

# C19 Vaccination and asymptomatic testing registration form: helpsheet

## 1.0 Introduction

As part of COVID-19 vaccinations and asymptomatic testing, we would like all staff to register their consent via our registration form <https://covac.esneft.nhs.uk>.

Registering consent to either, both or neither will help us understand what capacity we need to build into the vaccination and testing processes. This will not only help in nationally-mandated daily reporting on both pieces of work but also bring the two processes together before the new type of asymptomatic testing arrives early next year – this is LAMP testing.

**It is up to you if you would like to consent to the vaccination or testing, neither are compulsory. If you do however decide to not have either or both, please still register so that we know that.**

All staff who register will receive a confirmation email that contains a **unique three word reference**. This is unique to you and this is requested when booking both first and second vaccination appointments, and it is now requested at the top of the form used for reporting lateral flow test results. We would like all staff who currently have lateral flow testing equipment to register as soon as possible, prior to this field on the reporting form being made mandatory.

### How we use your information

We will use the personal information you provide at the registration stage to submit the fact you have been vaccinated on the National Immunisation Vaccination System (NIVS). This is the national computer system where all COVID-19 vaccinations are being registered. This system talks to GP systems, meaning that when you have your vaccination, your patient record with your GP will be updated. We will use your contact details to contact you if we need to.

## Who can register?

Registration is open to ESNEFT pay rolled staff and NHSP staff. We are working with colleagues to urgently add those other staff groups who work on ESNEFT sites, but who are not directly paid by ESNEFT. These include students, staff on honorary contracts and staff who work for third parties such as OCS, and volunteers.

This is therefore not an open registration. We have a list of known staff within our system, and it's only this known staff who can register. The list on our system are made up of different staff from different organisations:

**ESNEFT staff on payroll** – this is all staff who are on ESR who receive an ESNEFT payslip. This list is refreshed each day.

**NHSP staff** – this is all staff who are working in the trust supplied by NHSP. This list will be refreshed weekly. If you work for NHSP and cannot register, please contact them to ensure you are on the next list.

**Other staff groups** – we are working on adding the following staff groups who also work on ESNEFT sites (this list is currently being added to):

- Students
- Locum doctors
- OCS
- DIAVERUM
- Local Authority staff
- Staff with honorary contracts
- Volunteers

We will keep the vaccination page of the intranet up to date as and when these groups are available to register. <https://intranet.esneft.nhs.uk/pages/covid-19-vaccinations>

**Suffolk and Essex Care Home Staff** – we are adding to this list on a regular basis. Only care home staff supplied to use by their Care Home managers can register.

## Help for ESNEFT staff (who receive a salary and a payslip from ESNEFT)

### How to register

1. Click the green button at the bottom to register your consent options
2. Select I am an ESNEFT employee and would like to register my consent
3. Add your Payroll number (this is an 8 digit number and can be found on your payslip)
4. Add your date of birth and select the 'find me' green button.

### The form does verify your credentials

1. Enter a contact phone number, preferably a mobile number
2. Enter a personal email address – **please type this carefully**. If this is typed in wrong, you will not receive a confirmation message once the form is submitted
3. Choose an option to tell us if you have had a COVID-19 risk assessment
  - A. If yes, tell us the outcome,
  - B. If no, speak with your line manager about having a risk assessment
4. Choose your consent options – vaccination and testing, vaccination only, testing only or neither.
5. Save your choices
6. Check your details and submit. If you have typed anything incorrectly, select 'reset form' and start again.

### Unable to verify your credentials

1. Are you directly employed by ESNEFT and receive a payslip from ESNEFT?
2. Check that your payroll number and/or your date of birth have been entered correctly
3. If this still does not work, it could be that your name or DOB is incorrect on ESR. Please email [stafftesting@esneft.nhs.uk](mailto:stafftesting@esneft.nhs.uk) so that we can check. If there is an error on ESR, we will ask you to contact the Payroll team to correct the error, then you can register.

### I have not received any confirmation email after registering

1. It is likely that you have incorrectly spelled your email address when registering (about 10% of staff are doing this).
2. Go back to the form and click on the link that says 'I am an ESNEFT employee and would like to view or edit my details'. You can then check your email, edit and you will be sent a confirmation email.

### **I would like to update my consent, contact details or I cannot remember my unique three word booking reference**

1. Go back to the form and click on the link that says 'I am an ESNEFT employee and would like to view or edit my details'. You can then amend your email/mobile number.
2. At the top of the form when you are editing your details, will be your unique three word booking reference.

## **Help for non-ESNEFT staff (e.g. staff from Care Homes or other parts of the NHS family)**

### **How to register**

1. Click the green button at the bottom to register your consent options
2. Select I am not an ESNEFT employee and would like to register my consent
3. Select the organisation that you work for,
4. Add your first name and surname in the boxes provided.

### **The form does verify your credentials**

1. Select your gender.
2. Select your ethnicity.
3. Enter your NHS number – this is a 10 digit number.
4. Enter your date of birth.
5. Enter your home postcode.
6. Enter a contact phone number, preferably a mobile number
7. Enter a personal email address – please type this carefully. If this is typed in wrong, you will not receive a confirmation message once the form is submitted
8. Choose your consent options – vaccination and testing, vaccination only, testing only or neither.
9. Save your choices
10. Check your details and submit. If you have typed anything incorrectly, select 'reset form' and start again.

### **Unable to verify your credentials**

1. Does the organisation you work for appear in our organisation list? If it does not, email us at [stafftesting@esneft.nhs.uk](mailto:stafftesting@esneft.nhs.uk) and let us know who you work for and what your role is.
2. Check that you have spelled your name correctly. If you have, email us at [stafftesting@esneft.nhs.uk](mailto:stafftesting@esneft.nhs.uk) and let us know who you work for and what your role is. We can then check the information we have on our list of names to see if that is spelled incorrectly.

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If you have any questions not covered here, these should be directed to [stafftesting@esneft.nhs.uk](mailto:stafftesting@esneft.nhs.uk).