COVID-19 Vaccine Management Solution (CVMS)

Quick Reference Guide: Command Centre Light

SENSITIVE

Department of Health

What is command centre lite?

In preparation for Feb 22, 2021 go-live, the Command Centre lite has the required minimum functionality for hubs to begin the process of vaccination.

It includes

- Viewing accounts/organisations and clients
- Recording a vaccination episode including:
  - Pre-immunisation questionnaire.
  - Consent.
  - Administered details (e.g. vaccine, vaccine batch, dose 1 or 2, and by who).
  - Monitoring and checkout.
  - Adverse events.
- Recording a cold chain breach
- Inventory management including:
  - Storage units.
  - Batch deliveries.
  - Transfers.
  - Session reconciliation.

It does not include (although expected with Command Centre full)

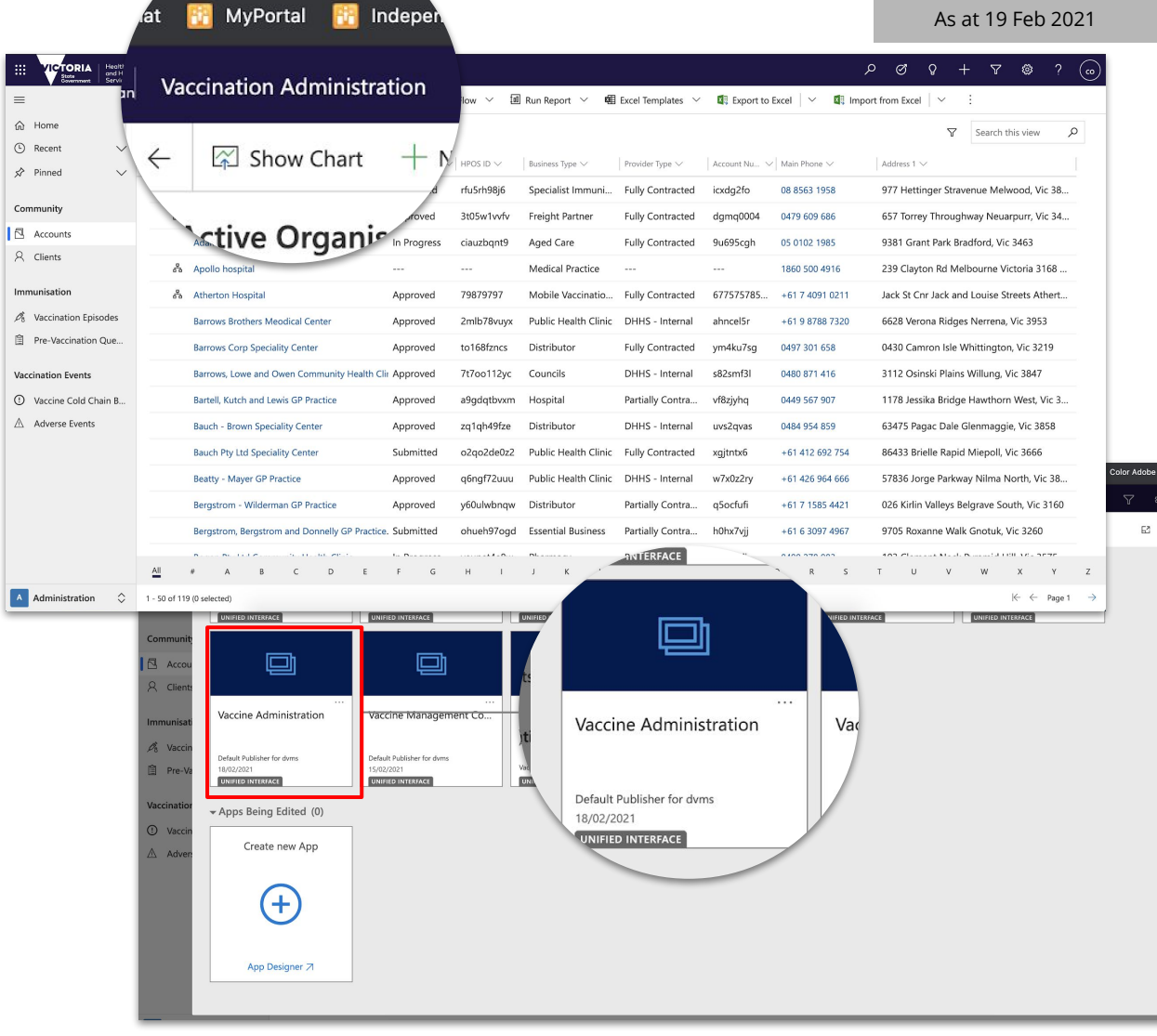
- Sessions.
- Vaccine allocations.
- Reporting on clients who have had dose 1 and/or dose 2.

Vaccinations

- Accounts/organisations
- Clients
- Vaccination episodes
- Cold chain breaches
- Adverse events

Basic navigation

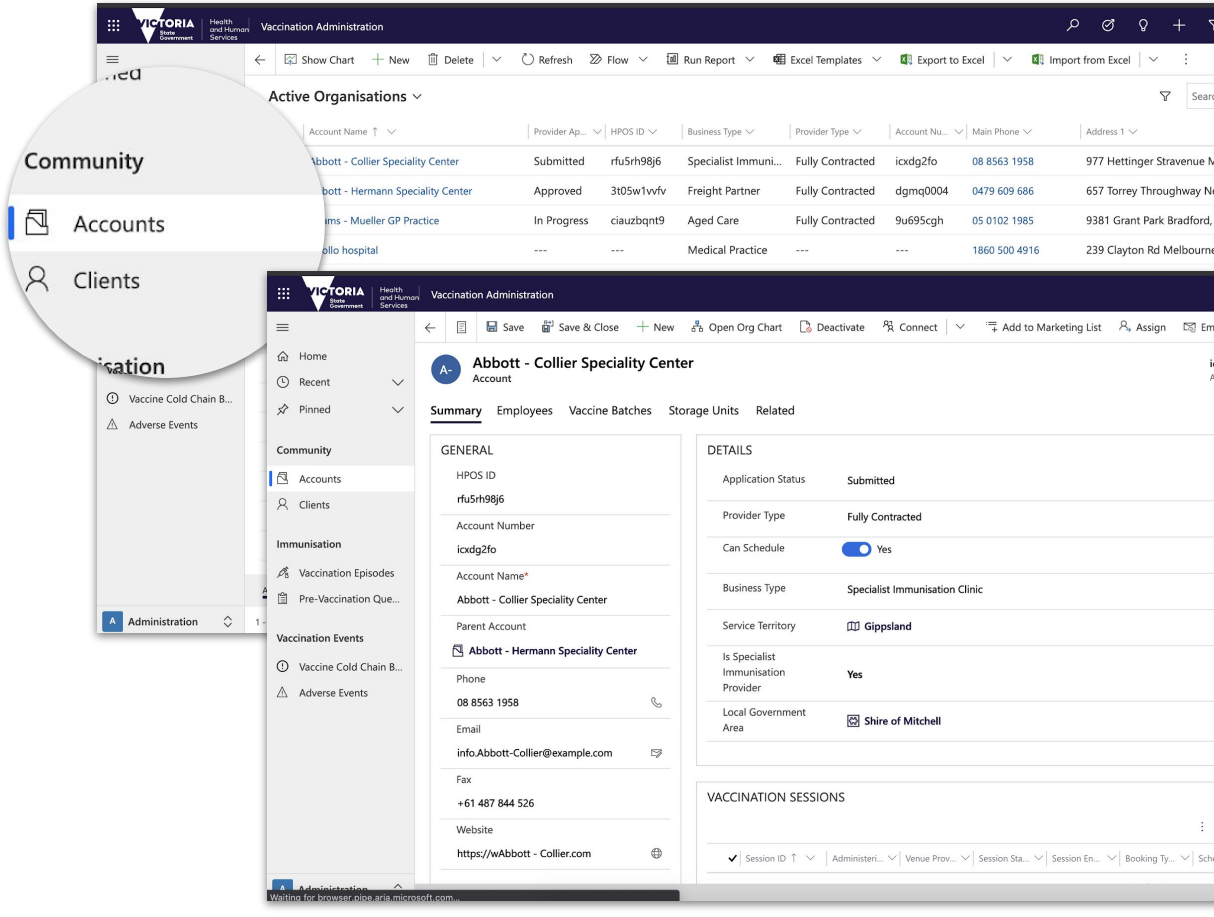
1. Login to uvms.crm6.dynamics.com
2. Make sure you are in the application ‘vaccine administration’.



Accounts

How to view accounts/organisations. These will be populated from your returned excel templates.

