

# Midlands Region Covid-19 Vaccine Movement Process

Version Number: 0.06

Effective Date: 1<sup>st</sup> February 2021

Last updated: 9<sup>th</sup> July 2021

Review Date: 1<sup>st</sup> September 2021

Version Number	Date	Updated by	Details of Changes
0.01	27-01-2021	B Payton	First version
0.02	30-01-2021	R Seal	Signed off for distribution
0.03	15/02/2021	R Seal	Policy wording updated
0.04	19/02/2021	R Seal	Policy wording updated
0.05	23/02/2021	R Seal	Policy wording updated
0.06	9 <sup>th</sup> July 2021	R Seal	Policy updated to enable delegation of decision-making and sign-off to systems
0.07			

## Contents

1. Background
2. Vaccine Allocation
3. Principles
4. Process
5. Template A – Covid-19 Vaccination Transfer request form
6. Template B– Email Template for ROC to notify of estimated response time

## 1. Background

This document describes the regional process that must be followed where the movement of COVID -19 vaccine stock becomes necessary to meet a specific clinical need or to prevent vaccine wastage. All such movements must comply with the NHS England and NHS Improvement [national policy on the transfer of vaccines](#) which are permitted under exceptional circumstances **from end user to end user**.

The process is not to be used as a mechanism to transfer stock between organisations or delivery settings for reasons of convenience or poor planning.

The process applies across all delivery settings currently operational within the NHS England and NHS Improvement COVID-19 vaccination programme, specifically: Hospital Hubs (and HH+), Vaccination Centres and Local Vaccination Services (incl. PCN groupings and Community Pharmacies).

## 2. Vaccine Allocation

Vaccine is allocated nationally by the covid-19 vaccination programme advised by regional teams in accordance with the [priorities advised by the JCVI](#) (Joint Committee for Vaccinations and Immunisations).

The final allocation is determined by the national team and communicated to the suppliers for delivery.

There is limited scope to change allocations once they have been made although redirections and cancellations are possible with enough notice.

## 3. Principles

- The movement of vaccine should be a last resort when all other alternative options have been considered and exhausted.
- It is expected that system partners will work with each other to resolve problems locally using the existing mechanisms that are available.
  - [National mutual aid policy](#)
  - [Collaboration between PCNs under the PCN Enhanced Service](#)
  - Supply by an organisation in possession of the appropriate Wholesale Dealer Authorisation (must include cold chain and unlicensed medicines)
- Movement of vaccine must meet the conditions of authorisation or marketing authorisation of the relevant vaccine and must be lawful.
- Movement of vaccine, whether for mutual aid purposes or to re-balance stocks locally, must be personally approved at provider level by the pharmacist taking responsibility for the movement of the vaccine both at the donor site and at the recipient site
- The movement of vaccine should not take place before being approved by a system level senior pharmacist (eg. ICS lead pharmacist, hospital Chief Pharmacist or CCG Head of Medicines Optimisation) **AND** by the duty System Vaccine Operations Cell (SVOC) SRO
- The responsible lead pharmacists for the relevant organisations **MUST** be consulted and will be expected to take professional responsibility for authorising such movements.

- All transfers must be documented to ensure that vaccine stocks can be reconciled by the national team and that such transfers do not compromise the delivery of future vaccines stocks. A clearly defined audit trail must be available and held at system level.
- Ensure each Covid-19 stock vaccine movement request is treated equitably, and escalation for advice to the regional team undertaken only where needed. Local systems should endeavour to make the best possible use of vaccines that have been allocated and delivered to systems to maximise vaccine uptake and avoid waste
- Every movement of vaccine must have appropriate pharmaceutical oversight arrangements in place prior to the movement taking place

#### 4. Steps to be completed

**All transfers MUST take place within the existing legal and Regulatory frameworks and the appropriate conditions of authorisation or marketing authorisations of the vaccines must be strictly adhered to. This is to ensure that both patient safety and product integrity are maintained throughout.**

