PRE-EVENT VACCINATION SYSTEM TRAINING FOR LOCAL ADMINISTRATORS

PART 6

XIII.   **Function 4: Organization/Program Staff**

  A. Organizations refer to hospitals, state or local departments of health, and vaccination clinics.

    1. Hospital – Hospitals pre-screen, educate, and identify individuals who are eligible to receive the vaccination

    2. Department of Health – Departments of Health receive lists of eligible candidates from hospitals and coordinate scheduling between hospitals and clinics

    3. Vaccination Clinic – Vaccination clinics screen patients, vaccinate consenting patients, record take responses, and record the adverse events in PVS

  B. CDC creates and pre-loads public health organization information to the system. If you have local administrator rights, you can update your organization record, add and edit program staff assigned to your organization, and associate program staff with your organization, but you CANNOT create new organizations.

  C. Under the "Edit Organization" you may either view an organization and its assigned program staff or edit organization and add/edit program staff. These are determined by your user role and organization assignment(s). You may only edit organization information and add/edit program staff for organizations to which you are assigned.

  D. Add Program Staff - Program staff can be a clinic employee or a CDC employee deployed to a specific clinic as a contact person, a vaccinator, or an examiner.

    1. Organization contact - staff member who is an organization's primary contact. At a referring organization, the contact should be the individual responsible for coordinating patient scheduling. For vaccination clinics and take reading clinics, the contact person should be the clinic coordinator or Department of Health program coordinator.

    2. Vaccinator - Staff member(s) who administer the vaccinations

    3. Take evaluator (examiner) - Staff member(s) who will evaluate the take response six to eight days following the vaccination.

  E. Global and local administrators are the only users who can add program staff to PVS.

    1. Using the navigation panel to the left, click "Add Program Staff"

    2. Type the staff member's title in the TITLE box (e.g., Mr., Mrs., Ms., Dr.).

    3. Type the staff member's first name in the FIRST NAME box.

    4. Type the staff member's middle name in the MIDDLE NAME box.

    5. Type the staff member's last name in the LAST NAME box.

    6. Type the staff member's suffix in the NAME SUFFIX box (e.g., Jr., III, MD, RN).

   7. Click SAVE. A message will be displayed to confirm that the information has been saved.

  F. Viewing Program Staff – This page allows you to view program staff names. If you need to edit program staff, just add a new record.

    1. Using the Navigation panel to the left, select "Search Program Staff".

    2. Type the staff member's first name in the FIRST NAME box.

    3. Type the staff member's last name in the LAST NAME box.
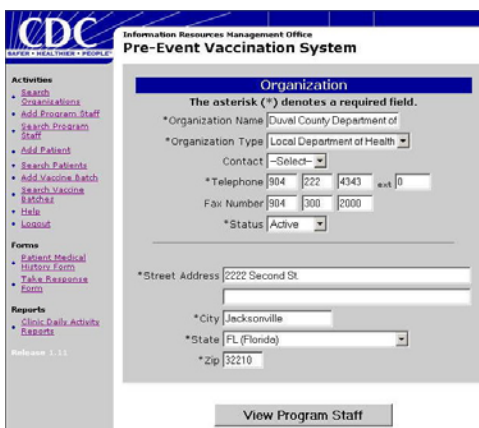
4. Click SEARCH.

5. Note: If you cannot find the staff member's name, click REFINE SEARCH or NEW SEARCH.
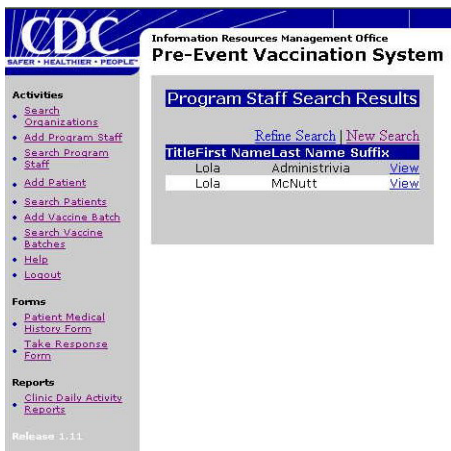
6. In the "Program Staff Search Results" form, click EDIT next to the staff member's name whose record you want to view.
7. When you have finished viewing, select another option from the navigation panel to the left.

