



Public Health  
England

Protecting and improving the nation's health

# **Seasonal Influenza Frontline Healthcare Workers Vaccine Uptake Survey 2018/19 Guidance**

## **ImmForm User Guide for Survey Data 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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Published: September 2018

PHE publications

gateway number: 2018411

PHE supports the UN

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## Introduction

In 2018/19, seasonal influenza vaccine uptake data will continue to be collected on frontline healthcare workers (HCWs) involved with direct patient care from all NHS Trusts, including Acute, Mental Health, Ambulance, Care and Foundation Trusts. Data will also be collected from GP Practices and Independent Sector Health Care Providers (ISHCPs), which will be submitted by their local NHS England Teams.

All Trusts are responsible for submission of their data, including data on the vaccination of frontline HCWs in healthcare-providing organisations from which they commission services. Data will be collected via ImmForm and broken down by occupational staff grouping. Staff definitions will remain the same as last season and are consistent with NHS national workforce census definitions. Definitions can be found at **Annex A**.

Cumulative data will be collected on vaccinations administered from 1 September 2018 to the end of each 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.

A separate data collection tool, with 5 collection periods that align with the 5 monthly surveys, is also 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. Please note, it is an optional tool for local NHS England teams to use in order to collate uptake data from GP practices. PHE will not be collating this data. There is a separate user guide for the collection tool – Frontline Healthcare Workers Vaccine Uptake Data Collection Tool 2018/19 Guidance, which can be found **here** on GOV.UK.

# 1. Guidance for the Seasonal Influenza Vaccination Programme 2018/19

The Annual Flu Letter published on 26 March 2018 set out the guidance for the seasonal influenza vaccination programme 2018/19. The letter is available [here](#).

## 1.1. Why is vaccination of Frontline Healthcare Workers (HCWs) important?

Vaccination of frontline HCWs against influenza reduces the transmission of infection to vulnerable patients who are at higher risk of a severe outcome and in some cases may have a suboptimal response to their own vaccinations. Vaccinating frontline HCWs also protects them and their families from infection. Staff vaccination results in lower rates of influenza-like illness, hospitalisation and mortality due to influenza in elderly patients in healthcare settings. Influenza vaccination is, therefore, recommended for healthcare workers directly involved in patient care, who should be offered influenza immunisation on an annual basis ([Chapter 12 of the Green Book](#) – Immunisation of healthcare and laboratory staff). It is, therefore, the responsibility of employers to assess the risks to staff and patients and offer flu vaccination accordingly.

The updated Code of Practice for the prevention and control of healthcare associated infections (HCAI) emphasises the need for NHS organisations to ensure that frontline HCWs are free of and protected from communicable infections (so far as is reasonably practicable), and that all staff are appropriately educated in the prevention and control of infections. Policy and procedures on the prevention and management of communicable infections (including staff immunisation programmes) must be in place.

Further information on the Code of Practice can be found on GOV.UK [here](#).

## 2. General questions and answers

### 2.1. Do I have to submit these data?

Yes, this is a mandatory collection, approved by Data Standards Assurance Service (ref: DCB2204 AMD 72/2018) formally known as Burden Advice and Assessment Service (BAAS) (ref: ROCR/OR/2209/001MAND). The HCWs seasonal influenza vaccine uptake data survey is a vital part of influenza surveillance in England and provides important information to assist with the implementation of the seasonal influenza vaccination campaign, locally, regionally and nationally.

### 2.2. Which staff groups should I collect data on?

Vaccine uptake data is collected on all frontline HCWs who provide direct patient care and or have contact with patients. For a detailed list of the frontline HCWs that are included in the survey see **Annex A**.

Data on GP practice staff and from ISHCPs is collected at local NHS England team with the option of using the data collection tool (see Section 1). Note, however, that monthly uptake figures will be aggregated and published at local NHS England team level. Staff group definitions are identical to NHS Workforce Census definitions and are described in detail in **Annex A**.

Please refer to **the influenza chapter of the Green Book** for more information on the clinical guidance on what immunisations should be given. Students and trainees in these disciplines and volunteers who are working with patients should also be included. The staff list is not exhaustive and decisions to provide immunisation should be based on local assessments of likely risk, exposure to influenza and direct contact with patients.