1. Identify both donor and recipient organisations and sites and the responsible pharmacists that will oversee the movement. Ensure that all parties understand their legal responsibilities under the conditions of authorisation or marketing authorisation of the relevant vaccine and, where it applies, the enhanced service specification
2. Fully complete a COVID-19 stock vaccine movement request form (Template A is provided for convenience although this may be adapted for local use) and send to relevant System Vaccination Operation Centre (SVOC). It is important that all required fields are completed by the donor and recipient sites prior to submission.
3. The completed form must be personally signed by the SVOC SRO (or deputy on duty) AND the relevant responsible pharmacist(s) for the organisations concerned before submission to NHS England and NHS Improvement PMO. For LVS sites, this MUST include the CCG Head of Medicines Optimisation (or equivalent role). It is expected that the responsible pharmacist(s) has checked and confirmed that the transfer is permissible under the existing legal and Regulatory frameworks.
4. Prior approval by the regional pharmacy team is no longer required although a copy of the completed form should be emailed to the Regional Vaccine Programme Management Office - [england.midscovid19vacs.pmo@nhs.net](mailto:england.midscovid19vacs.pmo@nhs.net) with 24 hours of the completion of the movement of vaccine
5. Regional PMO to assign a task number and send an acknowledgement email using **email template B**.
6. Regional PMO log request and task number on the master spreadsheet for recording Covid-19 Stock Vaccine movements and update Palantir Foundry
7. Regional PMO to send a copy of the completed form to the National Vaccination Operations Centre (NVOC) to enable logging and stock reconciliation.

## Midlands Region COVID-19 Vaccine Movement Notification Form

### Notification of movement of vaccine

Donor Organisation/Site	
<b>Donor Name</b> <b>Donor Email</b> <b>Donor Job title</b> <b>Donor phone number</b>	
<b>Site where vaccine held (Address)</b> <b>Postcode</b>	
<b>Delivery Model (HH, VC, LVS)</b>	
<b>Codes (complete at least 1)</b>	ODS:          Foundry:          IMMFORM:
<b>Planned transfer date</b>	

Recipient	
<b>Recipient Name</b> <b>Recipient Email</b> <b>Recipient Job title</b> <b>Recipient phone number</b>	
<b>Where vaccine will be sent (Address)</b> <b>Postcode</b>	
<b>Delivery model (HH, VC, LVS)</b>	
<b>Destination site Codes (complete at least 1)</b>	ODS:          Foundry:          IMMFORM:
<b>Which cohorts are the transferred vaccines to be used for?</b>	

Vaccine	
<b>Vaccine Manufacturer (AstraZeneca, Pfizer, Moderna)</b>	
<b>Number of boxes to be transferred</b>	Boxes
<b>Box size</b>	Each box is          Vials
<b>Will any linked consumables be sent (i.e. needles, syringes, saline...)</b>	Please detail all items and quantities:

Approvals	
<b>Reason for Transfer Request</b> (refer to NHS England policy and provide a narrative to support the transfer request)	Add comments in the box below:
<b>By signing below, the SVOC SRO and responsible pharmacists confirm:</b>	<input type="checkbox"/> The proposed transfer is lawful <input type="checkbox"/> Product integrity will be maintained (including validated cold chain and documented audit trail) Dated
<b>Donor Responsible Pharmacist approval</b>	Dated (insert name and email in the box)
<b>Recipient Responsible Pharmacist approval</b>	Dated (insert name and email in the box )
<b>SVOC SRO (or on-duty deputy) approval</b>	Dated (insert name and email in the box)
<b>System Level Responsible Pharmacist approval</b>	Dated (insert name and email in the box )
<b>Date Notification Sent to Regional PMO</b>	Dated

**TEMPLATE B– Email Template for ROC acknowledge receipt of notification**

Dear SVOC

Thank you for submitting the Covid-19 vaccine movement notification.

Kind regards