ImmsBC: Island Health Guidance for Long Term Care & Community Health Services

This is a supplemental guide for Island Health provisioned LTC & CHS ImmsBC vaccine providers.
Please reach out to PPH.InfoSystems.Support@islandhealth.ca for additional ImmsBC documentation support.

Contents

Acronyms & Abbreviations

	Description		Description
AL	Assisted Living	ISLH	Island Health
CHS	Community Health Services	LTC	Long Term Care
CIR	Create Immunization Record	MOH	Ministry of Health
DIWA	Documenting Immunizations without an Appointment	PIR	Provincial Immunization Registry
Imms	Immunization	SDL	Service Delivery Location

ImmsBC: LTC & CHS Documentation Workflow	
User Defaults	☐ **Do** set your *User Defaults* at the start of your shift. ☐ **Do Not** set any *Advanced Defaults* as it has led to an increase in documentation errors.
Client Search	☐ Once *User Defaults* are set, use the global search to find your client (search by PHN)  ❑ Under **Profiles**, verify client identifiers & click blue hyperlink of the client's name
Clinical Review of Client Record	❑ Go to the **Related** tab to view clinical information. ❑ Prior to administering a vaccine, clinicians must **review all relevant client information** to guide clinical decisions. Chart Review includes the following sections: ☐ Alerts ☐ Relevant Immunization History ☐ Relevant Agent Forecasts ☐ Adverse Events Following Immunization ☐ Relevant Risk Factors ☐ Active Consents ☐ ImmsBC Notes ☐ Deferrals ☐ Comments
Documenting an ImmsBC Note	To document an **ImmsBC Note** follow these steps: ❑ On Person Account Page ➔ Related Tab ❑ Scroll to **ImmsBC Notes** ❑ Click "New" & add details & save

ImmsBC: LTC & CHS Documentation Workflow

Documenting an ImmsBC Alert & ImmsBC Note

If documenting an **Alert** in ImmsBC, an **ImmsBC Note** must also be documented to capture the details of the Alert. This preserves client confidentiality when viewing the Alert in the Provincial Immunization Registry as the *Type of Alert* & *Alert Message* combine during integration into the message field in PIR.

ImmsBC View:

Alerts (1)

Alert Name	Type of Alert	Alert Message
a3V5o0000000GNk	Sensitive Record	See notes

PIR View:

Effective From	Effective To	Type	Message	Last Edited By
2021 Sep 13		Client Warning	Sensitive Record See notes	SYSTEM, HealthConnect

To Document an **Alert** in ImmsBC,

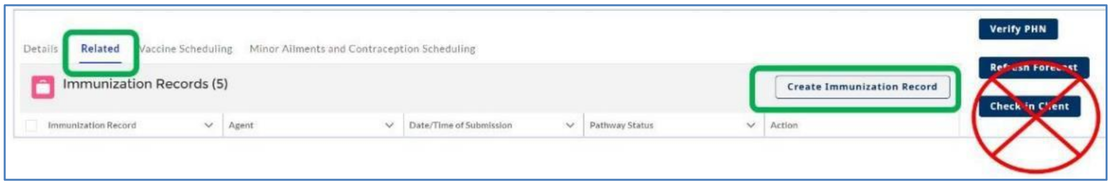
- on the **Related** tab, scroll to the **Alerts** section & click **New**
- In **Alert Name** field type one of the following:
  - **Client Warning** (most common Alert entry in ImmsBC)
  - Special Considerations
  - Adverse Events Following Immunization (AEFI)
  - Allergies
  - Adverse Drug Reactions
- After entering "Client Warning" in the Alert Name field, Select the **Type of Alert**:
  - *Sensitive Record*
  - *Safety Concern* for client
  - *Safety Concern* to staff
  - *Other (Specify)*
- In Alert Message field, type **"See Notes"**
- Enter the Effective from Date & Save

Then, to document an **ImmsBC Note,**

- On the **Related** tab, scroll to **ImmsBC Notes** and select **New**
- Select the **Note Type**
- In the Subject Line enter the **Type of Alert** (example: Safety Concern for staff)
- In the Body of the Note enter the alert details & Save

Tip: Alerts & Notes documented in Panorama do not display in ImmsBC.

