

The London Region Flu Vaccine Stock Review and Ordering Process for General Practice

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London Region Immunisation Team

NHS England and NHS Improvement



Overview

- Following the success of the 2020 to 2021 seasonal flu immunisation programme, the Department of Health and Social Care (DHSC) has announced its intention to continue with the expanded flu programme in the 2021/22 flu season as part of its continued response to the COVID-19 pandemic. This includes a drive to increase uptake in existing cohorts eligible for a free vaccine under the NHS programme, and also expansion to new groups, such as secondary school children up to year 11.
- In order to achieve even higher vaccine uptake DHSC has secured **an additional supply of influenza vaccines**, as a temporary measure for this year only. Providers should work with commissioners to ensure stock is prioritised to where it is needed most, in eligible cohorts under the NHS programme where uptake is lower. Additional supply arrives later in the season. We are now able to confirm the process by which **general practices will be able to access this additional stock**. A proportion of this additional stock will also be made available to community pharmacies and trusts, and the arrangements for them to order against this stock has been detailed separately.
- This pack outlines a London-level regional approach to implementing the ‘DHSC guidance for primary care in England on accessing DHSC centrally supplied flu vaccines’ **for general practices only**. The full guidance is available [here](#).
- **The stock order form** for general practices is available [here](#). Practices are advised to request flu vaccine stock via this form only.
- The remainder of this pack outlines:
 - The details of the general practice stock review and ordering process, with timelines (pp. 3-4)
 - An overview of the content of the ordering form and stock review content (p. 5-6)
 - Details of the sign-off and delivery process (pp. 7-8)

The London region flu vaccine stock review and ordering process for general practice



General practice ordering and review weekly operational cycle

Orders requested

Orders reviewed and placed

Orders delivered

A	A	A	A	A	A	A	B	C/D	>	>	>			>	>	>	E			
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
Week 1							Week 2							Week 3						

Event	Description
A	Practice submits Stock Order Forms online. Forms with inaccurate or incomplete data will not be actioned.
B	Every Monday , flu PMO collates all forms received during the previous week (<i>Week 1</i>), sends ICS level compilations to each PH commissioning lead.
C	Every Tuesday , ICS commissioners review and sign-off ICS-level orders, send ICS form back to flu PMO. Flu PMO informs practices and ICS-leads of outcomes, compiles Product-level forms for regional leads to submit orders.
D	Every Tuesday , Regional orders are submitted to each manufacturer.
> E	Orders will be delivered to practices within eight business days of event D. As such, all approved orders in <i>Week 1</i> will be received by practices by Thursday of <i>Week 3</i> .

Order form part one – the standard form

- The standard form is a National requirement, and submitted to us by the national team
- Data requested:
 - Order information
 - Account information
 - Delivery information
 - Registration numbers
- **To note**
 - Each order can only have between 50 to 500 doses
 - Orders without account information with the manufacturer requested will not be processed
 - Orders with incomplete or inaccurate data will be returned by the PMO team
 - The form responses are uploaded online



Order form part two – stock review and additional information requested

- The London region is requesting additional information in order to better understand demand and supply in the region
- Stock in
 - Total doses ordered and received to date
 - Doses ordered and not yet received to date
 - Total doses received via mutual aid
- Stock out
 - Total doses administered
 - Total doses transferred out via mutual aid
 - Total doses discarded
- Demand
 - Total bookings over the next two weeks
 - Have the opportunities for mutual aid been exhausted?
- Supply
 - Have all opportunities for mutual aid been exhausted?
- Additional information
 - ICS
 - Date of request
- Declaration and sign-off
 - Name and title



Regional compilation and commissioner sign-off

- Every **Monday**, flu PMO collates all forms received during the previous week (*Week 1*), sends ICS level compilations to each PH commissioner. Incomplete or inaccurate forms will not be accepted.
- Every **Tuesday**, PH commissioners review and sign-off ICS-level orders, send ICS form back to flu PMO. Flu PMO informs practices and ICS-leads of outcomes, compiles Product-level forms for regional leads to submit orders on the same working day that sign-off is received.
- Suggested PH commissioner assurance elements
 - Is order form completed fully and accurately?
 - Is order acceptable in light of available stock and existing demand
 - Decision (Rejected, Approved)
 - Data
 - Sign-off
 - Comments (if needed)
 - Sign-off



Regional order and delivery

- Every **Tuesday**, Regional orders are submitted to each manufacturer
- One weekly regional order will be submitted to each manufacturer
- Orders will be delivered within seven business days of orders being received (Sanofi)

