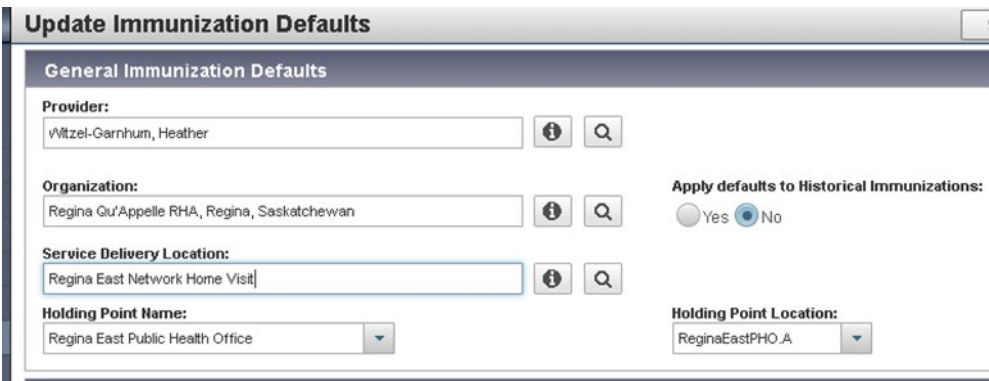
 Saskatchewan Health Authority	Title: Non-Public Health Providers entering their Immunizations into Panorama Role performing Activity: All non-public health immunization providers with authorized access	
<h1>WORK STANDARD</h1>	Location: Clinical Integration Public Health intranet site	Department/Unit: Clinical Integration – Public Health
	Document Owner: Clinical Integration Public Health	Date Prepared: September 14, 2020
	Last Revision:	Date Approved: September 14, 2020
	Related Policies/Documentation: <ul style="list-style-type: none"> • Work Standard – Regina Area – Panorama Client Record Search • Panorama Policy – Document of Consent Panorama • Panorama Policy – Document of Immunization Refusal Panorama 	

Work Standard Summary: Recognizing health networks will have multiple health providers immunizing, it is important to ensure that client immunization profiles are accurate, up-to-date, and as complete as possible in order to ensure patient safety. This work standard will assist authorized Panorama users who are non-public health providers (i.e.: PHC RNs, Paramedics, NPs, RTs, OHNs, etc.) to enter their vaccines. Entry of provided vaccinations must be completed within 24 hours.

Essential Tasks:	
1.	<p>Ensure your Defaults are set for the corresponding Provider (last name, first), SDL (See Appendix) and Holding Point Location from which the vaccine was retrieved from. (ie: Regina Central Network Four Directions, Regina North PHO, Regina East PHO).</p>  <p>The screenshot shows a window titled "Update Immunization Defaults" with a "General Immunization Defaults" section. It contains the following fields and options:</p> <ul style="list-style-type: none"> Provider: Witzel-Garnhum, Heather Organization: Regina Qu'Appelle RHA, Regina, Saskatchewan Service Delivery Location: Regina East Network Home Visit Holding Point Name: Regina East Public Health Office Holding Point Location: ReginaEastPHO.A Apply defaults to Historical Immunizations: Radio buttons for Yes and No, with "No" selected.

2.

Search for the client using the appropriate **Client Search** variables. Refer to Work Standard Regina Area - Panorama Client Record Search as needed.

When client is found

- **Click** on the radio button **beside their name**.
- **Click set client into context**.
- **Click Client Imms Profile**

Preview		Update		Set In Context		Create Cohort		Client Imms Profile	
<input checked="" type="checkbox"/>		Client ID	Health Card Number	Last Name	First Name	Gender			
<input checked="" type="checkbox"/>		77055	587877988	Gerald	Hummingb...	Female			
Total: 1						1			

3.

The screenshot shows the 'Immunization Profile' page. On the left is a sidebar menu with options like 'Adverse Events (AEFI)', 'Search Mass Imms Event', 'TB Skin Test Summary', 'Mass TB Event Summary', 'Search Vaccine Wastage', 'Schedule Reforecast', 'Subject Summary', 'Notes', 'Document Management', and 'Communication Templates'. The main area is titled 'Immunization History - Summary Grid' and contains a table with columns for Agent, Date Administered, and Status. A row is highlighted for 'Tdap' administered on '2011 Oct 12'. Below this is a 'Detailed Data Table' with columns for Agent, Date Administered, Age at Administration, Status, Revised Dose, Trade Name, and Body Site. A row shows 'Tdap' administered on '2011 Oct 12' at '8y 3m' age, with a 'Valid' status and 'Left arm' body site.

