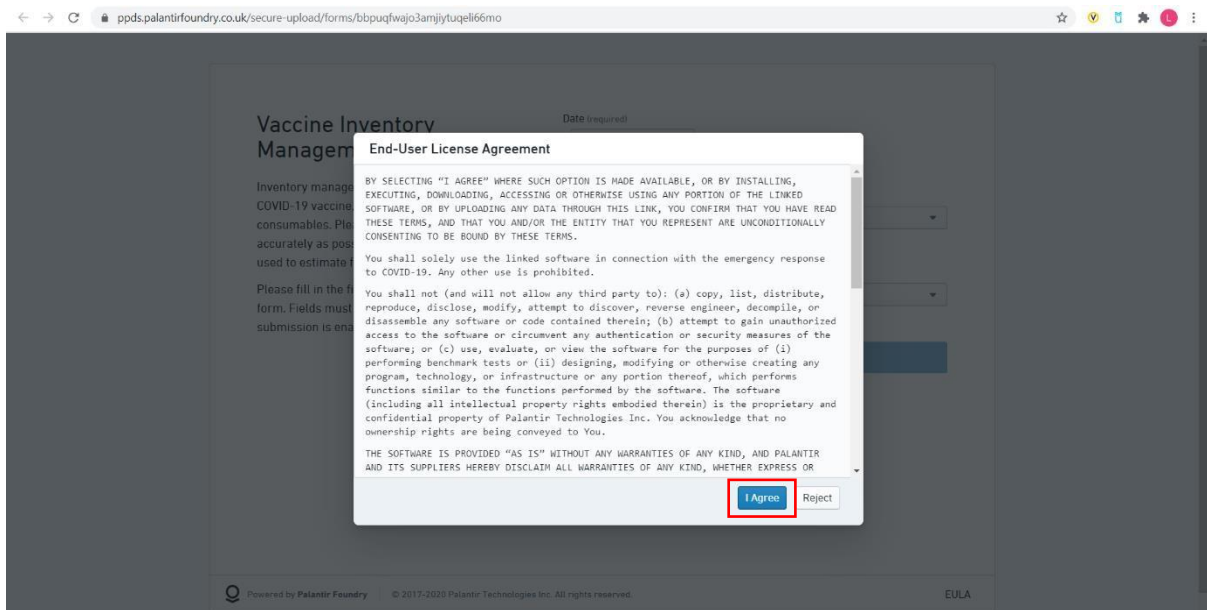


Hospital Hub User Guidance for Vaccine and Diluent Waste v2

There is a simple web-based form for managing and recording vaccine waste, with no login required. This web form must be filled in every day, as it is required for the conditions of authorisation of the product.

1. Access the web form for vaccine inventory management via the link provided to your organization by foundry.
2. Click 'I Agree' to the End-User License Agreement.



3. This will bring you to the Vaccine Inventory Management web form.

The screenshot shows the 'Vaccine Inventory Management' web form. The form title is 'Vaccine Inventory Management'. The form includes the following fields and instructions:

- Date (required)**: A text input field containing the date '12/13/2020'. Below the field, it says: 'Please enter the date you are submitting the form for'.
- Site Type (required)**: A dropdown menu with the text 'Select...' and a downward arrow.
- Submit**: A blue button.

The form also contains the following text:

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

The footer of the page contains the text: 'Powered by Palantir Foundry | © 2017-2020 Palantir Technologies Inc. All rights reserved. EULA'.

4. Enter the date you are submitting the form for.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/13/2020

Please enter the date you are submitting the form for

< December 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Submit

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5. For the 'Site Type' field, select 'NHS Provider'.

Site Type (required)
NHS Provider

Site Name (required)
Filter...

Select...

Record type (required)
Primary Care Network
Vaccination Centre

6. For the 'Site' field, select or search for the site you are recording waste for.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/13/2020
Please enter the date you are submitting the form for

Site Type (required)
NHS Provider

Site Name (required)
Select...

Record type (required)
Select...

Submit

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7. For 'Record type' field, select 'Waste' from the dropdown menu.

Record type (required)
Select...

Filter...

Stocktake

Waste

- This will present you with the 'Record Vaccine Waste' field. Select 'Yes' from the dropdown menu.

Record type (required)
Waste

Record Vaccine Waste (required)
Yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)
01/08/2021

- For the 'Vaccine type' field, select the relevant vaccine name from the dropdown menu.

