**Mobile Vaccination Team Guidance:**

**At the office, before leaving for location:**

* Create a blank copy of the spreadsheet and save it to the device you are taking to the location, using this naming format: **TRUSTLOCATIONDATE.XLSX**

For Example

SETCARNALEA181220.xlsx

BELFASTPALMERSTON231220.xlsx

WESTERNOMAGH151220.xlsx

NORTHERNFERN131220.xlsx

* Fill out the first row on the spreadsheet with the location details
* (If known) also add in add batch no, and vaccine expiry date
* Save the spreadsheet

**At the location where the vaccination will take place (Care/Nursing home)**

* Before vaccinating an individual, complete the patient information and the health screening questions with the patient or their proxy
* If any of the screening questions answer 'yes' - no further action required.
* If the patient passes the screening continue to vaccination process and enter the relevant clinical information

**Remember, something to save you time:**

Once you have completed the location details for one patient you can easily replicate for all rows by selecting the field you want to copy - as well as the empty rows below and then typing CTL+D. The other cells will be filled with the content from the first row and this will save you time filling in each row separately.

**On return to Trust:**

* Check the file to ensure all expected rows and columns are completed - contact nursing home for additional details if required
* Save each file as .CSV (ignore any warning messages that might appear regarding additional pages in the spreadsheet)
* Email the saved files (the excel and the CSV) to **covidvaccinationrecord@hscni.net**