## 2.2.1 Setting the denominator baseline in September

In September, each provider establishes the number of frontline healthcare workers (HCWs) that are eligible for the flu vaccination. This sets the denominator baseline. Table 1 below clarifies some of those individuals that should and shouldn't be included in the baseline.

**Table 1: Individuals that should and should not be included in the denominator baseline**

Criteria	Include	Do not include
All doctors with patient contact	✓	
Qualified nurses with patient contact	✓	
All other professionally qualified clinical staff with patient contact: **Qualified scientific, therapeutic & technical staff (ST&T) **Qualified allied health professionals (AHPs) **Other qualified ST&T **Qualified ambulance staff	✓	
Support to clinical staff with patient contact	✓	
Support to GP staff with patient contact	✓	
Students/staff in training with patient contact	✓	
Agency/bank staff (minimum one shift) with patient contact	✓	
Ward clerks and porters with patient contact	✓	
Ambulance technicians and support workers with patient contact	✓	
Staff employed by a third party with patient contact	✓	
Staff working in an office with no patient contact		✓
Social care workers		✓
Staff out of the Trust for the whole of the flu vaccination period (e.g. maternity leave, long term sickness)		✓

## 2.2.2 Updating the numerator and denominator monthly

Every month the number of frontline healthcare workers who have received the flu vaccination (numerator) should be recorded via the ImmForm monthly survey collection. In addition, from the 2017/18 season, it will be possible for data providers to update their denominators on a monthly basis, to take into consideration frontline healthcare workers who start working with (starters) or leave (leavers) a provider during the flu vaccination period. Therefore, providers should record monthly numerator and denominator which are the most up to date to maintain accurate flu vaccine uptake rates. The table below clarifies individuals who receive a vaccination that should and should not be included in the numerator and denominator each month.

**Table 2: Individuals who receive a vaccination that should be added/removed from the numerator and denominator each month**

		Individuals who receive a vaccination that should be added/removed from the numerator each month			Individuals that should be added/removed from the denominator each month			
		Numerator			Denominator			
	Criteria	Add	Remove	Do not Add	Add	Remove	Do not remove	
Currently working in the Trust	All doctors with patient contact	✓					✓	
	Qualified nurses with patient contact	✓					✓	
	All other professionally qualified clinical staff with patient contact: **Qualified scientific, therapeutic & technical staff (ST&T) **Qualified allied health professionals (AHPs) **Other qualified ST&T **Qualified ambulance staff	✓					✓	
	Support to clinical staff with patient contact	✓					✓	
	Support to GP staff with patient contact	✓					✓	
	Students/ staff in training with patient contact	✓					✓	
	Agency/bank staff (minimum one shift) with patient contact	✓					✓	
	Ward clerks and porters with patient contact	✓					✓	
	Ambulance technicians and support workers with patient contact	✓					✓	
	Staff employed by a third party with patient contact	✓					✓	
	Staff member categorically states they do not want a flu vaccine				✓			✓
	Staff who decline the flu vaccination for health reasons				✓			✓
Leavers and starters	Staff vaccinated at the Trust but leave the Trust during the vaccination period (Leavers)		✓			✓		
	Staff arrives at the Trust during the flu vaccination period and receives vaccination (Starters)	✓			✓			
	Staff arrives at the Trust during the flu vaccination period and was vaccinated at a another Trust (Starters)	✓			✓			

Permanent staff covering one or more bank shifts, for the same trust, should not be double counted in the collection. Therefore, these staff should only be included **once** in the denominator and (when applicable) numerator as permanent staff.

### 2.3. Are vaccine uptake data being collected from Social Care Workers?

No, vaccine uptake data on social care workers is not collected.

### 2.4. Should vaccines delivered to HCWs outside the Trust still be counted towards the Trust's vaccine uptake?

Yes, while vaccination is offered to all frontline HCWs within a Trust, some staff members may choose to seek vaccination elsewhere (eg GP or pharmacy). In this case, frontline HCWs are requested to report back to their Trust regarding their vaccination status. Trusts should record this in staff records and, therefore, vaccination outside the Trust still contributes to the recorded vaccination coverage of staff.

This also applies to staff members within clinical risk groups, who are also eligible for vaccination through their GP. These staff members should also report their vaccination status back to their Trust.

Please note: the ImmForm frontline HCW data collection tool is a manual collection and does not allow the extraction of information from information systems on frontline HCWs vaccinated outside of their Trust.