1. Navigate to accounts in the sidebar
2. Find your account, aka organisation – E.g. Alfred Health, Monash Clayton etc…
3. All the information about your account is here, such as:
   a. Parent account
   b. Phone, email, contacts, location
   c. Beyond R1: Can schedule, business type, and is specialist immunisation provider – will hook into the registration engine to allow users to book at your location.

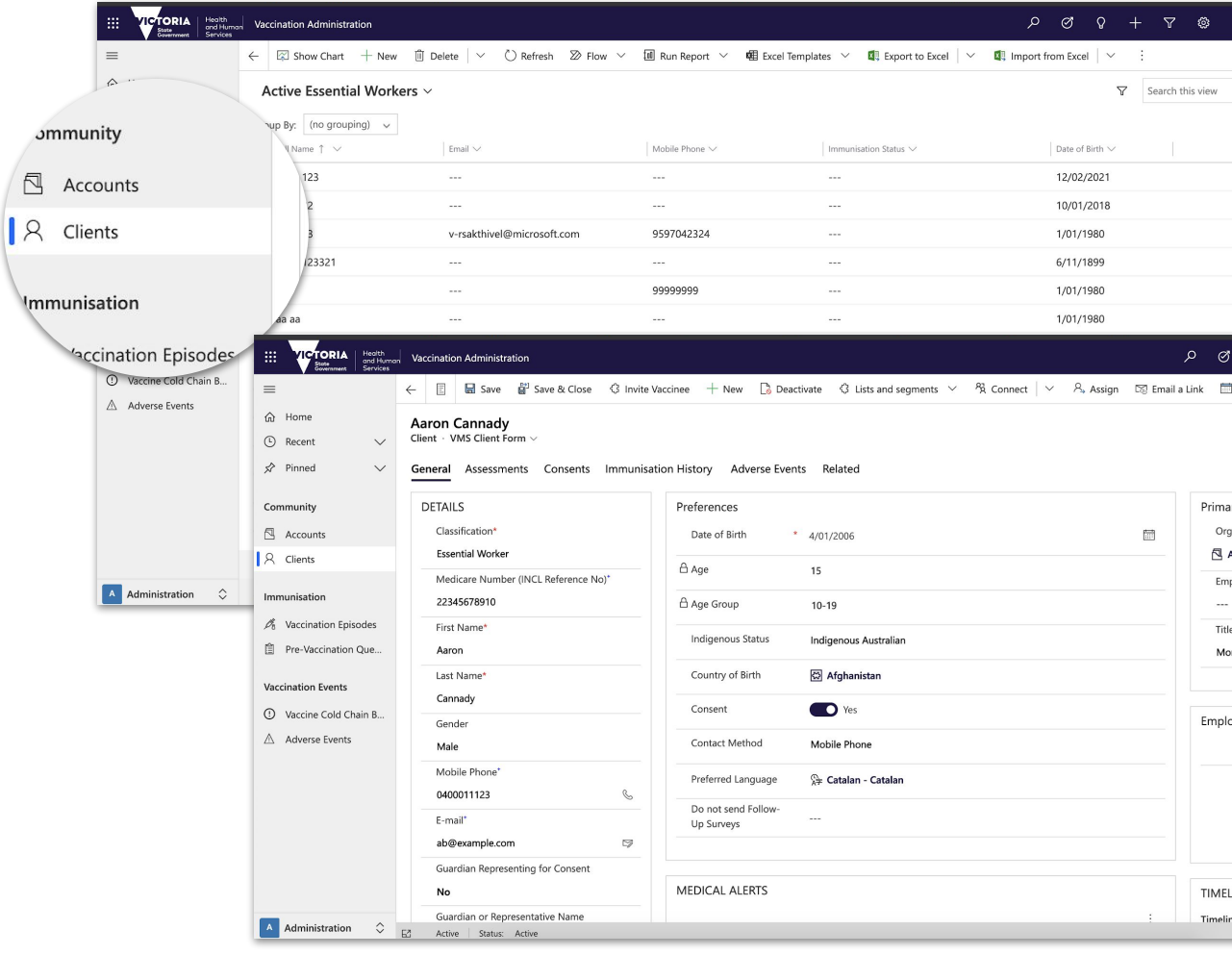


Clients

How to view client records. These will be populated from your returned excel templates.

CLERICAL STAFF if required can add a new client record:

1. Navigate to clients in the sidebar
2. Find a client, E.g. James Jones
3. Or enter a new client record:
   a. Details (e.g. personal details, medicare)
   b. Preferences (e.g. DOB, country of birth, preferred language).
   c. Primary organisation details.

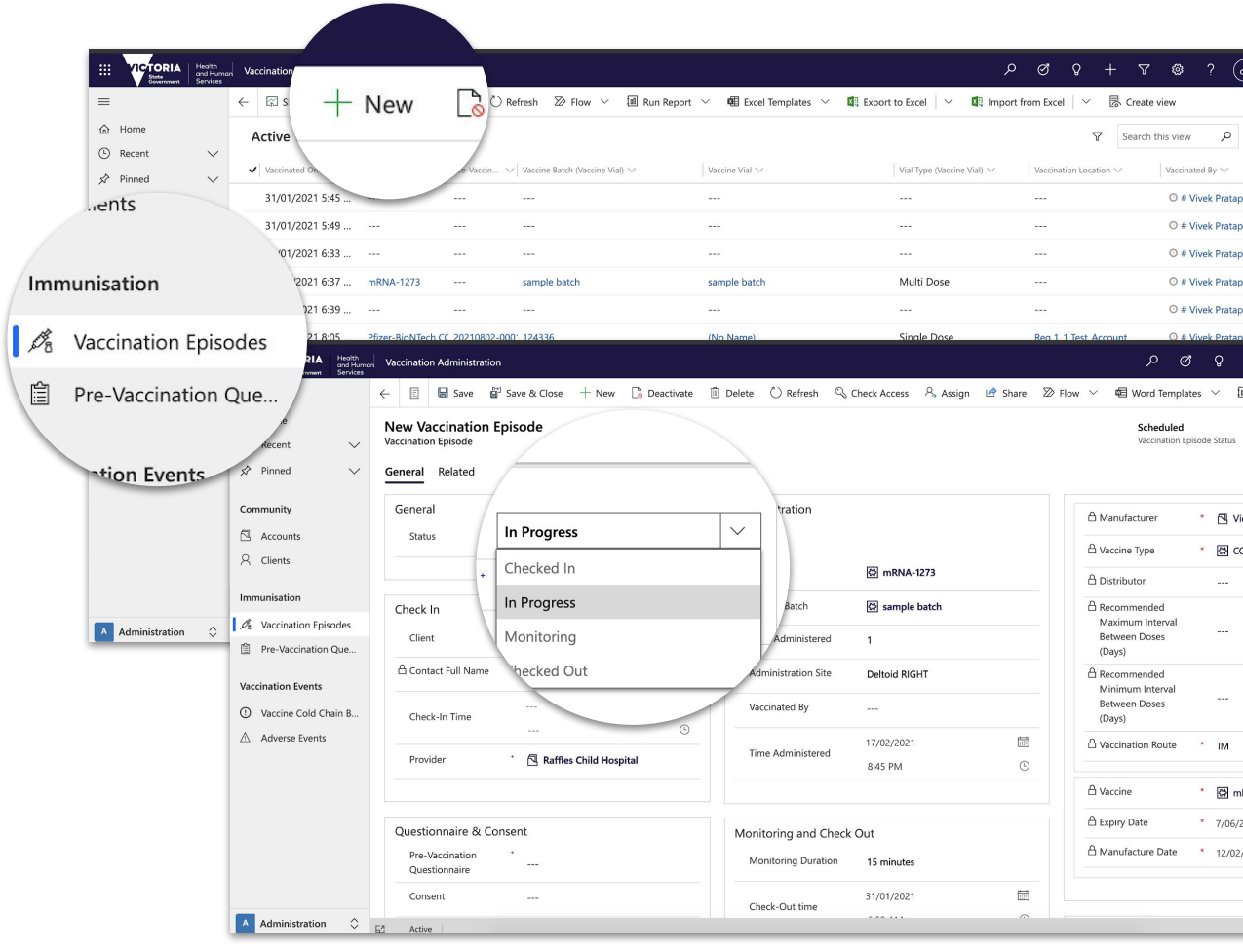


Vaccination episodes

How to record the administering of a vaccine.

STEP 0.
CLERICAL STAFF will need to find and check in a client:

1. Navigate to ‘Vaccination Episodes’ in the sidebar
2. Click create new in the top menu bar
3. Enter the check in details:
   a. Client
   b. Check in time
   c. Provider (e.g. Alfred)
4. Enter the episode status:
   a. Checked In.



