

 <p>Saskatchewan Health Authority</p> <h1 style="font-size: 48px; margin: 0;">WORK STANDARD</h1>	<p>Title: Non-Public Health Providers entering their Immunizations into Panorama</p> <p>Role performing Activity: All non-public health immunization providers with a support staff role in Panorama</p>	
	<p>Location:</p>	<p>Department/Unit:</p>
	<p>Document Owner:</p>	<p>Date Prepared:</p>
	<p>Last Revision:</p>	<p>Date Approved:</p>
	<p>Related Policies/Documentation:</p> <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 we 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, 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 (Which office you attained the vaccine. This will decrement your inventory. If your vaccine is not held in the inventory – leave blank.</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Update Immunization Defaults</p> <p>General Immunization Defaults</p> <p>Provider: <input type="text" value="Witzel-Garnhum, Heather"/> ⓘ 🔍</p> <p>Organization: <input type="text" value="Regina Qu'Appelle RHA, Regina, Saskatchewan"/> ⓘ 🔍</p> <p>Service Delivery Location: <input type="text" value="Regina East Network Home Visit"/> ⓘ 🔍</p> <p>Holding Point Name: <input type="text" value="Regina East Public Health Office"/></p> <p>Apply defaults to Historical Immunizations: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Holding Point Location: <input type="text" value="ReginaEastPHO.A"/></p> </div>

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	567677988	Gerald	Hummingb...	Female			
Total: 1						1			

3.

Immunization Profile

- 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
- Communication Templates

Immunization History - Summary Grid

Agent	Date Administe...				
Tdap	2011 Oct 12				

Immunization History - Detailed Data Table

Update	View	Delete	Agent	Date Administered	Age at Administration	Status	Revised Dose	Trade Name	Body Site
			Tdap	2011 Oct 12	8y 3m	Valid			Left arm

On the Immunization Profile Update page

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

▼ Add Single Immunization ▼

Add Historical

Add Non-Provider Recorded

Add Immunization

Immunization Type: Historical

*** Agent:**

*** Date Administered:**

 CDT Estimated

Age at Administration:

years
 months

Consent Readiness:
Missing

Reason for Immunization:

Information Source:

Provider:

Verification Status: Requested Not Recorded

Document the required information for the vaccines:

- **Vaccine Agent** (e.g., Inf, Pneu-P-23, Tdap, Td, COVID-19, Pfizer-BioNTech, COVID-19 Moderna)
- **Date administered**
- **Provider** – ensure your name is documented
- **Organization** – Regina Qu’Appelle RHA, Regina, Saskatchewan
- **Service Delivery Location** – The place where you are physically immunizing
- **Holding Point Name** –the office from where you attained 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** – matches 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”

Add Immunization Record Consent Apply Reset

Immunization Type: Historical

* Agent: COVID-19 Pfizer-BioNTech m...
* Date Administered: 2021/01/11 [calendar] hh:mm CDT Estimated
Age at Administration: 25 [input] [input] [input]
years months days

Consent Readiness: Missing

Reason for Immunization: Information Source:

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**

Record Consent for Service
Wedge, Darcy Elizabeth COVID-19 Pfizer-BioNTech mRNA BNT162b2

* Instruction: Grant Reason for Refusal: Reason Description:
* Effective From: 2021/01/11 [calendar] To: yyyy/mm/dd [calendar] Number of Doses: Form of Consent: Verbal
Consent Given To: Not Specified Current User: puser, puser10 Other
Consent Given By: Not Specified Related Client Other Relation: Client
Comments:
Save Reset

- Click **Save**

6.

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



The screenshot shows a software interface with a table and buttons. The table has two columns of dates. The first row shows '2018 Dec 31' and '2019 Sep 25'. The second row shows '2018 Dec 31' and '2019 Feb 28'. Below the table are four buttons: 'Record Consent', 'Apply', 'Reset', and 'Cancel'.

Launch Report	Add to WO	Save	Reset	?	⌵
5					
2018 Dec 31	2019 Sep 25				
2018 Dec 31	2019 Feb 28				
5					

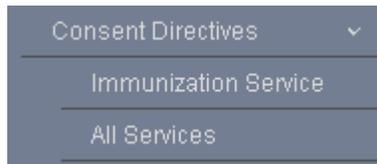
Record Consent Apply Reset Cancel

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.**

A screenshot of a table titled 'Current Consent Status by Immunizing Agent'. The table has columns for 'Agent', 'Antigens', and 'Consent Readiness'. The 'Row Actions' are set to 'ap' and there is an 'Add' button. The table contains one row for 'Tdap' with 'Diphtheria (d)', 'Pertussis (ap)', and 'Tetanus (T)' antigens checked, and a 'Consent Readiness' of 'No'. There is also an 'All' checkbox for selecting all antigens.