### 2.5. Should Trust staff members who are absent from work for the entire period of the flu season be included in the Trust's reporting?

No. Staff who are not present at work during the flu season (1 September 2018 to 28 February 2019), for reasons such as maternity leave or long term sick leave, will not be in direct patient contact. Therefore, they should not be included in the return for the Trust.

### 2.6. Should staff not directly employed by the Trust be included in the Trust's reporting?

The staff employed by a third party working within the Trust, who have direct patient contact and/or fall into staff groups (definitions can be found in **Annex A** should be included in the Trust's denominator and numerator.

## 2.7. Can a Trust report vaccine uptake data for another Trust?

For purposes of ordering vaccine, one Trust may order and store vaccine for another Trust. However, vaccine uptake data must be reported at the **individual** Trust level. All Trusts are registered on ImmForm, although not all Trusts have a registered 'Data Provider' contact. A Trust may only report for another Trust if they have both agreed for a registered contact 'data provider' to submit the other Trust's data, and data must be reported **separately** for each Trust.

## 2.8. Who needs to provide vaccine uptake data?

Local NHS England teams and Screening and Immunisation Coordinators (SICs) can access the survey, as can Trust HCW Data Providers. Contacts previously registered to provide seasonal influenza vaccine uptake data for the 2017/18 season may still be valid, if individuals have the same email address and still work for the same organisation. New contacts can also be registered at any time (see **Section 5** for more information).

## 2.9. Are the ImmForm staff groups the same as the staff groups in ESR?

ImmForm groups do not directly correspond to ESR workforce groups but can broadly be classified as per the table below:

Immform staff groups	ESR staff groups
All Doctors (excluding GPs)	Medical & Dental ( <i>excluding GPs</i> )
GPs Only	Medical & Dental ( <i>GPs only</i> )
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses)	Nursing & Midwifery Registered ( <i>excluding GP practice nurses</i> )
GP Practice Nurses	Nursing & Midwifery Registered ( <i>GP practice nurses only</i> )
All other professionally qualified clinical staff, which comprises of- <ul style="list-style-type: none"> <li>• <i>Qualified scientific, therapeutic &amp; technical staff (ST&amp;T),</i></li> <li>• <i>Qualified allied health professionals (AHPs)</i></li> <li>• <i>Other qualified ST&amp;T</i></li> <li>• <i>Qualified ambulance staff</i></li> </ul>	Additional Professional Scientific & Technical staff Allied Health Professionals
Support to Clinical Staff, which comprises of <ul style="list-style-type: none"> <li>• <i>Support to doctors (excluding GPs) &amp; nurses</i></li> <li>• <i>Support to ST&amp;T staff</i></li> <li>• <i>Support to ambulance staff</i></li> </ul>	Additional clinical services Administrative & Clerical Estates & Ancillary
Support to GP staff	Additional clinical services ( <i>in GP practices</i> ) Administrative & Clerical ( <i>in GP practices</i> )

Source: adapted from NHS workforce statistical.

## 2.10. What is the cut-off date by which a frontline HCW must have received their flu vaccination in order for them to be included in the numerator?

For 2018/19, the **final** numerator will be the cumulative number of flu vaccinations administered from 1 September 2018 to 28 February 2019.

## 2.11. What NHS payment is available for reaching each uptake threshold?

2018/19 flu uptake threshold	Payment available
75% or above	100%
65% up to 74.99%	75%
60% up to 64.99%	50%
50% up to 59.99%	25%
< 50%	no payment

CQUINN payments will be based on the last ImmForm monthly collection in February 2019.

### 3. Data collection dates

The first survey will commence in November 2018 for vaccinations from 1 September 2018 to 31 October 2018 (inclusive for both dates) and the final survey will begin in March 2019 for vaccinations given from 1 September 2018 to 28 February 2019 (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

Each month Trusts have 7 working days. In addition:

- local NHS England teams have 2 additional working days to quality assure data from Trusts, enter data from GP Practices and ISHCPs, and validate/amend data as appropriate
- once data is submitted, PHE will validate the data and query any possible anomalies
- all Trusts, local NHS England teams and PHE will be able to view and amend the submitted data up until their respective end dates for each month, after which data will be read-only

## 4. 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 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 [here](#).