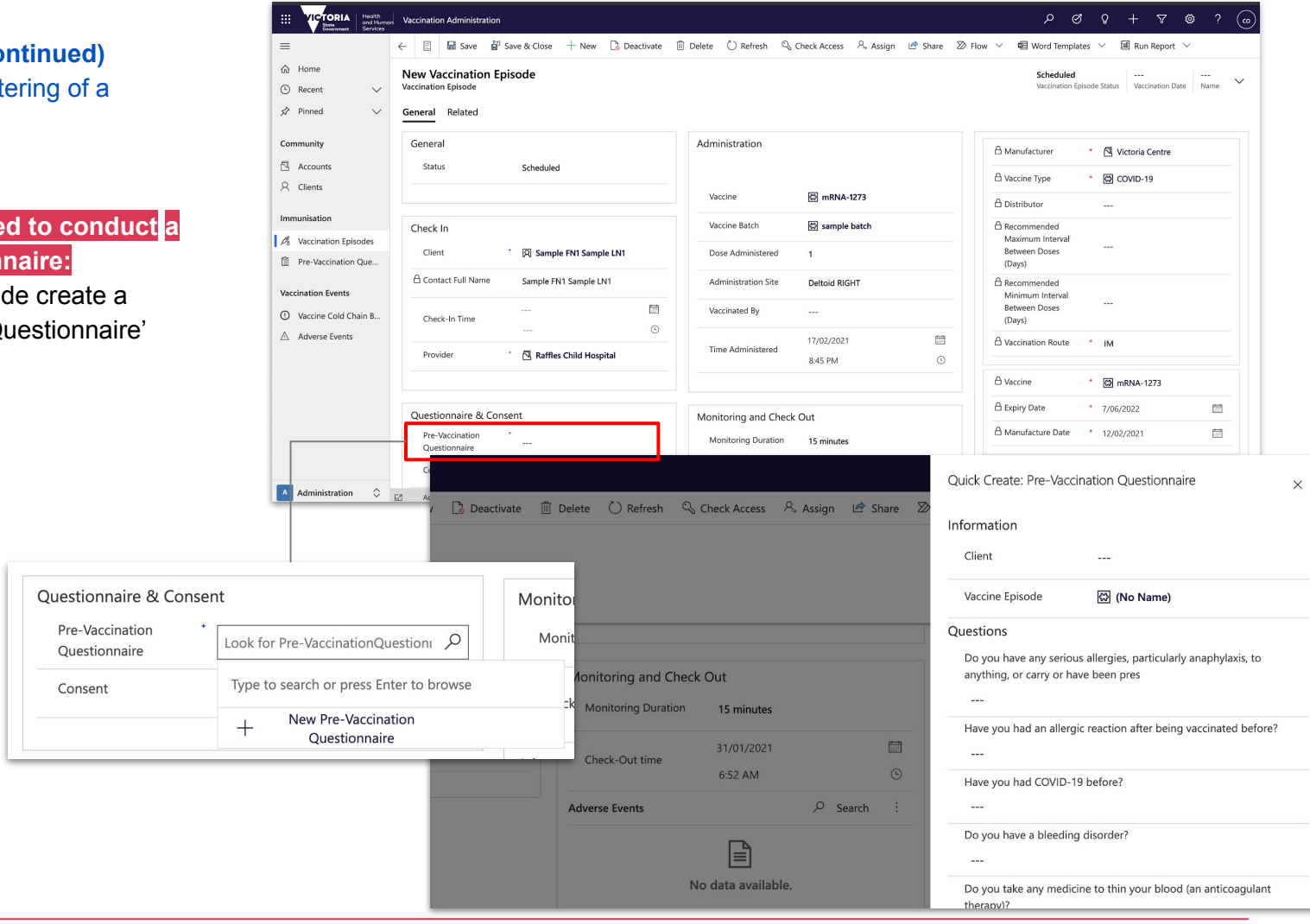
Vaccination episodes (continued)

How to record the administering of a vaccine.

STEP 1.

CLINICAL STAFF will need to conduct a pre-vaccination questionnaire:

1. In the vaccination episode create a ‘New Pre-Vaccination Questionnaire’



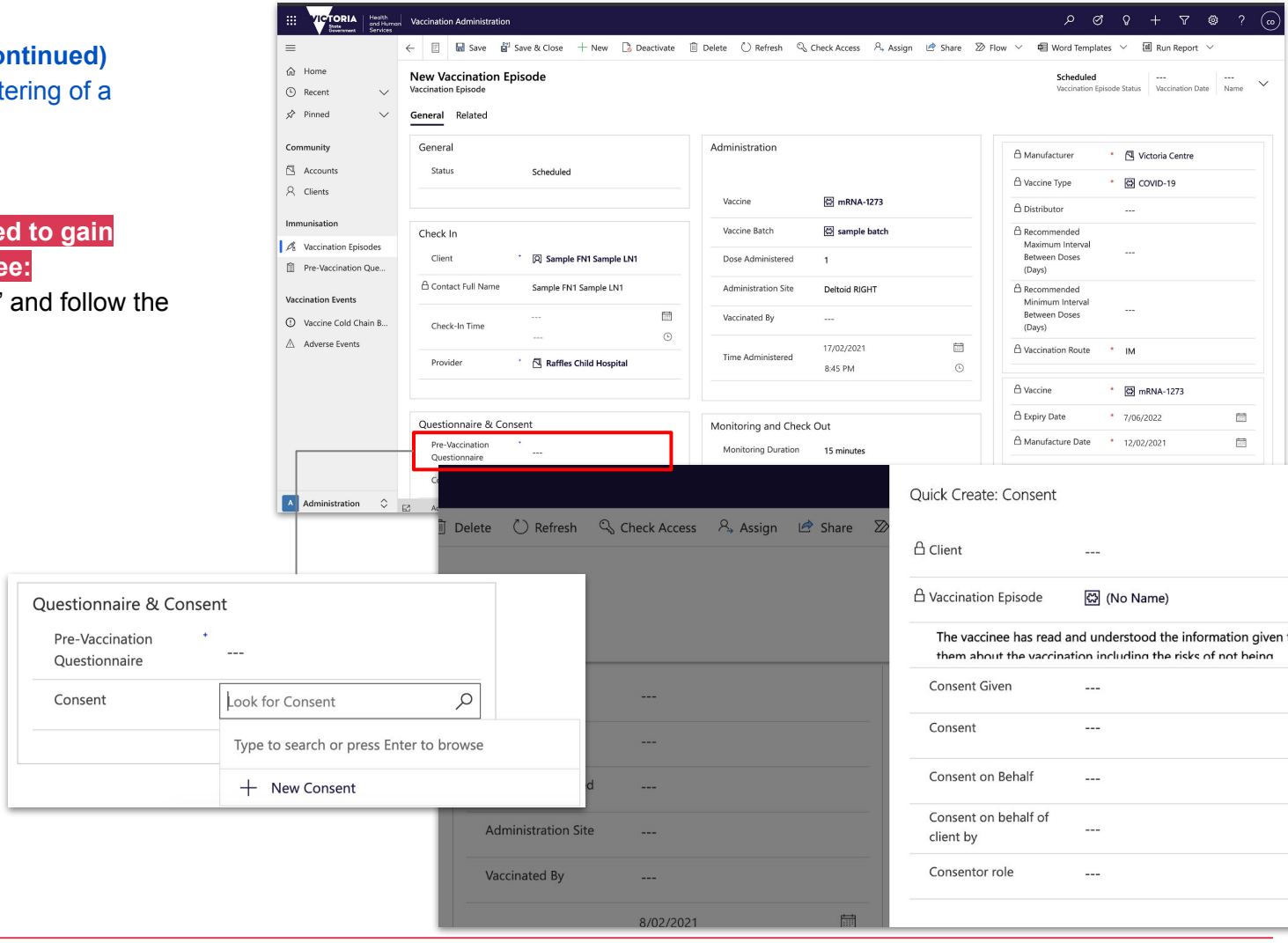
Vaccination episodes (continued)

How to record the administering of a vaccine.

STEP 2.