Resource: ***Alerts in ImmsBC***, is available in **Knowledg**e tab in Community Portal ImmsBC

<table>
<tr><th colspan="2">ImmsBC: LTC & CHS Documentation Workflow</th></tr>
<tr><td>Documenting Administered Vaccines</td><td>☐ Do go to the Related tab & click “Create Immunization Record.”
☐ Do Not click “Check-In Client.”

</td></tr>
<tr><td>Long Term Care: Reporting to the Ministry of Health</td><td>For accurate ImmsBC reporting to the Ministry of Health for Long Term Care and Assisted Living sites, immunizers must select the correct Location (SDL) & Reason for Immunization.

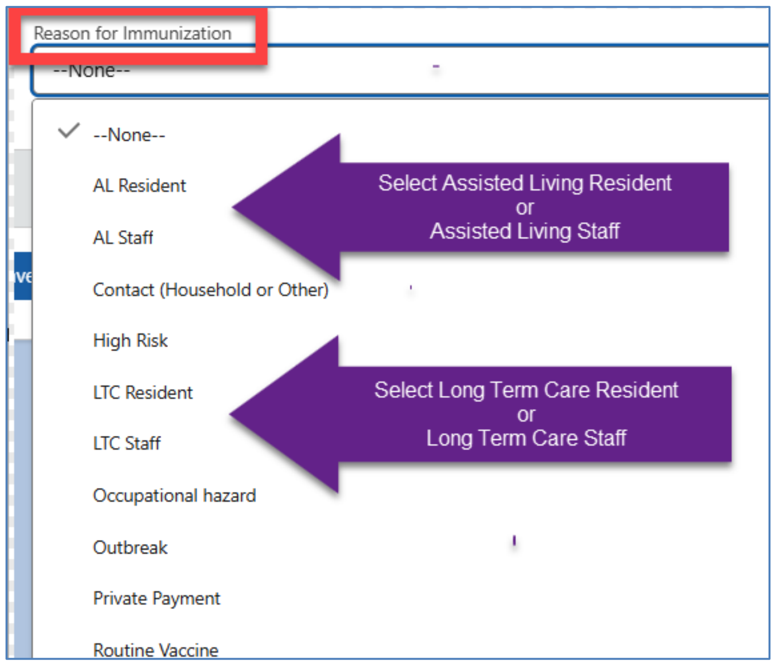
Location:
When setting User Defaults, or manually selecting the Location, ensure that you have selected the correct name for your clinic Location. * Caution: Some Locations have very similar naming conventions.
If Location is saved as a User Default, ensure this is changed if needing to document vaccines provided at a different Location</td></tr>
</table>

Long Term Care: Reporting to the Ministry of Health

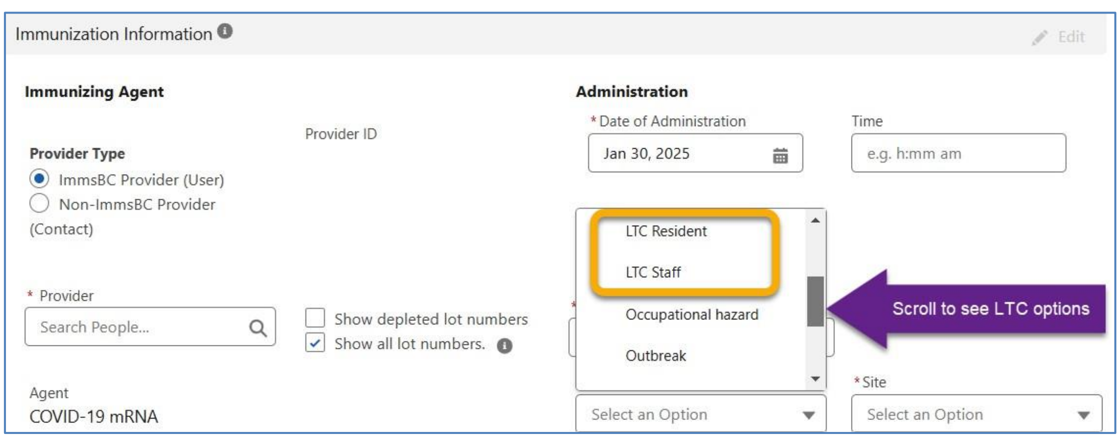
For accurate ImmsBC reporting to the Ministry of Health for Long Term Care and Assisted Living sites, immunizers must select the correct **Location** (SDL) & **Reason for Immunization**.