# 5. Survey dataset

## The dataset for the seasonal influenza (HCWs) vaccine uptake collection 2018/19

### 1. NHS Organisation Type

- Acute NHS Trust
- Ambulance NHS Trust
- NHS England Healthcare Workers
- Care Trust (NHS Trust based)
- Mental Health NHS Trust
- Other NHS Trust

### 2. Foundation Trust Status

- Foundation Trust
- Non-Foundation Trust

Column A	Column B
	B5 A

### 3. Number of Healthcare Workers by Occupation Involved with DIRECT Patient Care ONLY

Occupation (HCWs that have left the Trust should be excluded)	No. of HCWs involved with direct patient care	No. of HCWs vaccinated since 1 September 2018	Vaccine Uptake (%)
1 All Doctors (excluding GPs) ⓘ	DR_TP	DR_NV	(B1/A1)*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/B4)*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/B5)*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 ⓘ	SGPS_TP	SGPS_NV	(B7/A7)*100
8 <b>Total Number of HCWs involved with Direct Patient Care</b>	A1:A7	B1:B7	(B8/A8)*100

### 4. Total Number of Healthcare Workers

9 Number of HCWs involved with Direct Patient Care ⓘ	HCWs_DIRECT_TP	A9 =A8
10 Number of HCWs with direct patient care offered the vaccine but declined ⓘ		
11 Number of HCWs NOT involved with Direct Patient Care ⓘ	HCW_NOTDIRECT	

### 5. For Trusts with Hospitals Only (Optional)

12 How many hospitals are there in this trust	NO_TRUST	A12 ≤ A 11
13 Of the hospitals in the trust, how many provided data	HOS_PRO_DATA	

### 6. Comments (optional)

14

### 7. 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

## a. Survey overview

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) and not just on vaccinations given since the previous month's survey.

As some Trusts may finish their vaccination programme before the final collection, there is an option on the survey form (Section 7) that allows Trusts 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 will not have to submit data for remaining months unless their data changes. For example, after the vaccination of new staff that may have recently joined the Trust. The last submitted data will be carried forward as their final data.

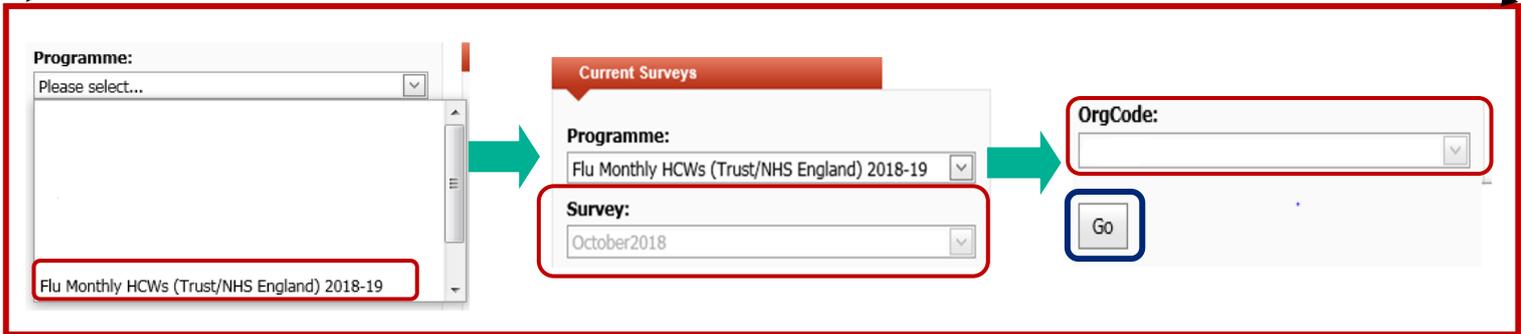
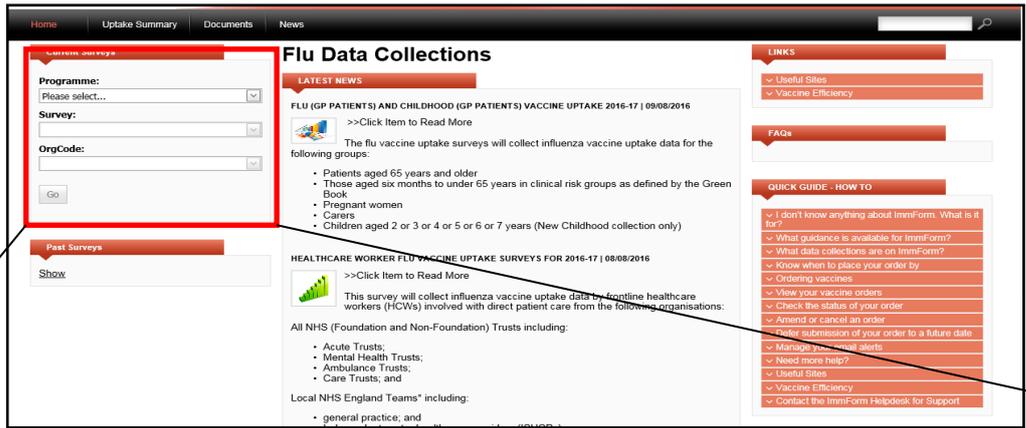
If Trusts have finished their campaign, but do not select the box to indicate their programme has been completed and do not submit the data that is rolled-over from the previous month, or submit updated data, they will appear as a 'non-responder' for the following month's survey. Data will not be carried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