CLINICAL STAFF will need to gain consent from the vaccinee:

1. Create a ‘New Consent’ and follow the prompts.



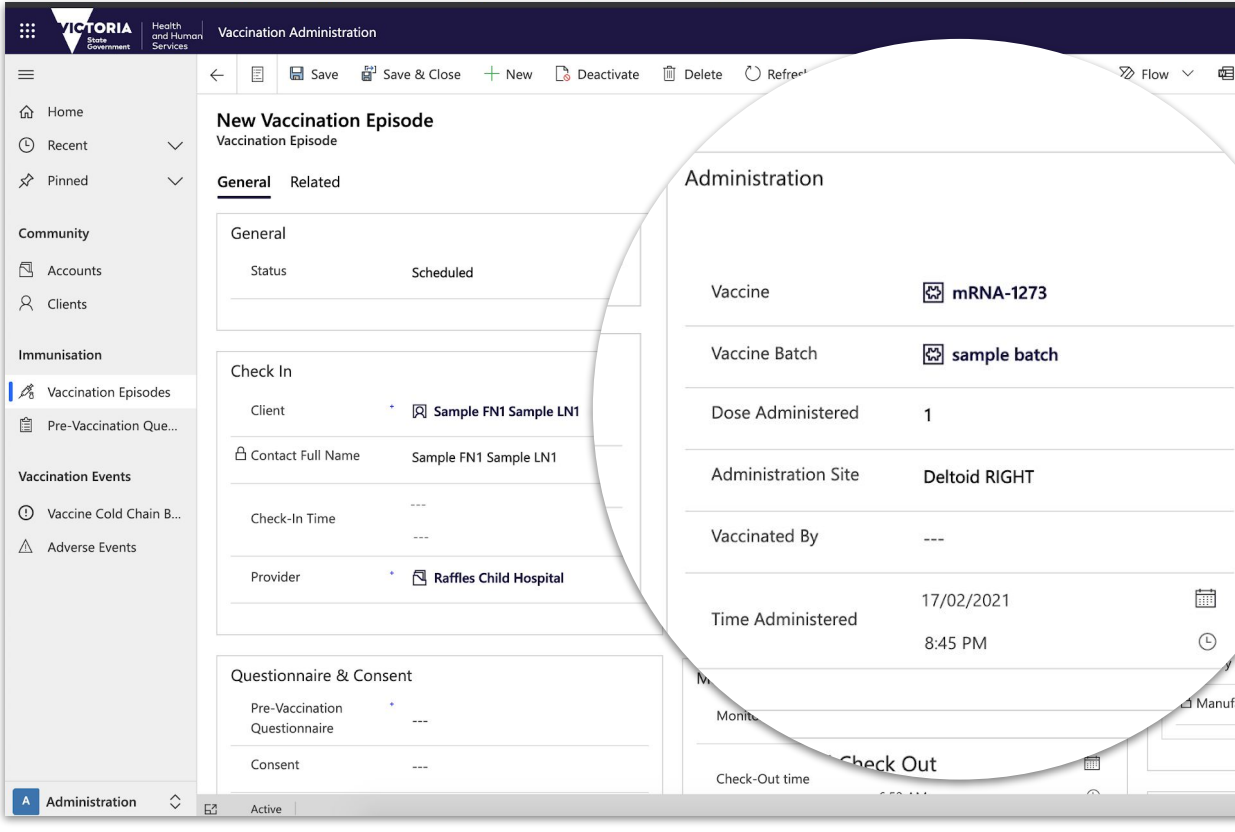
Vaccination episodes (continued)

How to record the administering of a vaccine.

STEP 3.

CLINICAL STAFF will need to conduct the administration and record the administration details:

1. Enter the vaccine and batch.
2. Enter dose 1 or 2.
3. Enter the administration site.
4. Enter and search for the immuniser's name.
5. Enter the time administered.



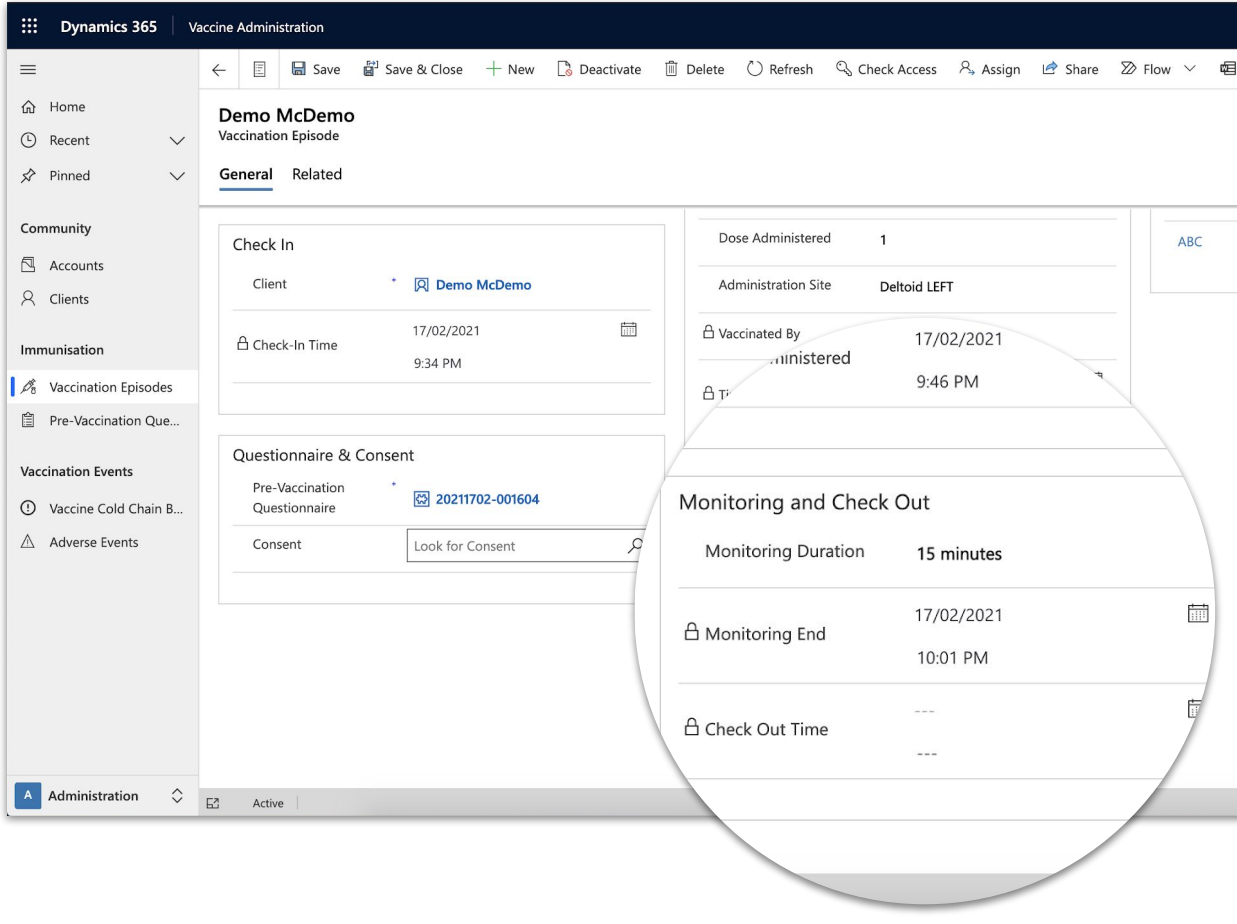
Vaccination episodes (continued)

How to record the administering of a vaccine.

STEP 4.