G. View Organizations and Program Staff Assignments – You can use the "Search Organization" form to view all organizations involved in the vaccination effort. Furthermore, you can view the program staff members that are assigned to that organization.
1. Using the navigation panel to the left select "Search Organizations".
2. In the Organization Search form, select one or more search criteria:
    a) Select the organization name from the ORGANIZATION drop-down list.
    b) Select the state where the organization is located from the STATE drop-down list.
    c) Select the city where the organization is located from the CITY drop-down list.
3. Click SEARCH.
4. Note: If you cannot find the organization's name, click REFINE SEARCH or NEW SEARCH.
5. Click VIEW next to the organization name that you want to view.
6. If you would like to view the list of assigned staff members, click VIEW PROGRAM STAFF at the bottom of the page.

7. When you have finished viewing, click another link to perform another function.

H. Edit organization information – The "Organization Search" form allows you to edit organization information for the clinic to which you are assigned.
   1. Using the navigation panel to the left, click "Search Organizations"
   2. In the "Organization Search" form, enter one or more search criteria:
      a) Select the organization name from the ORGANIZATION drop-down list.
      b) Select the state where the organization is located from the STATE drop-down list.
      c) Select the city where the organization is located from the CITY drop-down list.
   3. Click SEARCH.

4. In the "Organization Search" form, click EDIT next to the Organization name that you want to edit. If you cannot find the organization's name, click REFINE SEARCH or NEW SEARCH.
5. This will take you to the "Organization" form for the Organization you have selected.
6. In the "Organization" form, modify the information as necessary
7. When you have finished, click SAVE. A message will be displayed to confirm that the information has been saved.

I. Associate Program Staff with Your Organization - You can associate program staff members with your organization using the "Search Organization" form. Local administrators can only associate program staff assigned to their organizations.
   1. Using the navigation panel to the left, click "Search Organizations"
   2. In the "Organization Search" form, enter one or more search criteria:
      a) From the ORGANIZATION drop-down list, select your vaccination clinic.
      b) From the STATE drop-down list, select the state where your clinic is located.
      c) From the CITY drop-down list, select the city where your clinic is located.
   3. Click SEARCH
   4. In the "Organization Search" form, click EDIT next to the Organization name that you want to edit. If you cannot find the organization's name, click REFINE SEARCH or NEW SEARCH.
   5. This will take you to the "Organization" form for the Organization you have selected.
   6. In the "Organization" form, click ADD PROGRAM STAFF

   a) In the Organization Program Staff form, select the staff member's name from the STAFF MEMBER drop-down list
   b) Select the staff member's responsibility(ies) from the available choices. Mark all that apply. To assign an individual more than one responsibility, hold down the Ctrl key and select the appropriate responsibilities.
      1) Contact - The clinic's contact person about the immunization program.
      2) Vaccinator - Gives the vaccinations.
      3) Examiner - Reads the vaccination take responses.
   c) When you have finished, click SAVE. A

message will be displayed to confirm that the information has been saved.

    d) Repeat these steps to associate more staff members with the clinic.

7. You may edit program staff assignments and view all program staff assigned to your clinic by selecting EDIT PROGRAM STAFF

    a) In the "Organization Search" form, enter one or more search criteria:

        1) Select the organization name from the ORGANIZATION drop-down list.

        2) Select the state where the organization is located from the STATE drop-down list.