The data will be collected via ImmForm. No email or fax submissions will be accepted.

## b. Entering data onto the survey form

### i. Accessing the survey form

Once you have successfully logged onto ImmForm, the homepage shown below will appear. To enter in data for the healthcare workers survey, follow the steps below:



- select 'Flu Monthly HCWs (Trust/NHS England) 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 NHS England local team then, click 'Go'
- finally, click on the name of your Trust to open the survey for completion

ii. Entering and amending data:

- the following data entry screen will be shown once your Trust has been selected:

**Submission For**

**Programme:** Flu Monthly HCWs (Trust/NHS England) 2018-19  
**Survey:** October2018  
**Organisation:**

**Survey Form**

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

**1. NHS Organisation Type**

Acute NHS Trust  
 Ambulance NHS Trust  
 NHS England Healthcare Workers  
 Care Trust (NHS Trust based)  
 Mental Health NHS Trust  
 Other NHS Trust

**2. Foundation Trust Status**

Foundation Trust  
 Non-Foundation Trust

**3. Number of Healthcare Workers by Occupation Involved with DIRECT Patient Care ONLY**

Occupation (HCWs that have left the Trust should be excluded )	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:- • Qualified scientific, therapeutic & technical staff (ST&T), • Qualified allied health professionals (AHPs) • Other qualified ST&T • Qualified ambulance staff	<input type="text"/>	<input type="text"/>	--
Support to Clinical Staff, which comprises of:- • Support to doctors (excluding GPs) & nurses • Support to ST&T staff • Support to ambulance staff	<input type="text"/>	<input type="text"/>	--
Support to GP staff	<input type="text"/>	<input type="text"/>	--
<b>Total Number of HCWs involved with Direct Patient Care</b>	<b>0</b>	<b>0</b>	--

**4. Total Number of Healthcare Workers**

Number of HCWs involved with Direct Patient Care   
 Number of HCWs with direct patient care offered the vaccine but declined   
 Number of HCWs NOT involved with Direct Patient Care

**5. For Trusts with Hospitals Only (Optional)**

How many hospitals are there in this trust?

Of the hospitals in the trust, how many provided data?

**6. Comments (Optional)**

**7. 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

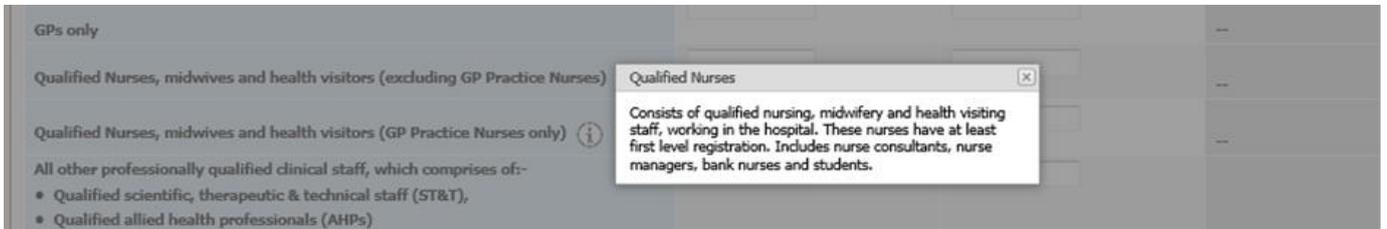
Audit Records  
Date of ActionUserAction

**Actions**



Complete the data fields and click on 'Submit' at the bottom of the page. The system will automatically calculate the percentage uptake figures.