CLERICAL STAFF will need to monitor and record check out time

1. Enter the monitoring duration; the monitoring end-time will auto-calculate.
2. Enter the check-out time.

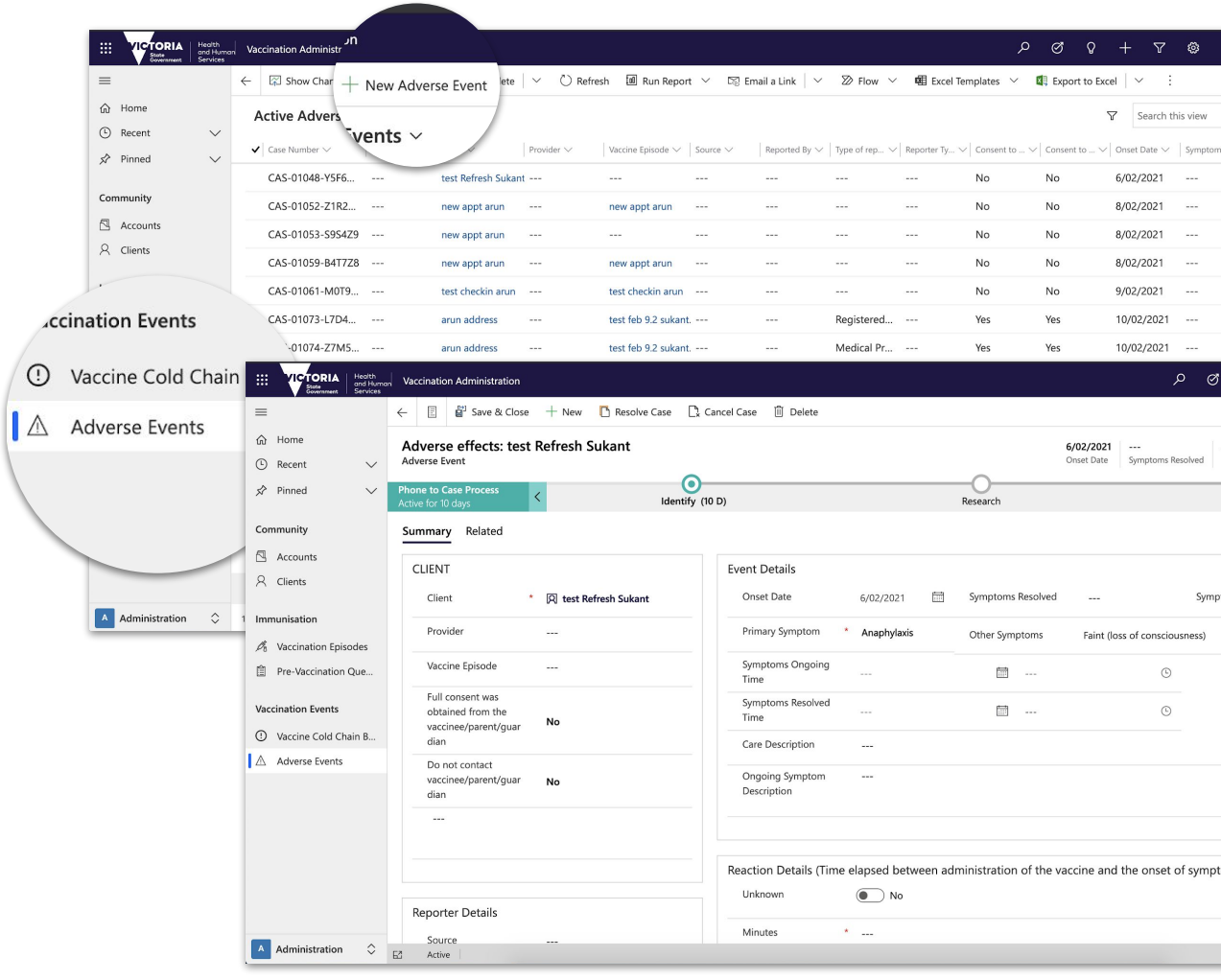


Recording adverse events

You can also record an adverse event if necessary.

STEP 5 (if required).
CLERICAL STAFF if required can record an adverse event.

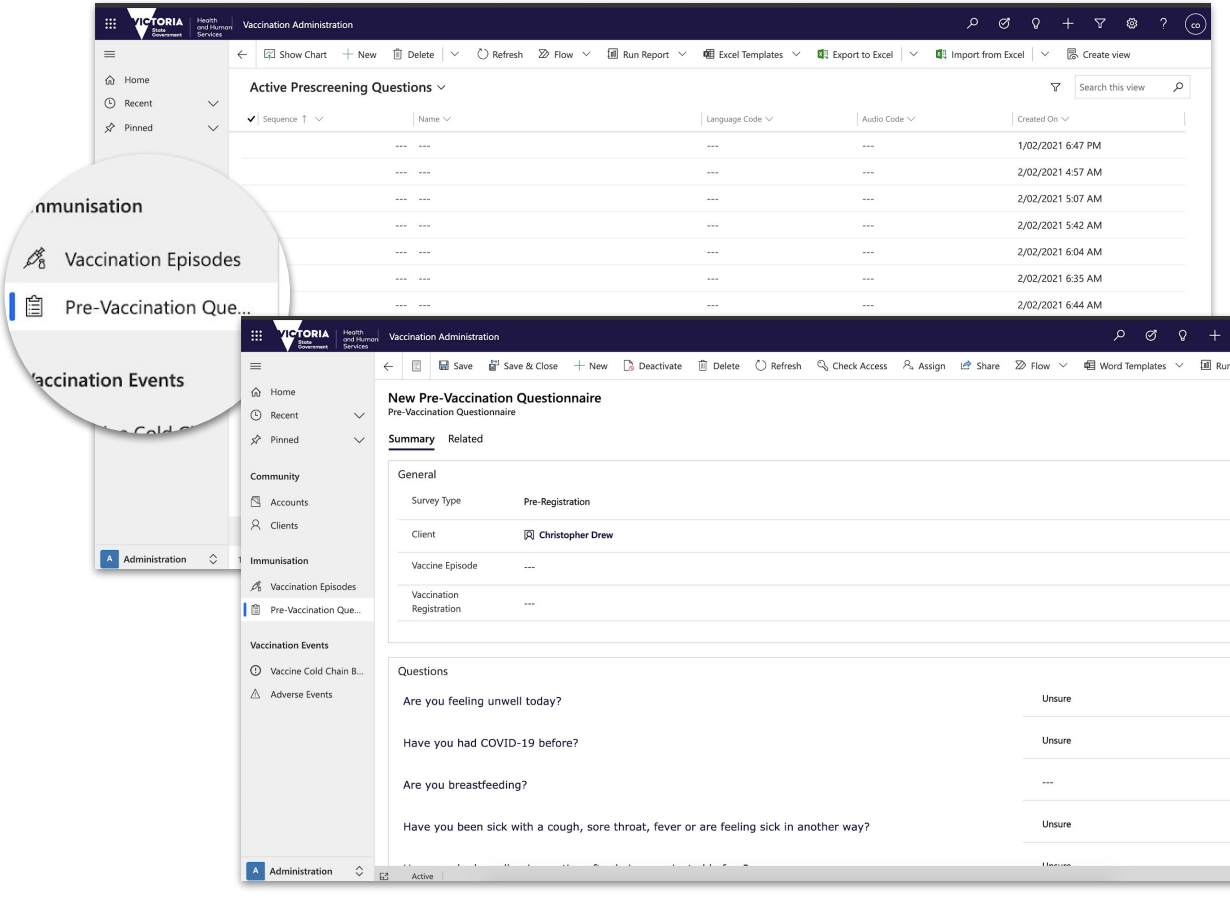
1. Navigate to adverse events
2. Click on ‘New Adverse Event’
3. Enter the client details:
    a. Client
    b. Provider
    c. Vaccine episode
    d. Full consent
    e. Did not contact vaccinee/parent/guardian
4. Enter the event details:
    a. Onset date
    b. Primary symptom
    c. Symptoms ongoing
5. Enter the reaction details
6. Enter the treatment details
7. Enter the outcome details



Pre-vaccination Questionnaire

HINT: You can also record a pre-vaccination questionnaire independent from the vaccination episode, or look up an existing pre-vaccination questionnaire.

1. Navigate to ‘Pre-Vaccination Questionnaire’
2. Click create ‘New’ in the top menu bar
3. Record the vaccinee’s responses to the questions.

