

COVID-19 Vaccination Service Site Sign-up Process Clarifications Log: 12 - 18
June 2024

Please note, some responses answered in this document were submitted before the dates stated above.

1. On trying to complete the response document for our PCN, I cannot continue as we are a single practice, multi-site PCN and the smallest option that can be selected is 2. Please can you confirm when this will be rectified.

As specified in point 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the programme. As a result, the Response Document is correct and the smallest option that should be able to be selected is 2. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Feedback regarding single practice PCNs will be considered in future procurement processes.

2. I am trying to complete the sign up form for the newly offered COVID19 enhanced service.

I am unable to answer the question 'How many practices are in your PCN grouping?' because it only allows a selection of 2 or more. We are a single practice PCN due to our size:

Please can the form be amended to allow us to select '1'? If the form cannot be amended, please can you advise of an alternative sign-up method?

As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the COVID-19 vaccination programme. As a result, the Response Document is correct and the smallest option that should be able to be selected is 2. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

3. We are one Practice PCN, [REDACTED]

If I choose PCN Grouping, 1 Practice is not available to select: See picture below

I cannot choose "other providers" as TPP is our POC System. Don't know what NIVS is. We must use TPP. See picture below.

We are already delivering Covid vaccinations at our site, [REDACTED]. We use TPP as clinical System.

As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the COVID-19 vaccination programme. As a result, the Response Document is correct and the smallest option that should be able to be selected is 2. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

4. I am trying to complete the Response Document for the above. However I am struggling to get past the second page. It asks: Which of the following do you represent – I have clicked on PCN Grouping. It then asks: How many practices are in your PCN Grouping – it only gives me the option to click 2 or more and there is only 1 Practice in our PCN. We are a single PCN and single practice with one GMS contract. Can you advise me of how to complete this?

As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the COVID-19 vaccination programme. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

5. Does a PCN sign up to vaccinate citizens within their own PCN ONLY? How does the PCN manage walk-ins from another PCN? Are they able to vaccinate or would they need to sign up as a 'PCN grouping' with other PCNs in order to vaccinate walk-ins from outside their own PCN?

All practices that wish to participate in the COVID-19 vaccination programme must collaborate as a 'PCN grouping', regardless of which cohorts they intend to vaccinate. PCN groupings are not limited to vaccinating their own patients, and are able to vaccinate the wider public who are not their registered patients. They are able to run walk-in clinics if they wish to. Please refer to the GP Enhanced Service Specification for full details, [here](#).

6. I am trying to sign up our PCN for the autumn covid campaign. We are an individual PCN. The form wants a response to the number of practices within the PCN and does not show 1 as a choice. I cannot get past this page. Any assistance would be appreciated. We already have an ODS code (████████) and have vaccinated in previous campaigns with the exception of spring this year which we "paused".

As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the COVID-19 vaccination

programme. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

7. I appreciate what you say about needing to resubmit our application as a 'PCN grouping' as we are a PCN, not 'other provider'.

However, I am unable to tick the PCN grouping box. This is because when I do so, it asks how many practices are in the PCN grouping. We are a single practice, single PCN, but you have not provided an option for '1' – the lowest number option is '2'.

I contacted our local SVOC to ask their advice, and they directed me to complete the form as 'other provider'.

Could you therefore advise asap what I should do? Ideally you could amend your electronic form to include '1' as an option for how many practices are in the PCN grouping.

As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the COVID-19 vaccination programme. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

8. Please can you detail how this new procurement process differs from the previous COVID campaigns? What are the benefits and risks to PCN's of this new approach

This process is in line with the Provider Selection Regime, which are new regulations commissioners must follow for the procurement of public services, including health services. The terms of the COVID-19 service in the Enhanced Service specification have not changed significantly, other than the duration of the contract, which is until 31 March 2026. It is up to providers to assess the risks and benefits of participation in the programme for their organisations. Full details of the process can be found in the Site Sign-up Process Guidance, found [here](#), and in the Terms of Participation document, [here](#). The Contractual Agreements can be found [here](#).

9. I understand that if the PCN wishes to withdraw from the ES we need to give 42 days notice of that. Is it possible for just one practice to withdraw from the ES if we are in a PCN group?

As the Potential Supplier would be the PCN grouping, the entirety of this grouping would have to withdraw from the programme and terminate their contracts. If the Minimum Requirements continue to be met by the remaining practices, they could reapply as a new PCN grouping and be awarded new contracts.