- the information box  will provide the definition of the occupation as shown below:



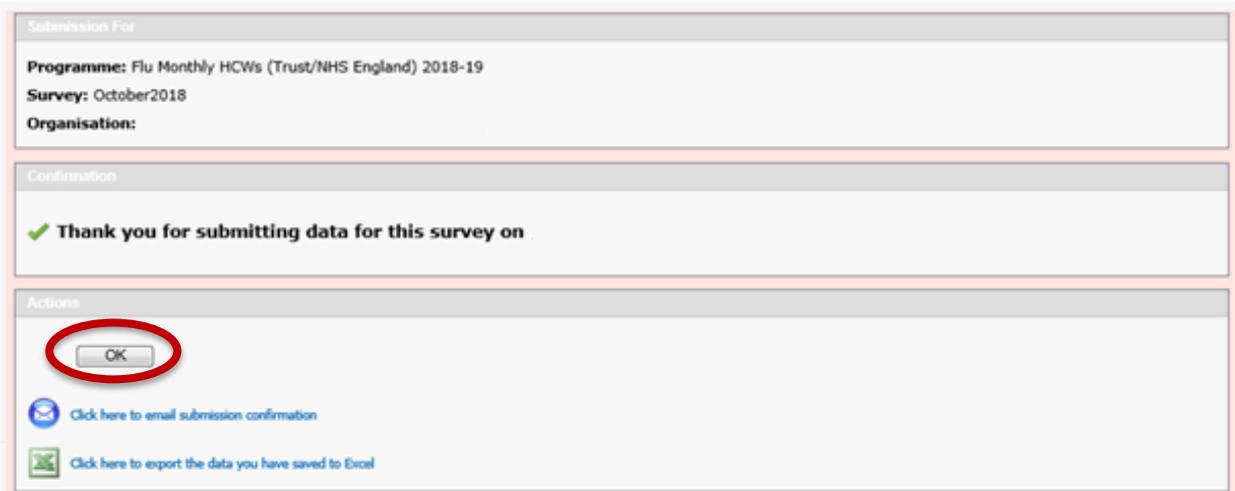
- to access the HCWs user-guide from the survey, click on the 'Help' button 
- do not forget to select the correct option for **Section 7**

**7. 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

- a confirmation message will appear once the data has been submitted



- the option of extracting the data submitted is available here by clicking on the 'Click here to export the data you have saved to Excel' link
- click "OK" to go back to the home page

**c. Possible issues**

**i. Unable to enter data because the survey is read-only**

If you are unable to enter data because the survey is ready-only, it means that the HCWs data entry window has not opened yet; ie you are trying to enter data before the current month ends OR the submission window has ended. Data cannot be entered by a Trust after the Trust deadline. Local NHS England teams have access for an additional 2 days after the Trust’s deadline, but will not be able to submit/amend data after the deadline (see **Section 3**).

**ii. When I press submit, a data validation error comes up**

There may be several reasons why the data entered fails the validation checks. The error message will indicate what the problem is. For example:

**‘There has been a problem submitting your survey data. The following problems have been encountered’:**

**The following data fields failed validation checks:**

- Number of HCWs involved with Direct Patient Care must be equal to the sum of Number of All Doctors (excluding GPs), Number of GPs Only, Number of Qualified Nurses, Number of GP Practice Nurses, Number of other professionally qualified clinical staff, Number of Support to Clinical Staff, Number of Support to GP staff. Please amend this value.