        3) Select the city where the organization is located from the CITY drop-down list.

    b) Click SEARCH.

    c) In the "Organization Program Staff Search Results" form, click EDIT next to the program staff name that you want to edit.

    d) This will take you to the "Organization Program Staff" form for the Program Staff you have selected.

    e) In the "Organization Program Staff" form, modify the information as necessary

    f) When you have finished, click SAVE. A message will be displayed to confirm that the information has been saved.

XIV. **Function 5: PVS Reports** – The clinic is responsible for generating clinic reports, and any alternative system implemented by the clinic should be able to provide the following reports as described. Remember that you will need Adobe Acrobat reader in order to view the reports.
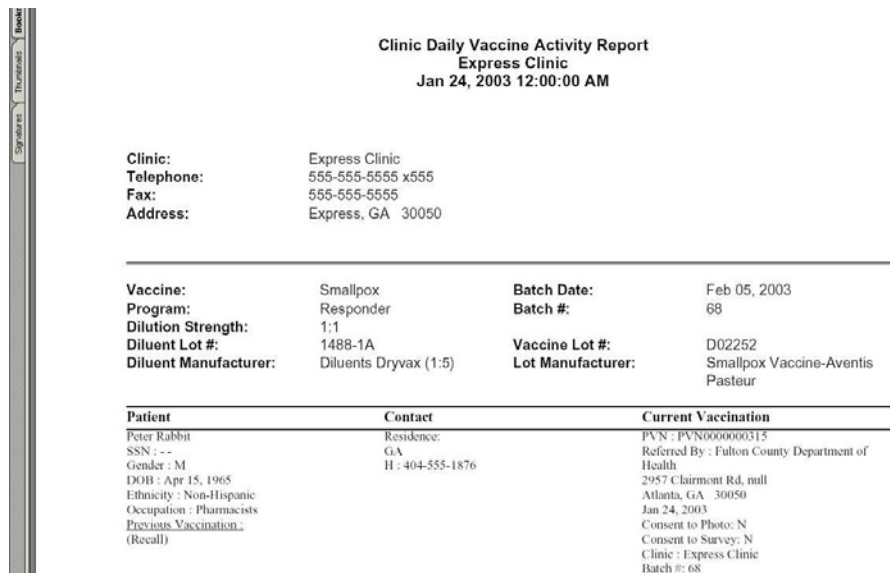
A. Clinic Vaccination Reports
1. <u>Daily Vaccination Activity</u> - This report is a complete record of all vaccinations performed at the clinic on the date for which the report is run. This report contains all data captured for each patient. It is intended to be used for quality assurance of the input data and to provide a complete record of the clinic's vaccination activity.
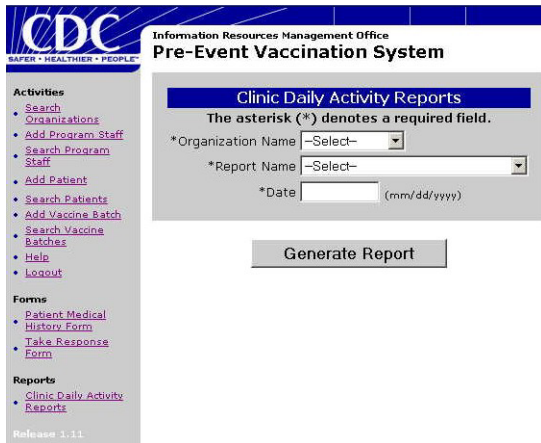
    a) Using the navigation panel to the left, under "Reports", click "Clinic Daily Activity Reports"

    b) In the "Clinic Daily Activity Reports" form, select the name of your vaccination clinic from the ORGANIZATION NAME drop-down list. You can only run reports for organization(s) to which you are assigned.

    c) From the REPORT NAME drop-down list, select CLINIC DAILY VACCINATION ACTIVITY.

    d) In the DATE box (mm/dd/yyyy format), enter the date for which to run the report.

    e) Click GENERATE REPORT.

    f) Click the PRINT icon to print the Clinic Daily Vaccination Activity report.

    g) To close the report, go to File and select close or you may close the window in which the report is located.

