This is a supplemental guide for Island Health provisioned vaccine providers who use the DIWA workflow.

Please reach out to PPH.InfoSystems.Support@islandhealth.ca for additioanal ImmsBC documentation support.

Contents
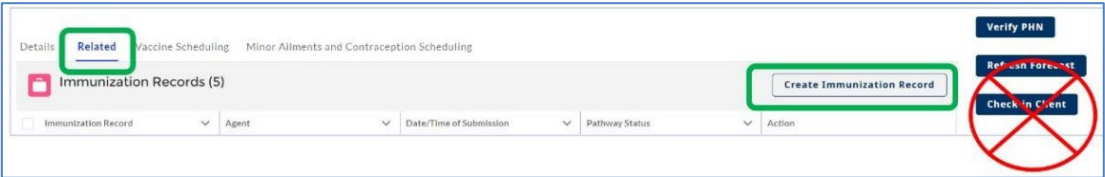
Acronyms & Abbreviations

	Description		Description
ISLH	Island Health	DIWA	Documenting Immuniztions without an Appointment
Imms	Immunization	CIR	Create Immunization Record
PIR	Provincial Immunization Registry		

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ImmsBC: Documenting Without an Appointment

User Defaults	☐ **Do** set your *User Defaults* at the start of your shift. ☐ **Do Not** set any *Advanced Defaults.* ISLH does not recommend using Advanced Defaults as it has led to an increase in documentation errors.
Client Search	☐ Once User Defaults are set, use the global search to find your client (search by PHN) More ⌄ 🔍 Search... 🔔 👤 ❑ Under Profiles, verify client identifiers & click blue hyperlink of the client's name
Clinical Review of Client Record	❑ Go to the **Related** tab to view clinical information. ❑ Prior to administering a vaccine, clinicians must **review all relevant client information,** to guide clinical decisions. Chart Review includes the following sections: ☐ Alerts ☐ Active Consents ☐ Relevant Immunization History ☐ ImmsBC Notes ☐ Relevant Agent Forecasts ☐ Deferrals ☐ Adverse Events Following Immunization ☐ Comments ☐ Relevant Risk Factors
Documenting Notes & Alerts	**Notes**: enter a note to capture relevant clinical information **Alerts:** can be documented for the following reasons: Sensitive Record (Mature Minor Consent), Safety Concern for Client, Safety Concern for Staff, & Other. To enter **Notes & Alerts** follow these steps: ❑ On Person Account Page → Related Tab ❑ Scroll to relevant section **(Notes or Alerts)** ❑ Click "New" & add details & save
Create Immunization Record (CIR)	To document administered vaccines: ☐ **Do** go to the Related tab & click: "**Create Immunization Record**." ☐ **Do Not** click "Check-In Client."

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Consent	## Record Consent Prior to Clinic Date

Record Consent Prior to Clinic Date

In some scenarios it may be helpful to document consent prior to clinic date. For example: when consent is given by a parent or substitute decision maker prior to the clinic date.

To document consent prior to clinic date, follow these steps:
- ❑ Global search for clients Profile
- ❑ On Person Account page, go to the **Related** Tab
- ❑ Scroll to Consent Section & click "**New**."
- ❑ Enter details & save

Record Consent on Clinic Date

After selecting **Create Immunization Record,** the Consent section will show if the client has an active consent documented in ImmsBC for the Agent selected.

For Client's **with** an Active Consent, the following will display:

Consent Nu... ∨	Response	Agent	Consent Given By	Consent Given To	Effective From ...	Effective To Date
CN-000001394	Grant	COVID-19 mRNA	Substitute Decisi...	ImmsBC PIR Integ...	2024-09-01	

Consent details.

Showing 1 to 1 of 1   < Previous   1   Next >

This Client has already provided Consent for the selected agent
To record a new Consent, click the button below

[Record Consent]

- ❑ After reviewing the active consent, the immunizer can scroll down to document the administered dose
  OR
- ❑ The Immunizer may decide to enter a new consent by selecting "**Record Consent**". This will end date the previous consent to 'yesterdays' date.

For Client's **without** an Active consent, the following will display:

Consent Number ∨	Response	Agent	Consent Given By	Consent Given To	Effective From Date

          < Previous   Next >

This Client does not have active Consent for the selected Agent
Select the appropriate response below

[Record Consent]   [Defer]

☐ Consent Previously Obtained (per BCCDC Standard)

- ❑ The immunizer can select "Record Consent" to document consent.
  OR
- ❑ The immunizer can select "Consent Previously Obtained (per BCCDC Standard)"
  - • This might be used by Sites that have documented consent on file that is not entered in ImmsBC.
  - • Immunizer can add comment in *Immunization Information* section to provide more details. Example: "*Active Consent by substitute decision maker is on file at Dufferin Place*"

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Ability to Document Multiple Consents

Consent can be entered for single agent or for multiple agents at a time if all details are the same (example: the same person is giving consent to all Agents on the same date)

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Deferrals	**Document a Deferral** when a client is eligible for a vaccine that is postponed.