On the Immunization Profile Update page

- Click on “Add Single Immunization”
- Click on “Add Non-Provider Recorded”

The screenshot shows a dropdown menu for 'Add Single Immunization'. The options are: 'Add Historical', 'Add Non-Provider Recorded', and 'Add Provider Recorded'.

The screenshot shows the 'Update Client Immunization Profile' form. It includes fields for 'Immunization Type' (set to 'Non-Provider Recorded'), 'Agent' (set to 'Inf'), 'Date Administered' (set to '2020/09/14'), 'Age at Administration' (with fields for years, months, and days), 'Consent Readiness', 'Reason for Immunization', 'Provider' (set to 'Provider, Regina'), and 'Verification Status' (with radio buttons for 'Requested', 'Not Requested', and 'Completed'). There are also buttons for 'Launch Report', 'Add to WQ', 'Save', 'Record Consent', and 'Ap'.

Document the required information for the vaccines:

- Vaccine **Agent** (e.g., Inf, Pneu-P-23, Tdap, Td)
- **Date administered**
- **Provider** – ensure your name is documented
- **Organization** – Regina Qu’Appelle RHA, Regina, Saskatchewan
- **Service Delivery Location** – See appendix
- **Holding Point Name** – this is the office where you obtained your vaccine. The purpose is to decrement your inventory. If the vaccine is not added to inventory, this can be left blank.
- **Holding point Location** – to match the holding point name
- **Lot number** by selecting it from the drop down
- **Dosage** – pre-populated once you pick your lot number
- **Dosage Unit of measurement (UOM)** – pre populated once the lot number is picked
- **Site**
- **Route** prepopulated once the lot number is picked

4.

Scroll up to the top of the pop up page

- Click on “record consent”

5.

As per policy the following must be documented for a legal consent:

- Instruction: grant – will automatically populate.
- Effective from date: will populate with current date.
- Consent given to: click on the radio button next to **current user** – this will automatically populate your name.
- Consent given by: click on other relation and pick appropriate option. When **choosing guardian, parent, or substitute decision maker you must enter the the full name – Last name, first.**

- Click **Save**

6.

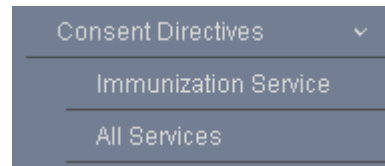
- Click **Apply** at the top of ‘add immunization’ box,
- Click **Save** at the top of page.

	2018 Dec 31	2019 Sep 25		
5	2018 Dec 31	2019 Feb 28		
5				

7.

Documentation of any vaccine refusal by a client is recorded in Consent Directives. From the left hand navigation expand the “Client” tab

- Click on Consent Directives → Immunization Service



- In row actions enter the specific vaccine and click “add”
- Instructions - Refuse
- Reason - field is activated, click on the Parent/Guardian/Client Refusal
- Effective from date: will populate with current date.
- Consent given to: click on the radio button next to **current user** – this will automatically populate your name.
- Consent given by: click on other relation and pick appropriate option. When **choosing guardian, parent, or substitute decision maker you must enter the full name – last name, first.**

Current Consent Status by Immunizing Agent ↑ Hide Details			
Row Actions:	ap	▼	Add
Agent	Antigens	Consent Readiness	
<input checked="" type="checkbox"/>	Inf	<input checked="" type="checkbox"/> Influenza (Inf)	No
<input type="checkbox"/>	<input type="checkbox"/> All (selects all Antigens in the system)		

Client Directives ↑ Hide Details

Create New Client Directive:

Status: Draft Confirmed

Instruction: # of Doses: * Reason:

Consent Given By: * Effective From Date: / /

Form of Consent:

Consent Given To: Not Specified Current User Other Effective To Date: / /

Comments:

8.

Data entry into Panorama needs to be checked three times:

1. After entering the data, prior to clicking apply.
2. Reviewing the Immunization History - Detailed Data Table before clicking save.
3. After clicking save – review the Immunization History - Summary Grid or Immunization History Detailed Data Table.