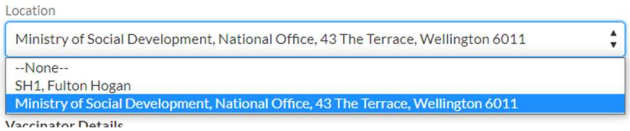
| Step Action | Step Detail | Screenshot |
| --- | --- | --- |
| **Record consent details** | The second screen will request that you fill out the appropriate consent information.<br><br>If the consent provider is **not** the patient, you will be required to record the contact information for the consenting contact under Emergency Contact.<br><br>**NOTE**: There may be a requirement for written consent. Please refer to your immunisation handbook or clinical lead for clarity on how this consent is to be stored.<br><br>Once complete click **Next** at the bottom right of the pop-up box |  |

**Select Vaccinator**

The third screen will request the relevant vaccinator information and if you are a mobile worker you will be asked for the location you are working in.

The location details are logged automatically if you are working on a fixed site.

If you have logged in as a mobile worker select the location from the dropdown or if it is not present, type in your location as below

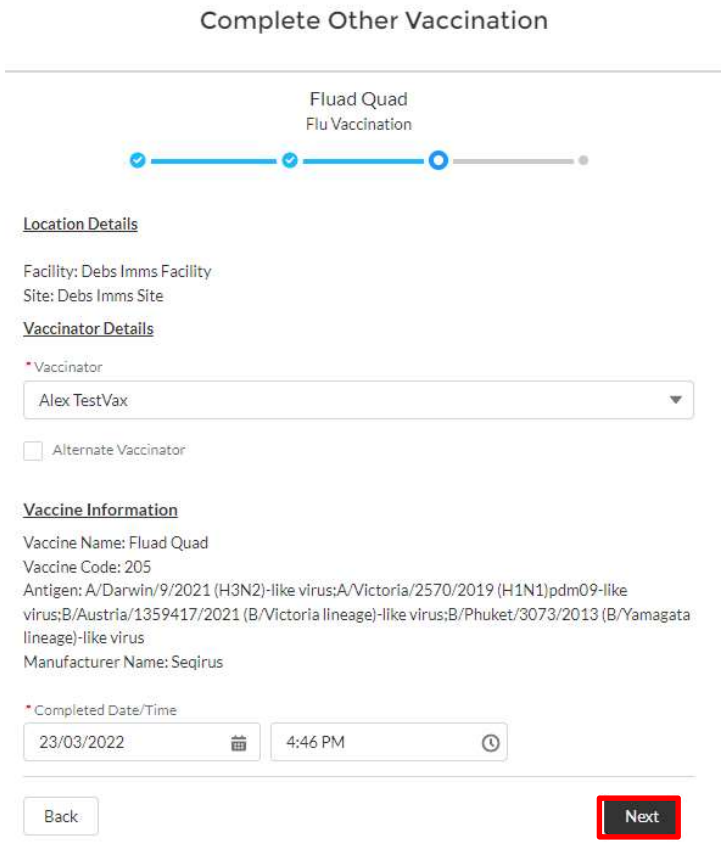



The date and time of vaccination will default automatically to the current date and time.

If you are entering the vaccination after it was completed, edit the date and time of the dose completion in the Completed Date/Time field to reflect when the vaccination was completed.

Once complete click **Next** at the bottom right of the pop-up box

**Notes:** For mobile workers care must be taken to ensure there is not an existing entry for a site before typing a new location into the location field.



**Complete vaccination details**

The fourth screen will request the additional relevant dose administration information.

When recording the dose number, keep in mind that you cannot see previous dose information from a PMS standpoint. You must ask the patient for the number of doses they have received.

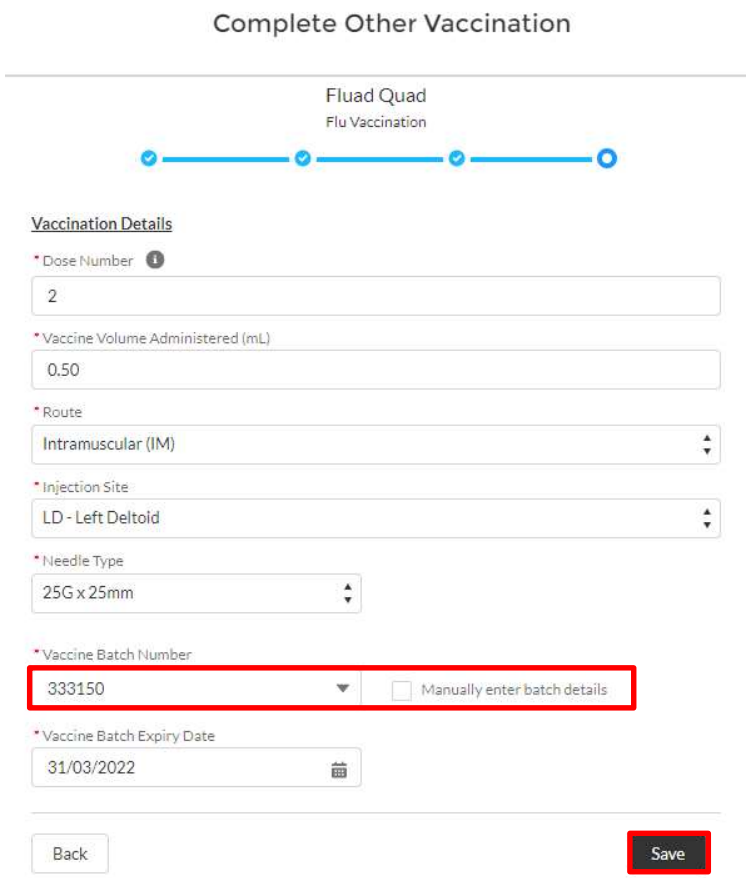
Please refer to the immunisation handbook or your clinical lead to clarify how many doses a consumer should get.

When recording the batch number, if you are **certain** that the batch number is not given in the available list; you can enter it manually by clicking the check box "**manually enter batch number**".

**NOTE**: It is **imperative** that these batch numbers are entered correctly. Please be diligent and careful when recording them.

If the expiry date of the batch is not available, please use the last day of the current month.

Once complete click **Save** at the bottom right of the pop-up box and the flu vaccination will be recorded in CIR.



# References

Ministry of Health website: **https://www.health.govt.nz/**

Ministry of Health contacts: **https://www.health.govt.nz/about-ministry/contact-us**

Immunisation Handbook 2020: **https://www.health.govt.nz/our-work/immunisation-handbook-2020**

Ministry of Health systems support for health providers and DHBs (Not for consumers): 0800 223 987 or **help@imms.min.health.nz**

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For document or process updates please log a detailed request at **help@imms.min.health.nz**