To enter **Deferrals,** follow these steps:

- ❑ On Person Account Page → Related Tab
- ❑ Scroll to Deferrals section
- ❑ Click "New" & add details
- ❑ If known, include an end date when documenting a deferral.

End Dating Deferrals:

- Active deferrals block documentation of an administered dose of the same agent.
- Active deferrals have an **Effective To** date that is in the future or is blank
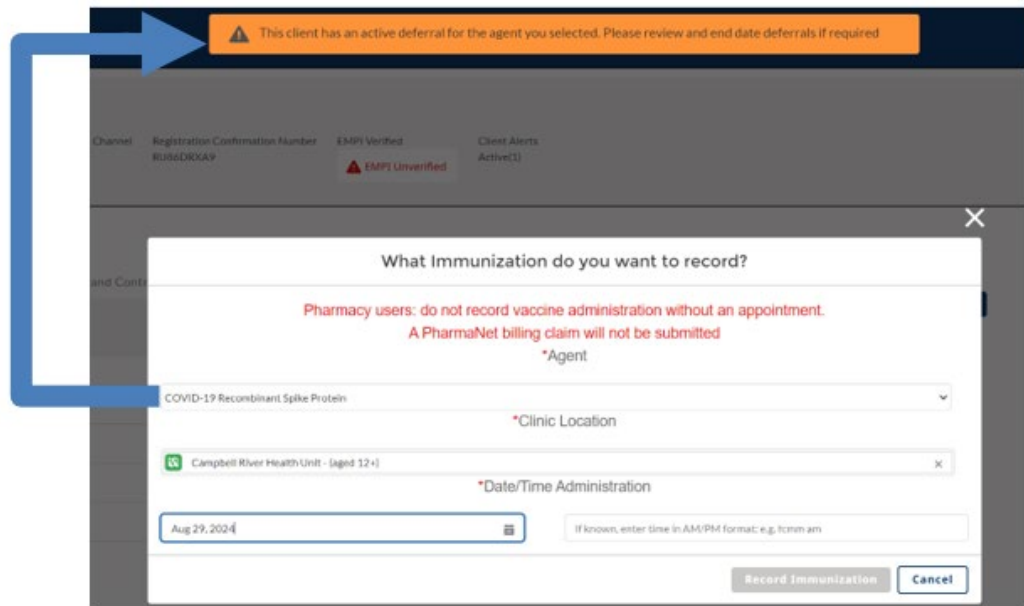
To end date a **Deferral**

- ❑ On Person Account Page → Related Tab
- ❑ Scroll to Deferrals section
- ❑ Click hyperlink of Deferral Name

Deferrals (4)			
Deferral Name	Agent	Effective From	Effective To
D-36752	COVID-19 Recombinant Spike Protein	2024-06-12	

- ❑ Click pencil icon next to Effective To and enter date (today)
- ❑ Enter reason for update in the comments & save

Troubleshooting: Active Deferral

- ❑ If you attempt to document an agent with an active deferral, the following error msg with populate in the top banner.

To proceed with documentation, follow these steps:

- ❑ Click Cancel to go back to Person Account page.
- ❑ Scroll to deferral section & end date deferral (as instructions above)
- ❑ Click on hyperlink to Profile name to navigate back to Client record.
- ❑ Click Related Tab & select "Create Immunization Record" & complete documentation

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Documenting in After Care	☐ On Person Account → Related Tab, click on Immunization Record number associate with record in After Care ❑ In Immunization Record, stay on Details tab and scroll down to After Care section. ❑ Click pencil icons in After Care section to document medical interventions.

ImmsBC: DIWA Error Management

Documentation Support & Error Reporting	Report the following documentation Errors to PPH.InfoSystems.Support@islandhealth.ca • **All** Consent Errors that require remediation or deletion • **All** Immunization Records that require deletion • Potentail duplicate client profiles
Corrections to Immunization record Post Save	If documented via DIWA, the following vaccine details are editable post save: • Site • Dose • Lot number To edit a vaccine record post save, follow these steps: ❑ Global search for client Person Account ❑ In **Related** tab, Click on hyperlink to **Immunization Record** ❑ Scroll to **Vaccination Information** ❑ Click pencil icon next to field that requires remediation & make edits ❑ Scroll up to Client Details section & Add a comment under "Revision Reason" ❑ Click save

References / Related Documentation

Guidance Documents posted at PPH Information Systems SharePoint

Revision History

Date	Author	Changes/Comments

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