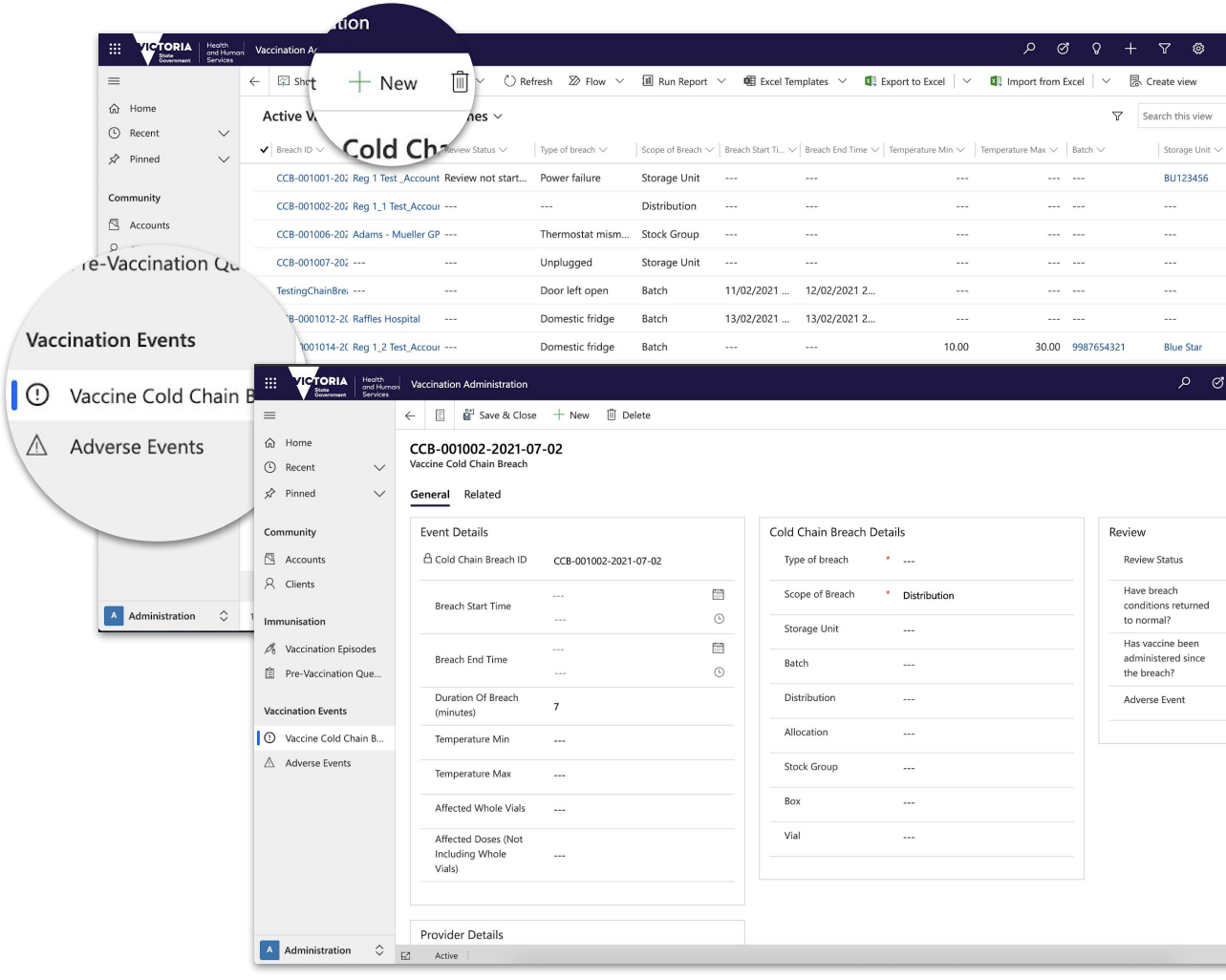


Vaccine Cold Chain Breaches

You can record a cold chain breach if necessary.

PHARMACY STAFF if required, can record a cold chain breach

1. Navigate to vaccine cold chain breaches
2. Click on create ‘New’ in the top menu bar.
3. Enter the event details:
   a. Breach start/end time
   b. Duration
   c. Temperature min/max
   d. Affected whole vials
   e. Affected doses (not including whole vials)
4. Enter provider.
5. Enter Cold Chain Breach details:
   a. Type of breach
   b. Scope of breach
   c. Batch
   d. Storage unit
   e. Vial
6. Enter review stat

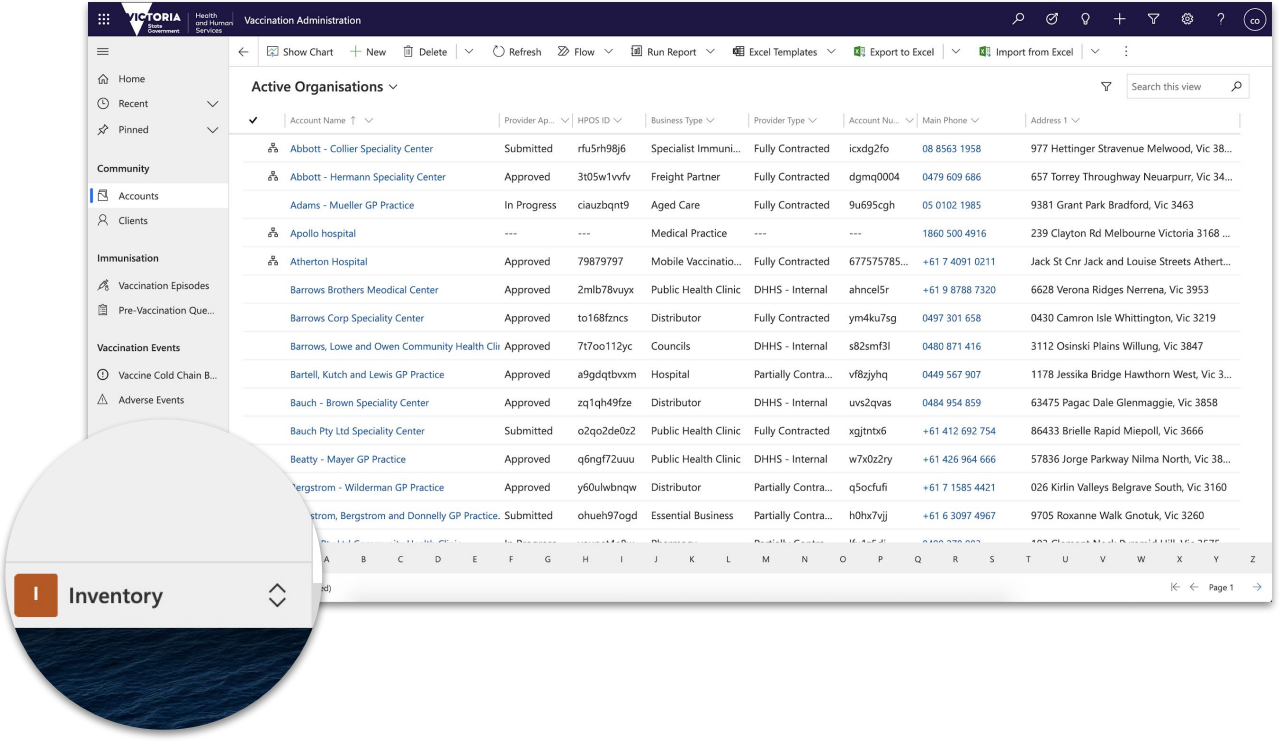


Stock management

- Storage units
- Batch deliveries
- Transfers
- Inventory levels
- Consumption reconciliation

Navigating

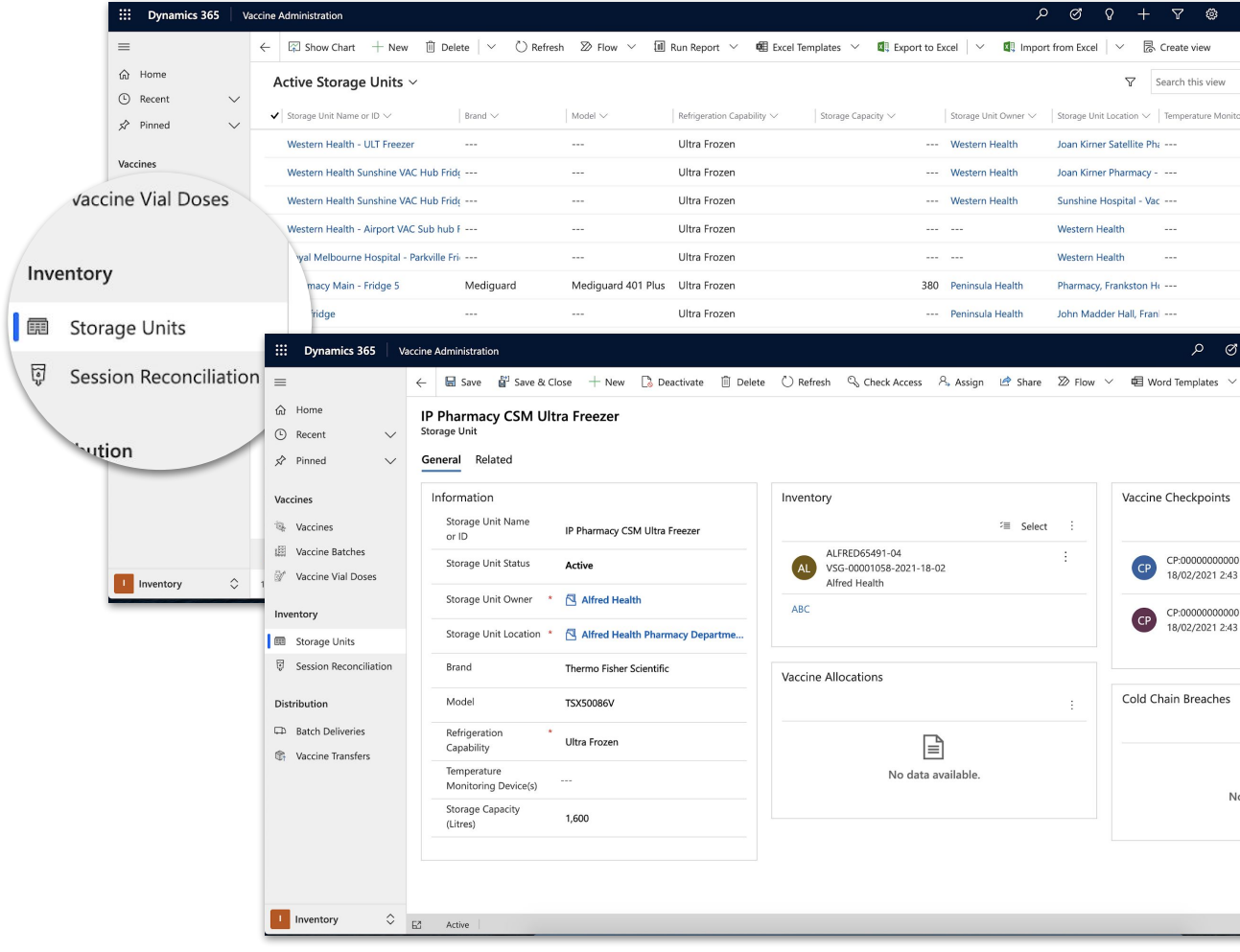
1. Navigate via the bottom left to ‘Inventory’



Storage Units

How to view storage units. These will be populated from your returned excel templates.