The affected field is highlighted with a red asterisk, as shown below (circled in red, top right):

3. Number of Healthcare Workers by Occupation Involved with DIRECT Patient Care ONLY

Occupation (HCWs that have left the Trust should be excluded )	No. of HCWs involved with direct patient care	No. of HCWs vaccinated since 1 September 2018	Vaccine Uptake (%)
All Doctors (excluding GPs) ⓘ	500	250	50.0
GPs only	0	0	--
Qualified Nurses, midwives and health visitors (excluding GP Practice Nurses) ⓘ	1125	500	44.4
Qualified Nurses, midwives and health visitors (GP Practice Nurses only) ⓘ	0	0	--
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 ⓘ	1250	746	59.7
Support to Clinical Staff, which comprises of:- • Support to doctors (excluding GPs) & nurses • Support to ST&T staff • Support to ambulance staff ⓘ	856	564	65.9
Support to GP staff ⓘ	0	0	--
<b>Total Number of HCWs involved with Direct Patient Care</b>	<b>3731</b>	<b>2060</b>	<b>55.2</b>
<b>4. Total Number of Healthcare Workers</b>			
Number of HCWs involved with Direct Patient Care ⓘ	1000 *		

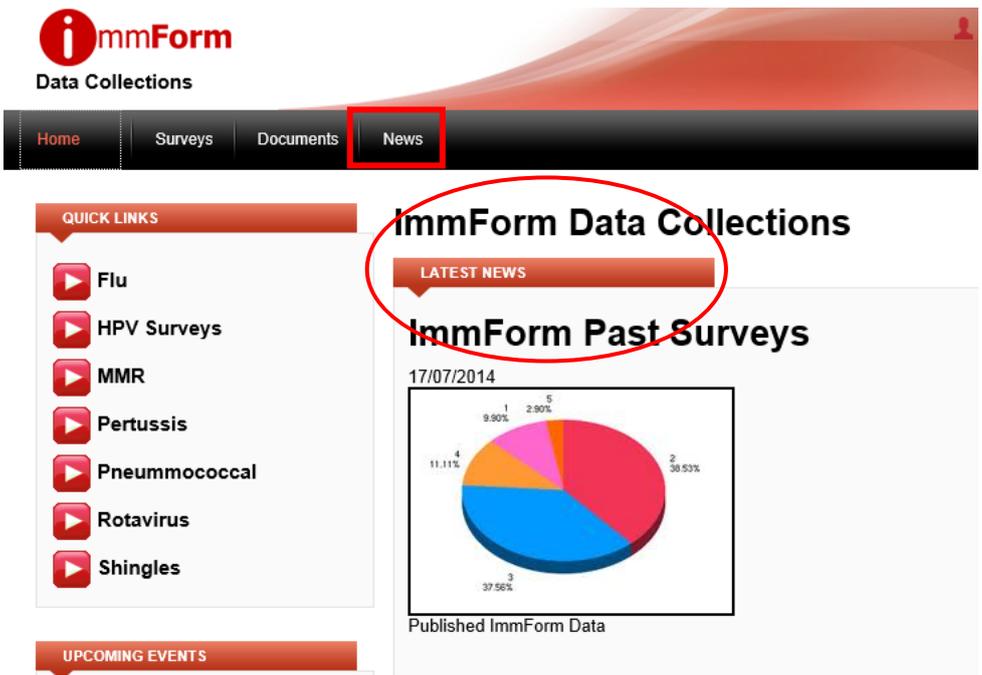
These two figures should be identical

In the example above, the figure in Section 4 on the 'Number of HCWs involved with Direct Patient Care' (circled in red, in section 4) is incorrect; this figure should be equal to the total number of HCWs with direct patient care figure (circled in red), ie 3731, not 1000. Therefore, this figure needs to be corrected to 3731.

Please note that Section 1 'NHS Organisation Type' and Section 2 'Foundation Trust Status' must be completed before you can submit your data.

### Keeping up-to-date on the latest survey 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.



## 6. Contacts

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

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)

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 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 DH 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)

## 7. Annexes

### 7.1. 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 **section 5**.

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:-

- consultant therapists
- ST&T managers
- healthcare scientists

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

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

Qualified allied health professionals (AHPs)

Other qualified ST&T

Qualified ambulance staff

**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	Definition of staff groups
Support to Clinical Staff	<b>Support to doctors and nurses</b> – includes:
This comprises of:-	- nursing assistants/auxiliaries
Support to doctors and nurses	- nursery nurses
Support to ST&T staff	- health care assistants
Support to ambulance staff	- support staff in nursing areas
	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
	<b>Support to ST&amp;T staff</b> – 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
	<b>Support to ambulance staff</b> – 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

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

Data Item

Definition of staff groups

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.

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

Data Item

Definition of staff groups

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.