2. <u>Daily Take Response Activity</u> - This report is a complete record of all take response readings performed at the clinic on the day for which the report is run. This report includes all data captured for each patient. It is intended to be used for quality assurance of the input data and to provide a complete record of the clinic's take response activity.
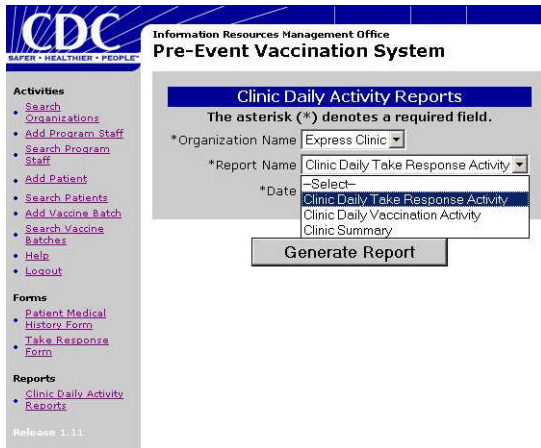
a) Using the navigation panel to the left, under "Reports", click "Clinic Daily Activity Reports"
b) In the "Clinic Daily Activity Reports" form, select the name of your vaccination clinic from the ORGANIZATION NAME drop-down list. You can only run reports for organization(s) to which you are assigned.
c) From the REPORT NAME drop-down list, select CLINIC DAILY TAKE RESPONSE ACTIVITY.
d) In the DATE box (mm/dd/yyyy format), enter the date for which to run the report.
e) Click GENERATE REPORT.

f) Click the PRINT icon to print the Clinic Daily Take Response Activity report.
g) To close the report, go to file and select close or you may close the window in which the report is located.

3. <u>Clinic Summary Report</u> - This report is a summary report for a clinic. This report includes, but is not limited to, the total number of vaccinations, total number of take response readings, and a count at each take response level (no take, major, and equivocal).
   a) Using the navigation panel to the left, under "Reports", click "Clinic Daily Activity Reports"
   b) In the "Clinic Daily Activity Reports" form, select the name of your vaccination clinic from the ORGANIZATION NAME drop-down list. You can only run reports for organization(s) to which you are assigned.
   c) From the REPORT NAME drop-down list, select CLINIC SUMMARY
   d) In the DATE box (mm/dd/yyyy format), enter the date for which to run the report.
   e) Click GENERATE REPORT.
   f) Click the PRINT icon to print the Clinic Summary report.
   g) To close the report, go to file and select close or you may close the window in which the report is located.

B. Public Health Reports - You must have public health privileges to run these reports. We need to update this information.
    1. Referring Organization Summary Report
        a) Provides a list of people who have been vaccinated and their take response, sorted by referring organization and occupation.
        b) This report is intended to provide a list of people for building the public health and clinical response teams in the event of an outbreak.
        c) Each Grantee will be able to run reports for referring organizations in their jurisdiction.

    2. Response Team Contact List
        a) List of people who are protected; those who have been vaccinated and have had a positive take response (take response is "major").
        b) Intended to provide a list of protected people for building the public health and healthcare response teams in the event of an outbreak.
        c) Each Grantee will be able to run a report for response teams composed of vaccinees referred through organizations within their jurisdiction
        d) Two types available:
            1) Public Health Response Team Report (sorted by occupation)
            2) Healthcare Response Team (sorted by referring organization and occupation)

XV.   On-Line Help
  A. Using the navigation bar to the left, select help.

XVI.   Logging off the System
XVI.   Logging off the System
  A. Using the navigation panel to the left, select "Logout"

XVII. Contact Information
       Telephone: 1.800.532.9929 Ext. 4
       Email: pvsinfo@cdc.gov or cdcsdn@cdc.gov
       World Wide Web: www.bt.cdc.gov/agent/smallpox
       Office Hours: 8:00 A.M. - 8:00 P.M. EST, Monday - Friday