Reason for Immunization: All doses provided to LTC & AL staff and residents must have one of the following *Reason for Immunization* selected

- **AL Resident** (Assisted Living Resident)
- **AL Staff** (Assisted Living Staff)
- **LTC Resident** (Long Term Care Resident)
- **LTC Staff** (Long term Care Staff)



☐ when selecting *Reason for Immunization* in the *Immunization Information* section, providers must scroll to find the LTC related options.



☐ If the *Reason for Immunization* is saved as a User Default, ensure this is changed when necessary.
Example: If User Default is set for *LTC Resident*, when documenting a dose administered to staff, manually change the *Reason for Immunization* from *LTC Resident* to *LTC Staff*.

Consent

Record Consent Prior to Clinic Date

In some scenarios it may be helpful to document consent prior to clinic date. For example: when consent is given by a substitute decision maker prior to the clinic date.

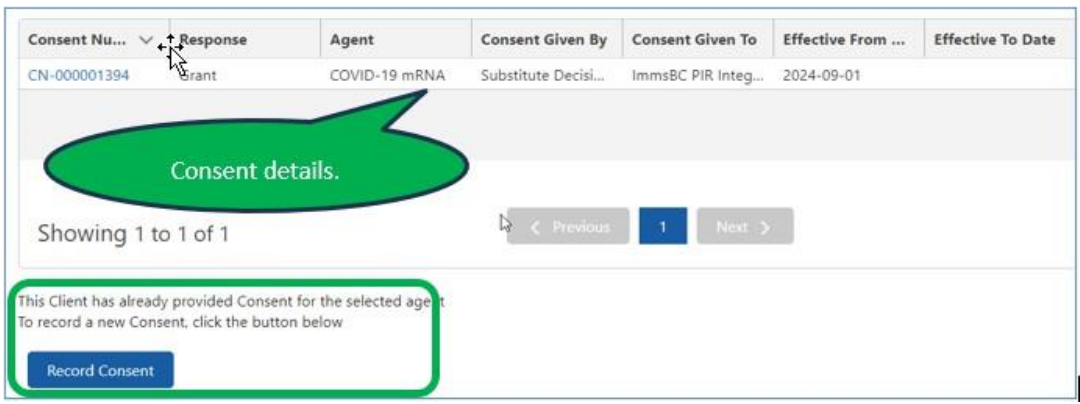
To document consent prior to clinic date, follow these steps:

- ❑ Global search for clients Profile
- ❑ On Person Account page, go to the **Related** Tab
- ❑ Scroll to Consent Section & click "**New**."
- ❑ Enter details & save

Record Consent on Clinic Date

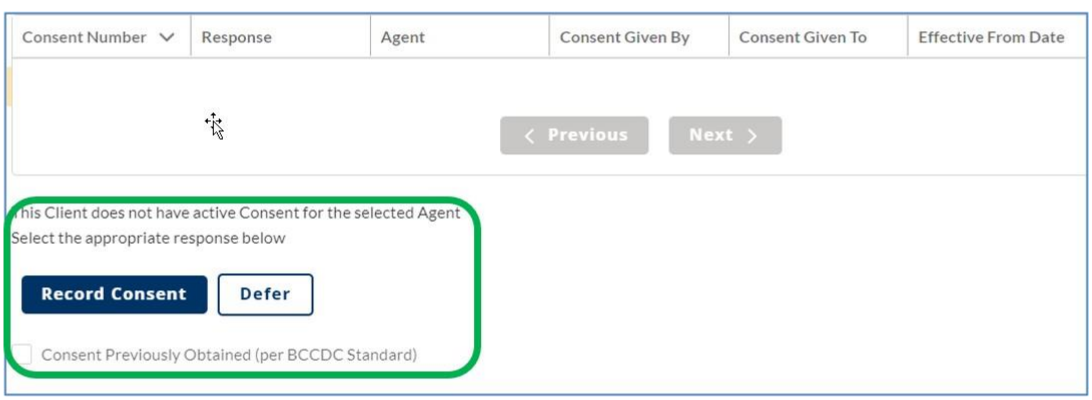
After selecting **Create Immunization Record,** the Consent section will show if the client has an active consent documented in ImmsBC for the Agent selected.