1. Navigate to ‘Storage Units’.
2. Select a storage unit.
3. You can find all the information related to the storage unit, inventory details and cold chain breaches.

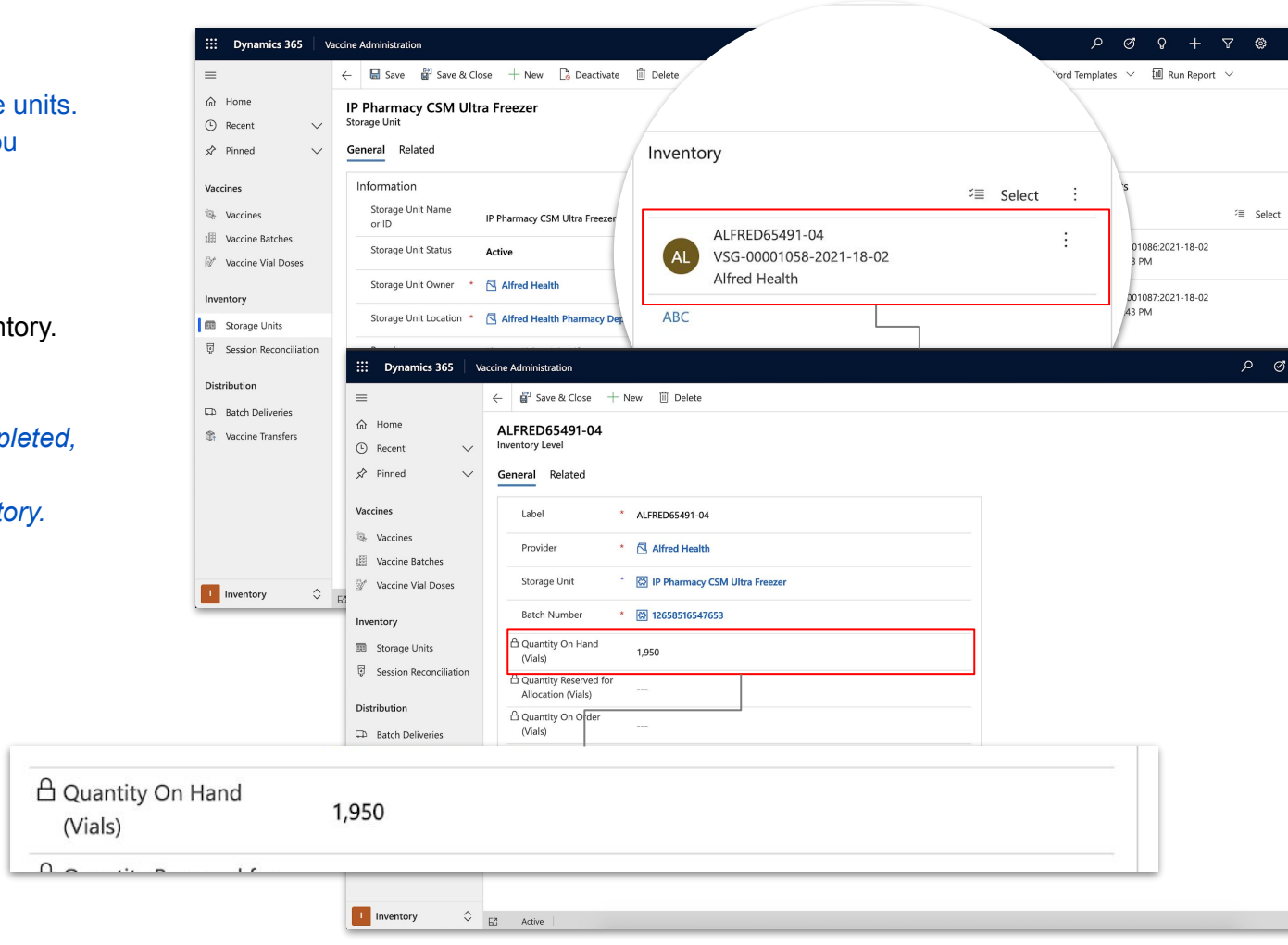


Inventory

How to view inventory inside storage units. These will be **auto-created** when you receive a batch delivery or receive a transfer.

1. Navigate to storage unit.
2. Click on the auto-generated inventory.
3. View Quantity on hand.

*As each vaccination episode is completed, you will need to **conduct a session reconciliation** to update your inventory.*



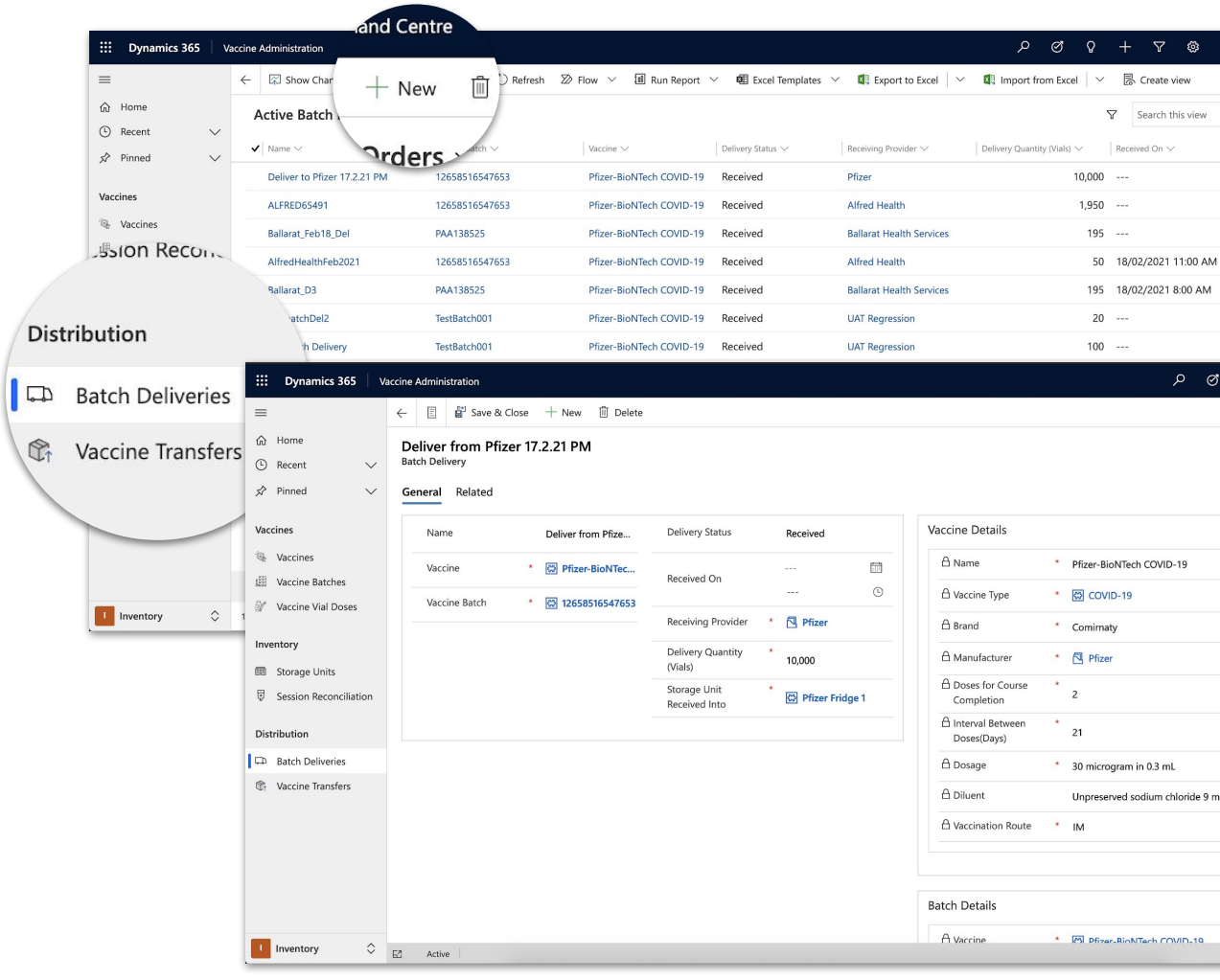
Distribution (Batch Deliveries)

How to receive a batch delivery.

PHARMACY STAFF can create or receive a batch delivery (Fed to hub):

1. Navigate to ‘Batch Deliveries’
2. Click on an existing batch to see details such as:
   a. Vaccine and vaccine batch
   b. Delivery status: New, In progress, Received,
   c. Received on date/time.
   d. Receiving provider.
   e. Delivery quantity.
   f. Storage unit received into.

The receiving provider will need to change the delivery status to ‘received’ once the batch delivery arrives.



