VIHA-Workflow-For Supervisors & Frontline Staff isl



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| 1. Preparation for Account Activations or Reactivations (Supervisor) | | |
|--|---|--|
| Sequence | Task | |
| Plan ahead | New & returning ImmsBC Account-holders should log into ImmsBC prior to the date of their shift, to ensure access. | |
| | Allow 3 business days for accounts to become active and uploaded into ImmsBC. | |
| Chrome | ImmsBC only works within Google Chrome. | |

| 2. Required and Education Declaration for All Immunizer Accounts (User & Supervisor) | | |
|--|---|--|
| Person | Tasks | |
| Affiliate Staff | Access most recent instructions document from <u>https://www.islandhealth.ca/learn-about-health/covid-19/data-outbreaks-facilities</u> | |
| | Select: Covid=19 vacche information for community vacche Providers Select: Documentation and Inventory Non-Island Health sites including LTC affiliates Document Covid-19 & Influenza vaccine administration through ImmsBC Complete Paper Clinic Tally Form and email to PublicHealthVaccineManagement@islandhealth.ca For Access to ImmsBC, follow instructions on ImmsBC-Account-Request-Workflow Complete all education requirements; E Education for Community Vaccine Providers by Island Health Supervisors or Delegate to complete account request form ImmsBC-Account-Request-Form-For-Affiliate-Staff Submit completed ImmsBC account request form | |
| | to PublicHealthInformatics@IslandHealth.ca ⊡ | |



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| 2. Required and Education Declaration for All Immunizer Accounts (User & Supervisor) | | |
|--|--|--|
| Person | Tasks | |
| Island Health Staff | 1. To complete the ImmsBC Education, review the following ImmsBC documents/videos found at: Go To website: Public Health Informatics SharePoint Scroll to Category: 00. ImmsBC Select Topic: ImmsBC Education | |
| | General Education (Clerk & Clinician Roles) • ImmsBC-Education-Basic-Navigation-Quick-Guide-ByMoH • ImmsBC-Education-Booking-An-Appt-ByMoH • ImmsBC-Education-How-To-Create-A-Contact-By-MoH • ImmsBC-Education-Manage-Walk-In-Clients-By-MoH • ImmsBC-Education-User-Defaults-ByMoH • ImmsBC-Education-User-Defaults-ByMoH • ImmsBC-Education-User-Tips+Troubleshooting-ByVIHA • Access-Help-Imms-Covid-Resources-for-Vaccine-Providers-ByVIHA WITH an Appointment (Clinician Role) • ImmsBC-Education-Self-Guided-Learning-To-Document-Immunizations-WITH-An-Appt-ByVIHA | |
| | 2. To complete the ImmsBC Education Declaration you will need to access via the LearningHub (Clinician Role) Search for Course ID# 29569 or ImmsBC Education Declaration for Immunizers (Island Health) Select: Register Course Select: Start Course | |



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| 3. Requesting Access for Island Health Employee (Supervisor) | | |
|--|---|--|
| Sequence | Tasks | |
| Complete User Account Request (UAR) Form | Follow the instructions in the form and complete all required fields. Can complete one form for multiple accounts. Download Excel Account Request form from Public Health Informatics SharePoint Category: 00. Covid Vaccine C19 Topic: C19-ImmsBC-User-Accounts Document: ImmsBC-Account-Request-Form (UAR) Save Excel document to your desktop, with user's name(s) in title Example: ImmsBC Account Request [EDuggan] | |
| | If a top banner states "Protected View," click <i>Enable Editing</i> Within the form's cells, click inside the cell to expose its drop-list. Use provided drop-lists, where provided. Must use employee's "Legal" First and Last Name. Role options: Clerk, Clinician. To repeat words (not numbers) into adjacent cells, hover mouse over cell's bottom right corner to expose the + symbol. Click, hold, & drag to desired cells. Submit to <u>PublicHealthInformatics@IslandHealth.ca</u> | |
| Employee on shift But has no access | If a scheduled immunizer or admin does not have access to ImmsBC when they arrive for their shift, please follow these instructions: | |
| | Ensure that they are scheduled. If staff member is an immunizer, inform them of the downtime procedures using downtime forms, and follow the procedure until access has been provided. Send completed user account request form (mentioned in row above) by email to <u>publichealthinformatics@islandhealth.ca</u> Supervisor and employee will receive an email once the account request "has been submitted" to IMIT. Note that it can take 1-2 days for upload to ImmsBC by BCVAX. | |



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| 4. Requesting Access for Non-Island Health Employee (Supervisor) | | |
|--|--|--|
| Sequence | Tasks | |
| Complete Account Request Form | Follow the instructions in the form and complete all required fields. Can complete one form for multiple accounts. | |
| | Access the ImmsBC Account Request Form from https://www.islandhealth.ca/learn-about- health/covid-19/data-outbreaks-facilities | |
| | Save Excel document , with user's name(s) in title Example: ImmsBC Account Request [SClause] Example: ImmsBC Bulk Account Request [Care Manor LTC] | |
| | Click in the cell expose its drop-list. Use provided drop-lists, where provided. Must use employee's "Legal" First and Last Name. Role options: Clerk, Clinician. To repeat words (not numbers) into adjacent cells, hover mouse over cell's bottom right corner to expose the + symbol. Click, hold, & drag to desired cells. Submit to PublicHealthInformatics@IslandHealth.ca | |
| | If you are having any issues getting access to ImmsBC-Account-Request-Form, please seek assistance from publichealthinforamtics@islandhealth.ca | |
| Employee has arrived for shift and does not have access | If a scheduled immunizer does not have access to ImmsBC when they arrive for their shift, please follow these instructions: Ensure that they are scheduled. If they are an immunizer, inform them of the downtime procedures using downtime forms, and follow the procedure until access granted. Send completed user account request form (mentioned in row above) by email to publichealthinformatics@islandhealth.ca Supervisor and employee will receive an email once the account request "has been submitted" to IMIT. Note that it can take 1-2 days for upload to ImmsBC by BCVAX. | |

| 5. Inactivate Account (Supervisors & Account Holders) | | |
|---|---|--|
| ImmsBC Account | Accounts that have not been accessed within a 90-day period are inactivated. Completion of the ImmsBC-Account Request form is required for all account in-activations. | |
| In-Activations | Send completed in-activations to <u>publichealthinformatics@islandhealth.ca</u> . Therefore, accounts can be closed and names removed from the distribution lists in a timely manner. | |

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