For Client's **with** an Active Consent, the following will display:



- ❑ After reviewing the active consent, the immunizer can scroll down to document the administered dose
  OR
- ❑ The Immunizer may decide to enter a new consent by selecting "**Record Consent**". This will end date the previous consent to 'yesterdays' date.

For Client's **without** an Active consent, the following will display:



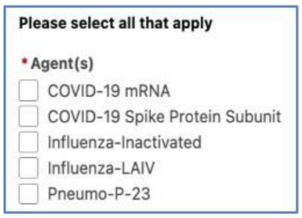
- ❑ The immunizer can select "Record Consent" to document consent.
  OR
- ❑ The immunizer can select "Consent Previously Obtained (per BCCDC Standard)"

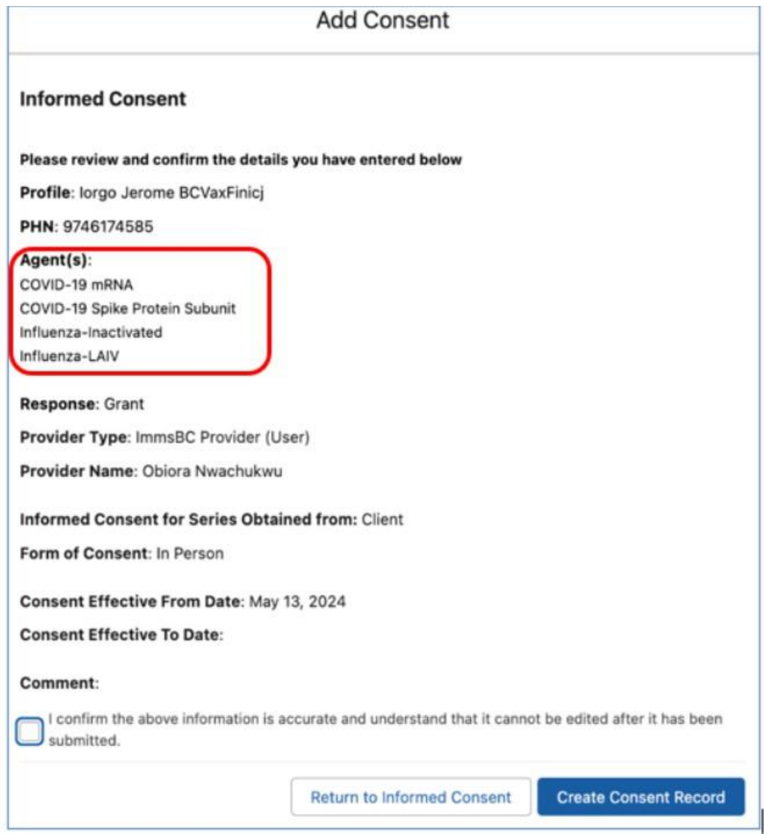
ImmsBC: LTC & CHS Documentation Workflow

- This might be used by Sites that have documented consent on file that is not entered in ImmsBC.
- Immunizer can add comment in *Immunization Information* section to provide more details. Example: "*Active Consent by substitute decision maker is on file at Dufferin Place"*

Ability to Document Multiple Consents

Consent can be entered for single agent or for multiple agents at a time if all details are the same (example: the same person is giving consent to all Agents on the same date)





Deferrals	

Deferrals

Document a Deferral when a client is eligible for and intends to receive a vaccine, however administration is postponed to a later time/ date.

To enter **Deferrals,** follow these steps:

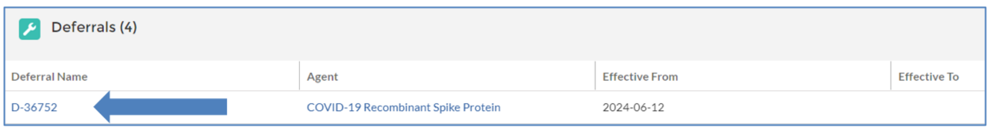
- ❑ On Person Account Page → Related Tab
- ❑ Scroll to Deferrals section
- ❑ Click "New" & add details
- ❑ If known, include an end date when documenting a deferral.