10. If a practice within the PCN grouping wishes not to participate in a programme, does the PCN grouping have the responsibility to sub contract that practices COVID vaccine work?

If a member practice of the PCN grouping no longer wishes to participate in the programme after a contract has been awarded, the PCN grouping will have to terminate the contract and submit a new Response Document which lists the remaining member practices as the PCN grouping. In line with ES, sub-contracting is possible but it up to the provider to seek their own legal advice.

11. Under the ES are we required to vaccinate all patients within the identified cohort or are we able to select which patients our area needs e.g care home and housebound?

Under the ES, [here](#), a Potential Supplier must undertake call/re-call for all patients on their patient lists. Further, arrangements must be made to vaccinate care homes on their lists.

12. Please can you confirm the payments. I understand the payments for September 2024 - March 2025 are documented in all of the documentation and for April 2025 onwards the documents say that it is assumed the payments will be the same unless the commissioner changes them. Is that correct? Does the ES stipulate how much notice the commissioner must give of any payment changes? Will this be more than 42 days before the programme starts (ie so PCN's can opt out if not financially viable?)

That is correct. The payment arrangements outlined in the September 2024 to March 2026 service specifications apply during duration of the specifications unless the Commissioner notifies providers of a change to the payment arrangements from 1 April 2025 at least 49 days prior to 1 April 2025.

13. I am gearing up to complete the on-line Response Documents (SnapSurvey) for the covid/flu vaccination arrangements from 1 September 2024-31 March 2026.

I will be completing one document for each of the designated sites (potential suppliers) within our PCN. We are made up of 6 practices and have two designated sites. Could I kindly ask whose details I include in the first section of the form for the lead contact name/supplier name? Do I include my details as I'm completing this on behalf of our designated sites and then put the site name of the designated site under the supplier name? Or do I complete the form as if I am the designated site and include their details only on the initial front page?

Please note, each Potential Supplier can submit a Response Document for one Designated Site through this Site Sign-up Process, [here](#). You will not be able to submit a Response Document for two Designated Sites as your PCN grouping is one Potential Supplier. This may differ in any future procurement processes if needed. The Lead Contact should be the contact information of whoever you think is best

placed to be contacted about the completed Response Document. The Supplier Name is the name of the PCN grouping. You can then indicate which of the member practices in the PCN grouping will be the Designated Site. The person filling in the document must then confirm that they have the authority of the Potential Supplier and of the Potential Supplier Parties to respond on their behalf with regard to their ability to meet the Minimum Requirements.

14. Myself and [REDACTED] are in process of purchasing a Community Pharmacy, the sale is likely to complete [REDACTED] July 2024.

We would like to offer Covid Vaccinations from 1st Sept 2024 as part of the Autumn campaign. The site has not taken part in Covid vaccinations previously.

The Pharmacy currently do have a MYS account- would we need the current owner to apply for Covid Vaccinations under the current Pharmacy MYS Account or are we able to apply whilst we are in the final stages of Change of ownership?

If we need to apply outside of the current Pharmacy MYS portal can you confirm which documentation we are required to complete.

Do we apply with current ODS code as unsure when we will be informed of new ODS code?

As stated in the COVID-19 Site Signup Process Guidance, [here](#), where a Potential Supplier's ownership is expected to change during the Selection Signup Process, the Potential Supplier who will be on the pharmaceutical list as the owner of a registered pharmacy by the Contract Commencement Date should complete the relevant Response Document on NHSBSA Snapsurvey noting that they should select 'Other Provider' when asked 'Do you represent a...':

15. Our operational team would like to clarify if there was any additional monies for service delivery (staff cost) at all

If you intend to only provide vaccinations to non-public cohorts, i.e. your staff, you do not need to submit a Response Document via this process. Information for providers intending to vaccinate non-public cohorts will be shared, via a separate process, in due course. For this procurement process, details regarding payment guidance is available in the Schedule 3 document as published on the NHSBSA website. These payment arrangements are fixed and cannot be modified.

16. Thanks, where do I input site address or ODS code? - *This question is in relation to a bulk spreadsheet submission.*

You can input your pharmacy ODS code into column O in the spreadsheet for community pharmacies; the site address will be taken from this automatically. We are not requesting site ODS codes.

17. I have submitted the site sign up process for [REDACTED]. Is there anything else that I would need to do?

If you have submitted a Response Document, there is no more that needs to be done at present. You will receive a confirmation email to the email addresses submitted when completing the Response Document. The Commissioner may be in touch to request further information if required.