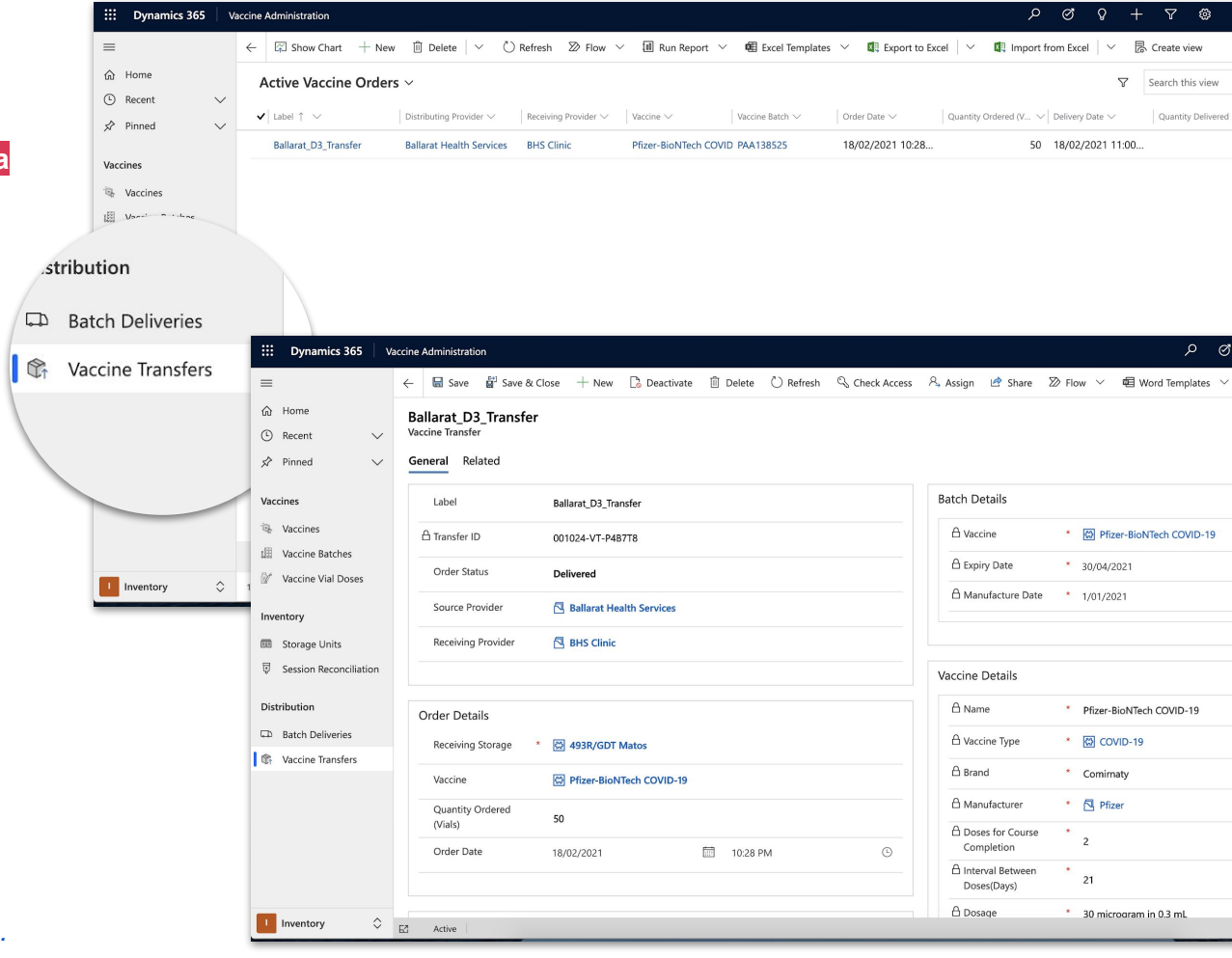
Distribution (Vaccine Transfer)

How to receive a vaccine transfer.

PHARMACY STAFF can create or receive a transfer (hub to clinic):

1. Navigate to ‘Vaccine Transfers’
2. Create new and enter:
    a. Label for the transfer (transfer ID will auto-generate).
    b. Order status (ordered, dispatched, received)
    c. Distributing/receiving provider.
    d. Order details (receiving storage unit, receiving inventory, qty, order date/time)
    e. Delivery details (source storage unit, source inventory, qty, delivery date/time)

Delivering provider will need to change order status to ‘dispatched’, once the delivery departs.
Receiving provider will need to change order status to ‘delivered’, once the transfer arrives.

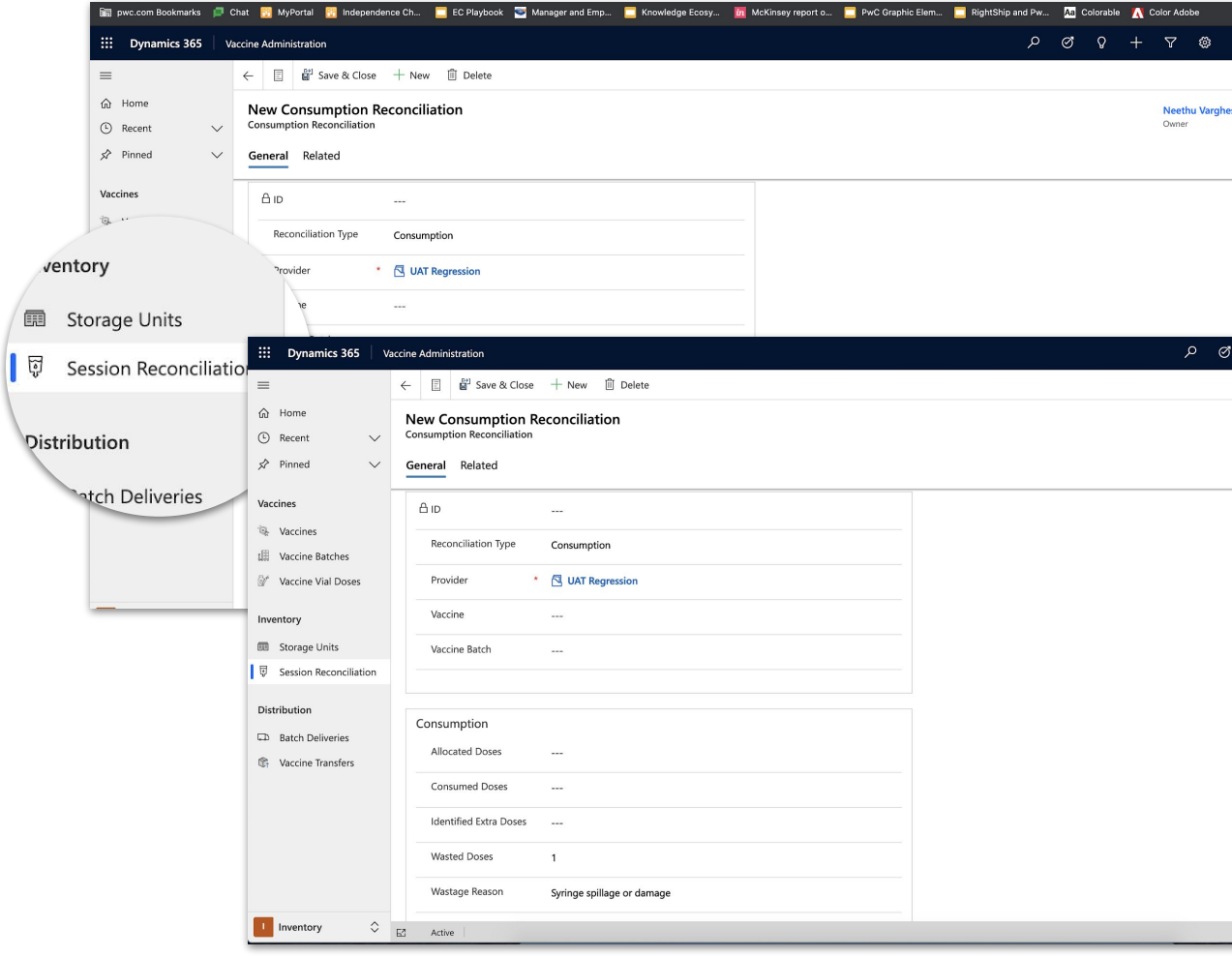


Session Reconciliation

How to reconcile inventory.

PHARMACY STAFF can reconcile their inventory at day/session end:

1. Navigate to session reconciliation.
2. Enter the general details:
   a. Reconciliation type (consumption, or session closure)
   b. Provider
   c. Vaccine and vaccine batch
3. Enter the consumption details:
   a. Allocated doses
   b. Consumed doses
   c. Identified extra doses
   d. Wasted doses
   e. Wastage reason



Thank you