End Dating Deferrals:

- Active deferrals block documentation of an administered dose of the same agent.
- Active deferrals have an **Effective To** date that is in the future or is blank

To end date a **Deferral**

- ❑ On Person Account Page → Related Tab
- ❑ Scroll to Deferrals section
- ❑ Click hyperlink of Deferral Name

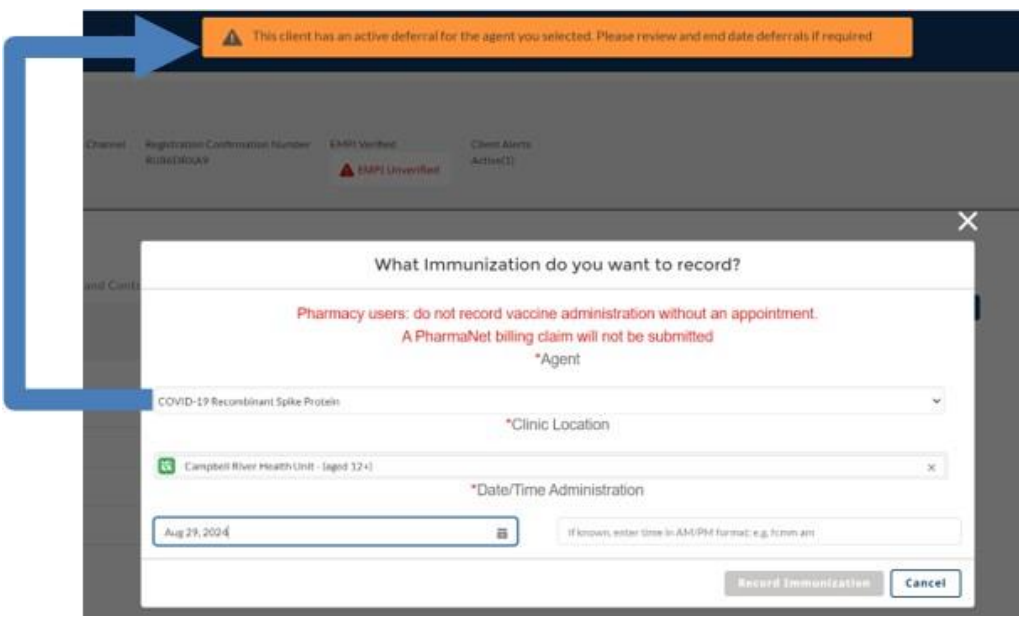

Deferrals (4)

Deferral Name	Agent	Effective From	Effective To
D-36752	COVID-19 Recombinant Spike Protein	2024-06-12	

- ❑ Click pencil icon next to Effective To and enter date (today)
- ❑ Enter reason for update in the comments & save

Troubleshooting: Active Deferral

- ❑ If you attempt to document an agent with an active deferral, the following error msg with populate in the top banner.



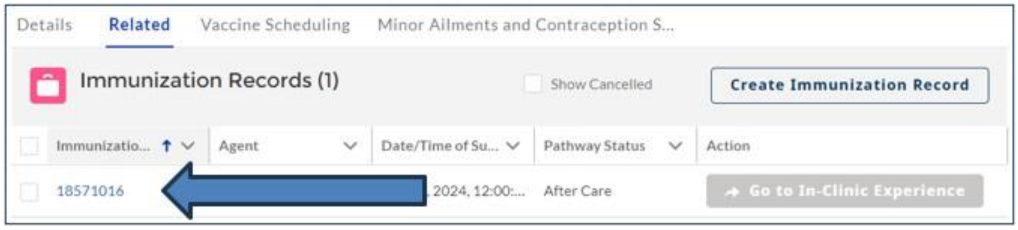
To proceed with documentation, follow these steps:

- ❑ Click Cancel to go back to Person Account page.
- ❑ Scroll to deferral section & end date deferral (as instructions above)
- ❑ Click on hyperlink to Profile name to navigate back to Client record.
- ❑ Click Related Tab & select "Create Immunization Record" & complete documentation