Agent	Antigens	Consent Readiness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Diphtheria (d) <input checked="" type="checkbox"/> Pertussis (ap) <input checked="" type="checkbox"/> Tetanus (T)	No
<input type="checkbox"/>	<input type="checkbox"/> All (selects all Antigens in the system)	

A screenshot of the 'Client Directives' form. It includes fields for 'Status' (Draft, Confirmed, Selected), 'Instruction' (Grant), '# of Doses', and '* Reason'. There is a large text area for instructions with a '(100 characters)' limit. The 'Consent Given By' field is set to 'Client'. There are date pickers for 'Effective From Date' (2021-01-14) and 'Effective To Date'. The 'Consent Given To' field has radio buttons for 'Not Specified', 'Current User' (selected), and 'Other'. The 'Current User' field is populated with 'Witzel-Gamhum, Heather'. There is a 'Comments' text area at the bottom.

8.

Document Risk factor

- Go to the Left Hand Navigation (LHN), and click on the main heading “client” to expand the selections.

Select “Risk Factors”

Category: Select IMMUNIZATIONS

The screenshot shows a web application interface for entering risk factors. On the left is a dark sidebar with a navigation menu. The 'Immunizations' option is selected and highlighted in blue. The main content area is titled 'Risk Factors' and contains several dropdown menus and text input fields. The 'Response' dropdown is currently open, showing a list of options: 'All', 'Exposure', 'Immunizations', 'Medical History', 'Risk Behaviour', 'Sexual Behaviour', 'Social Determinants of Health', 'Special Population', 'Substance Use', and 'Travel'. The 'Immunizations' option is highlighted in blue. At the bottom of the form, there is a 'Row Actions' section with an 'Update' button.

For Health Care Workers (AHA/SHA/SCA/CC/FNJ HCW) :

- Risk Factor: Select i.e. **Occupation-Health care worker- Eligible for Publicly Funded Vaccines+** from Drop down menu
- Response:** Select “YES”
- Start Date:** Enter date the vaccine was provided.
- Reported date:** Will automatically populate to the current date
- Click the **Add** button
- Click **Save** at the bottom of the screen

For the LTC staff

- Risk Factor: Select i.e. **Special Population –LTC-Staff (Add'l Info)**
- Additional information – Name of LTC facility
- Response:** Select “YES”
- Start Date:** Enter date the vaccine was provided.
- Reported date:** Will automatically populate to the current date
- Click the **Add** button
- Click **Save** at the bottom of the screen

For the LTC **residents**

- Risk Factor: Select i.e. **Special Population –LTC-Resident (Add'l info)**
- Additional information – Name of LTC facility
- **Response:** Select “**YES**”
- **Start Date:** Enter date the vaccine was provided.
- **Reported date:** Will automatically populate to the current date
- **Click the Add** button
- Click **Save** at the bottom of the screen

For the Personal Care Home **Staff**

- Risk Factor: Select i.e. **Special Population –Personal Care Home-Staff (Add'l info)**
- Additional information – Name of PCH facility
- **Response:** Select “**YES**”
- **Start Date:** Enter date the vaccine was provided.
- **Reported date:** Will automatically populate to the current date
- **Click the Add** button
- Click **Save** at the bottom of the screen

For the Personal Care Home **Resident**

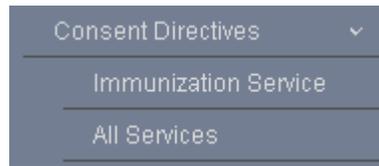
- Risk Factor: Select i.e. **Special Population –Personal Care Home-Resident (Add'l info)**
- Additional information – Name of PCH facility
- **Response:** Select “**YES**”
- **Start Date:** Enter date the vaccine was provided.
- **Reported date:** Will automatically populate to the current date
- **Click the Add** button
- Click **Save** at the bottom of the screen

9.

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		
Agent	Antigens	Consent Readiness
<input checked="" type="checkbox"/> COVID-19 Pfizer-BioNTech mRNA BNT162b2	<input checked="" type="checkbox"/> COVID-19 mRNA	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: Refuse # of Doses: * Reason: Parent/Guardian/Client Refusal

Consent Given By: Client (100 characters)

Form of Consent: Verbal

Consent Given To: Not Specified Current User Other

Effective From Date: 2021 / 01 / 14

Effective To Date: / /

Comments: (2000 characters)

10.

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.