Record type (required)
Stocktake

Record Vaccine Stocktake (required)
Yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)
01/08/2021

Vaccine 0 quantity (required)

Please record quantity in vials

Record additional batch (required)
 Yes No

10. Enter the Vaccine Batch number in the text box.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/13/2020
Please enter the date you are submitting the form for

Site Type (required)
NHS Provider

Site Name (required)
Select...

Record type (required)
Stocktake

Record Vaccine Stocktake (required)
Yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)
12/15/2020

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11. Select the Vaccine Batch expiry date.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

Date (required)
12/13/2020
Please enter the date you are submitting the form for

Site Type (required)
NHS Provider

Site Name (required)
Select...

Record type (required)
Stocktake

Vaccine 0 batch number (required)

Vaccine 0 expiry date (required)
12/15/2020

December 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Vaccine 0 exp. date (required)
12/15/2020

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12. Enter the Vaccine Batch quantity.

Vaccine Inventory Management

Inventory management and stock tracking for COVID-19 vaccine, associated PPE and consumables. Please fill out this form as accurately as possible as responses will be used to estimate future stock allocation.

Please fill in the fields in order to submit the form. Fields must pass validation before submission is enabled.

yes

Vaccine type (required)
Select...

Vaccine 0 batch number (required)
[Empty field]

Vaccine 0 expiry date (required)
12/15/2020

Vaccine 0 quantity (required)
[Empty field]

13. Select the vaccine waste reason from the dropdown menu.

Vaccine 0 waste reason (required)
Select...

Record additional
 Yes No

Record Diluent
Select...

Filter...

- Contamination
- Damaged/Dropped
- Excess Stock
- Expired shelf-life
- Improper Storage
- Lost/ Stolen
- Reconstitution/ dilution /prep error

Submit

14. You can then choose whether to record details of an additional Vaccine Batch. If you select 'Yes', you will be asked to complete steps 9-13 for the additional Vaccine Batch.

Vaccine 0 waste reason (required)
Select...

Record additional batch (required)
 Yes No

Vaccine type (required)
Select...

Vaccine 1 batch number (required)
[Empty text box]

Vaccine 1 expiry date (required)
01/08/2021

Vaccine 1 quantity (required)
[Empty text box]
Please record quantity in vials

Vaccine 1 waste reason (required)
Select...

Record additional batch (required)
 Yes No

If you select 'No' for the 'Record additional batch' field, you do not need to record any additional information here.

15. Choose to 'Record Diluent Waste' by selecting 'Yes' from the dropdown menu.

Vaccine 1 expiry date (required)
01/08/2021

Vaccine 1 quantity (required)
[Empty text box]
Please record quantity in vials

Vaccine 1 waste reason (required)
Select...

Record additional batch (required)
 Yes No

Record Diluent Waste (required)
Select...

Filter...
No
Yes



16. Enter the Diluent Batch number in the text box.

Record Diluent Waste (required)
Yes

Diluent 0 batch number (required)

Diluent 0 expiry date (required)
01/08/2021

Diluent 0 quantity (required)

Please record quantity in vials

Diluent 0 waste reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

17. Select the Diluent Batch expiry date.

Record Diluent Waste (required)
Yes

Diluent 0 batch number (required)

Diluent 0 expiry date (required)
01/08/2021

Diluent 0 quantity (required)

Please record quantity in vials

Diluent 0 waste reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

18. Enter the Diluent Batch quantity.

Record Diluent Waste (required)
Yes

Diluent 0 batch number (required)

Diluent 0 expiry date (required)
01/08/2021

Diluent 0 quantity (required)

Please record quantity in vials

Diluent 0 waste reason (required)
Select...

Record additional batch (required)
 Yes No

Submit

19. Select the diluent waste reason from the dropdown menu.

Diluent 0 waste reason (required)
Select...

Record additional batch (required)
 Yes No

Filter...

- Contamination
- Damaged/Dropped
- Excess Stock
- Expired shelf-life
- Improper Storage
- Lost/ Stolen
- Reconstitution/ dilution /prep error



20. You can then choose whether to record details of an additional Diluent Batch. If you select 'Yes', you will be asked to complete steps 16-19 for the additional Diluent Batch.

Record additional batch (required)
 Yes No

Diluent 1 batch number (required)
→

Diluent 1 expiry date (required)
→

Diluent 1 quantity (required)
→
Please record quantity in vials

Diluent 1 waste reason (required)
→

Record additional batch (required)
 Yes No

If you select 'No', you do not need to record any additional information here.

21. Once you have entered all the required information into the provided fields, click 'Submit' at the end of the form. Remember, you will need to fill in all the 'required' fields before submission is enabled.

If you are experiencing issues, you can contact the following Service Desk:

vaccination.operationaldata@nhs.net