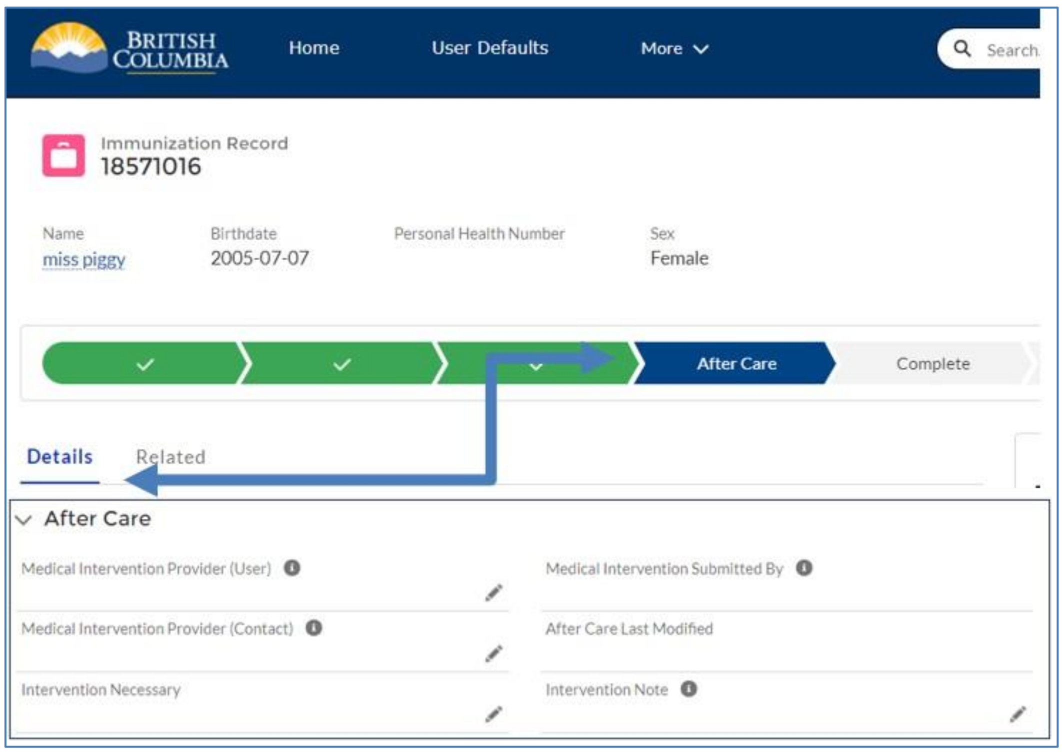
ImmsBC: LTC & CHS Documentation Workflow

Documenting in After Care

- ☐ On Person Account ➔ Related Tab, click on Immunization Record number associate with record in After Care



- ❑ In Immunization Record, stay on Details tab and scroll down to After Care section.
- ❑ Click pencil icons in After Care section to document medical interventions.



ImmsBC: Error Management	
Documentation Support & Error Reporting	Report the following documentation Errors to PPH.InfoSystems.Support@islandhealth.ca • **All** Consent Errors that require remediation or deletion • **All** Immunization Records that require deletion • Potentail duplicate client profiles
Corrections to Immunization record Post Save	The following vaccine details are editable after documentation has been saved: • Site • Dose • Lot number To edit a vaccine record after documentation has been saved, follow these steps: ❑ Global search for client Person Account ❑ In **Related** tab, Click on hyperlink to **Immunization Record** ❑ Scroll to **Vaccination Information** ❑ Click pencil icon next to field that requires remediation & make edits ❑ Scroll up to Client Details section & Add a comment under “Revision Reason” ❑ Click save

References / Related Documentation

Guidance Documents posted at PPH Information Systems SharePoint

Revision History

Date	Author	Changes/Comments
Jan 31, 2025	Chelsea Crawford	Document Created
Feb 10, 2025	Chelsea Crawford	Updates to formatting, TOC & LTC – Reporting to MOH section
Apr 25, 2025	Chelsea Crawford	Updated Notes & Alerts sections
May 9, 2025	Sharon McDonough	Resource Links / formatting updated