18. I am trying to sign up as a PCN. Our designated site is not at either of the practices, but it is an NHS site at a community hospital. The online form will only accept one of the practices as the designated site. How should I proceed?

We have been running the service from this site since the inception of service in 2020, our ODS code [REDACTED].

In order to be a Designated Site, the PCN grouping must own the premises they would like to propose as the Designated Site. If this is satisfied, but the proposed Designated Site is not any of the member practices in the PCN grouping, there are two questions that need to be satisfied.

These two questions are:

1. Does the premises they want to propose as the Designated Site meet the definition that we have set out for the procurement of a 'healthcare premises', that is, does it fall into one or more of these categories:

- a place to which people are admitted for the purpose of receiving a regulated activity to meet healthcare needs (for example a hospital, day surgery unit);*
- a place in which people live as their main or sole place of residence or in which they are educated, and they receive care or treatment there (for example, a care home);*
- an urgent care facility (for example, a walk-in centre);*
- the premises where a primary care provider carries on regulated activity other than vaccinations (for example a GP, pharmacy, out-of-hours, dental, community substance misuse service or sexual assault referral centre);*
- the premises from which a registered provider organises or manages care that is delivered to people in their homes (for example a domiciliary care (home care), supported living or shared lives service);*
- a place from where an ambulance or patient transport service is managed;*
- a stand-alone permanent diagnostic or screening facility; or*
- a place from where urgent remote clinical advice and triage is managed (for example, an NHS 111 service).*

2. Is the premises they have proposed as the Designated Site CQC registered?

If the answers to both of the above questions are yes, then the the proposed Designated Site can be used in the Response Document. The route for PCN groupings to submit a Response Document was not designed for the Designated Site to be a site other than one of the member practices' premises, so if you have not

yet submitted you could either submit via the PCN grouping option, select one of their practices as the Designated Site and then let the required region know directly.

If the answer is no to either of these questions or that the premises is not owned by one of the member practices, you cannot use the site proposed, and must either set up a site on one of the member practices' premises (in which scenario you would be free to set up a Short Term / Temporary Site on the premises they wanted to use), or, if you don't want to do this, your submission will be rejected and you will have to wait to submit a response via any subsequent procurement process, should it be needed.

19. Just a couple of questions from the response form

B6 - Organisation name of the person submitting the document (Other providers only) - Do we, as a PCN Grouping have to answer this question and if so what would I put as my organisation name ?

D4 - Two IT users - can I put myself down as a Foundry user only plus the name of a Point of Care User or does it have to be two Point of Care Users ?

As a PCN grouping, this question does not need to be answered . This is for Other providers only.

We need the contact information of two IT Users (with @nhs.net email addresses) to allow for vaccine supply and other accounts to be created. Please enter the details of the two people who would be best suited to receive queries on these matters.

20. I am in the process of completing the response document. We have 5 sites under the ODS code [REDACTED] for example. There is no section on the spreadsheet that allows me to enter the site name.

Please can you advise on where I am to enter this information so you know which site I am referring to please

You can input your pharmacy ODS code into column O in the spreadsheet for community pharmacies; the site address will be taken from this automatically. We are not requesting site ODS codes. Please not that you can only apply to vaccinate from your healthcare premises in this current process.

21. "As a community NHS Trust operating across several ICS areas, [REDACTED] has base addresses, but do not deliver vaccines from these – we visit the housebound, care homes and provide pop up clinics in areas of need. Therefore it is impossible to indicate each address and the number of vaccines delivered per site. Additionally as lead provider, we do whatever Primary Care cannot do, so we are not aware more than 2-4 weeks in advance of a session what work we will receive.

We are keen to maintain our current service provision across [REDACTED]

[REDACTED]

Please can Commissioners let us know how they would like us to register our interest?"

This procurement process is for Potential Suppliers who will deliver vaccinations from a fixed, registered Healthcare Premises. Potential Suppliers can submit a Response Document for one Designated Site through this Site Sign-up Process, [here](#). This is where vaccines will be delivered and stored. The Suppliers awarded a contract following the submission of a Response Document may not be required to administer all vaccinations from the Designated Site; they must also vaccinate eligible housebound/care home patients if required by the Commissioner and they may also set up Short Term / Temporary Sites if notified to the Commissioner in line with the terms of the Contractual Agreement.

This process is not for Potential Suppliers who wish to provide the Services from any Non-Healthcare Premises or Potential Suppliers who wish to be commissioned to deliver the service from more than the single Designated Site that it is possible to submit via this Site Sign-up Process.

Should there still be a need for further provision beyond that capable of being provided by this Site Sign-up Process, a separate procurement process may follow for the selection of any further Designated Sites or activity required to meet this need. Additional guidance would be issued on this in due course.

22. We have started to complete the submit Response Documents using the SnapSurvey and I'm not sure if this correct as we are already and established COVID site.

Can you please give guidance if this does need to be completed or any other steps we need to take.

Yes, all organisations, including existing providers of the service, must sign up via the process outlined in the Site Signup Process Guidance, [here](#), to be able to take part in the COVID-19 vaccination programme from Autumn/Winter 2024/25.

23. I have checked the link provided to switch point of care system but it does not allow us to change from outcomes4Health to PharmOutcomes.

Who should be contacting RVOC or SVOC in relation to this?

Providers must use an assured Point of Care system for recording COVID-19 vaccinations. Options for each provider type can be found [here](https://digital.nhs.uk/services/vaccinations-point-of-care): <https://digital.nhs.uk/services/vaccinations-point-of-care>. It is not possible for community pharmacies to switch from Outcomes4Health to PharmOutcomes.

24. I am emailing in the hope that you can provide me with some information prior to the Trust making a bid for the Covid Autumn/Winter campaign please.

In order for the Trust to not make a financial loss given anticipated levels of demand for this service we would require flexibility in the delivery model such as limited operational hours to match demand, or an alternative fixed payment arrangement to cover costs.

Would you let us know if either of these scenarios are possible please before we make the decision on whether to bid for this contract?

Details regarding payment guidance is available in the Schedule 3 document as published on the NHSBSA website, [here](#). These payment arrangements are fixed and cannot be modified.

25. Are you able to send us one, so that we can submit a response for more than 50 sites, please? It currently does not allow me to edit the document to enable more than 50 sites.

The Response Document (10 or more Designated Sites) spreadsheet is limited to 50 submissions per spreadsheet due to technical reasons. However, Potential Suppliers are able to send more than 1 spreadsheet into MYS.

26. As a Trust we have offered the COVID vaccine to the staff. Do I need to complete the 'NHS England COVID-19 vaccination programme: 1 September 2024 to 31 March 2026, Site Sign-up Process'?

If you intend to only provide vaccinations to non-public cohorts, i.e. your staff, you do not need to submit a Response Document via this process. Information for providers intending to vaccinate non-public cohorts will be shared, via a separate process, in due course.

27. We have been a COVID vaccination site since the first wave. We are a single practice PCN and there is no option within the Response Document to choose 1 member practice. I also note that one of your responses to a previous clarification question states: "For practices to participate in the COVID-19 vaccination programme for autumn/winter 2024/25 they must be part of a 'PCN grouping', which is made up a minimum of two practices, and sign up as their PCN grouping by 27 June."

Have I understood correctly that we will not be able to vaccinate this year, despite our track record and the fact that our PCN serves 34,000 patients in a rural area where we are the only general practice?

If there is a way that we can sign up to deliver the programme, please could you outline the process for this.

As specified in paragraph 1.5 of the General Practice Enhanced Service Specification, [here](#), "practices are expected to collaborate with neighbouring Practices in a PCN Grouping" in order to take part in the COVID-19 vaccination programme. You must make arrangements with neighbouring practices in order to submit a Response Document for this service. If this is not possible, Potential Suppliers will not be eligible to submit a Response Document for this procurement

process. Please contact your Regional Team to discuss in more detail. Feedback regarding single practice PCNs will be considered in future procurement processes.

28. There are only 50 rows and I allowed to create more as have 60-65 sites?

The Response Document (10 or more Designated Sites) spreadsheet is limited to 50 submissions per spreadsheet due to technical reasons. However, Potential Suppliers are able to send more than 1 spreadsheet into MYS.

29. I have logged in for my pharmacy and have a query about the questions. You are asking for details of the IT users, but I am not sure whose info to include here. Should it be the details of two people within the pharmacy who will be vaccinating, or is it the details of the head office team submitting the sign up information?

We need the contact information of two IT Users (with @nhs.net email addresses) to allow for vaccine supply and other accounts to be created. Please enter the details of the two people who would be best suited to receive queries on these matters.