



SEINET

(formerly known as The Bucket)

Vaccine Management Training Manual

Site Users Manual

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Vaccine Management Module: History

SEINET (pronounced SANE-NET and formerly known as The Bucket) is a Public Health Data Management Solution that was designed and developed in 2014 by Eastern Health to replace excel 'Workbooks'. It is a secure, web-based application built to replace paper-based data collection and reporting systems. First used for influenza, it allowed Eastern Health users to order and receive Flu vaccine electronically as well as enter influenza vaccine tallies. As of 2017, all vaccines have been added to this database and users will be able to do all vaccine related ordering, receiving and transferring of vaccine within the application. As well, functions such as cold chain breaks, recalls and vaccine wastage will now be easily communicated and recorded through the database.

Since its original development and launch within Eastern Health, the province of Newfoundland and Labrador has invested in the continued development and roll-out of SEINET to all Regional Health Authorities. In addition to vaccine management, SEINET will also include a communicable disease and contact tracing component currently set for completion in 2018-2019.

SEINET

(Pronounced SANE-NET)

- **S**urveillance and **E**valuation **I**nformation **NET**work
- A seine is a fishing net that loops out and gathers all the products that you want to gather for capture and processing and redistribution.
- This software product was built to loop out and capture all the data/information we need, gather it up for us for efficient processing, generate real time usable reports for distribution and planning.
- The NET is a visual of the 'net' the concept is based upon and is also what this web based application platform works on (the internet).

***This user's manual is being distributed in DRAFT form and will be updated to reflect user's questions and comments following the go-live and roll out process.

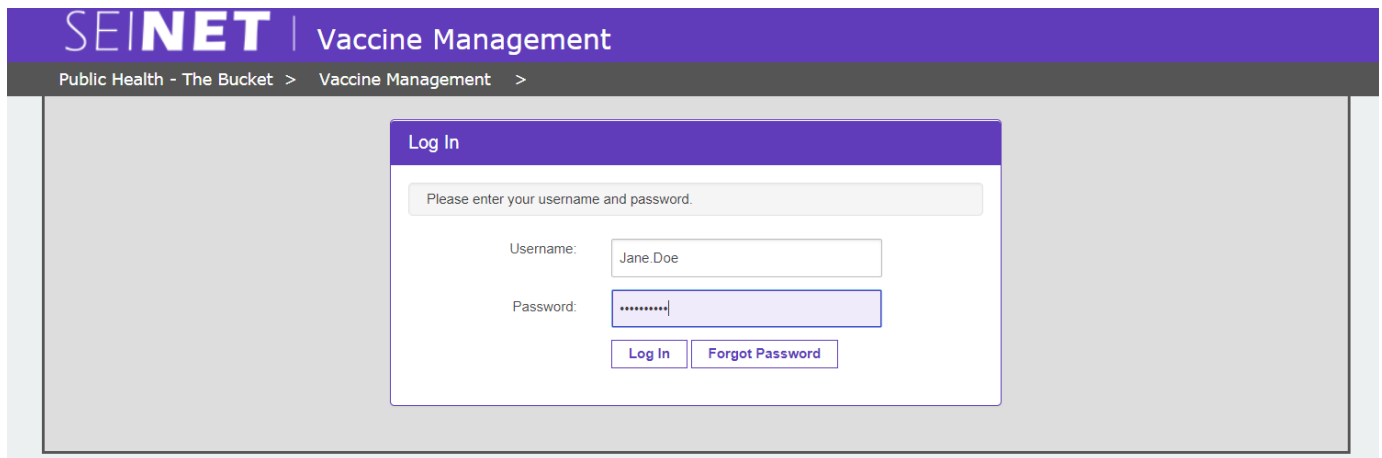
Log in

In Eastern Health, access to SEINET can be found on the intranet: Tools → Business Tools → SEINET.

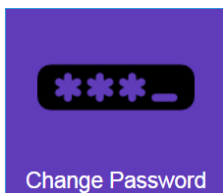
For all other Regional Health Authorities, SEINET can be accessed from the following URL:

<http://seinet.easternhealth.ca/VaccineManagement/>

To log in, you use your same user name and password that you use to log in to your computer. If you are a new users, use your user name and the password: Password. Once logged in reset your password to the one you use to log in to your computer.



If at any time you have forgotten your password click on “Forgot Password” button. You will be emailed a new password which will contain a random set of numbers and letters. Once you use this password to gain access to the home page, click on the “Change Password” button on the bottom of the homepage to reset your password to something you can easily remember.



Home Screen

When you log in to SEINET, you are brought to the main homepage. Here you will find a set of icons that correspond to various purposes

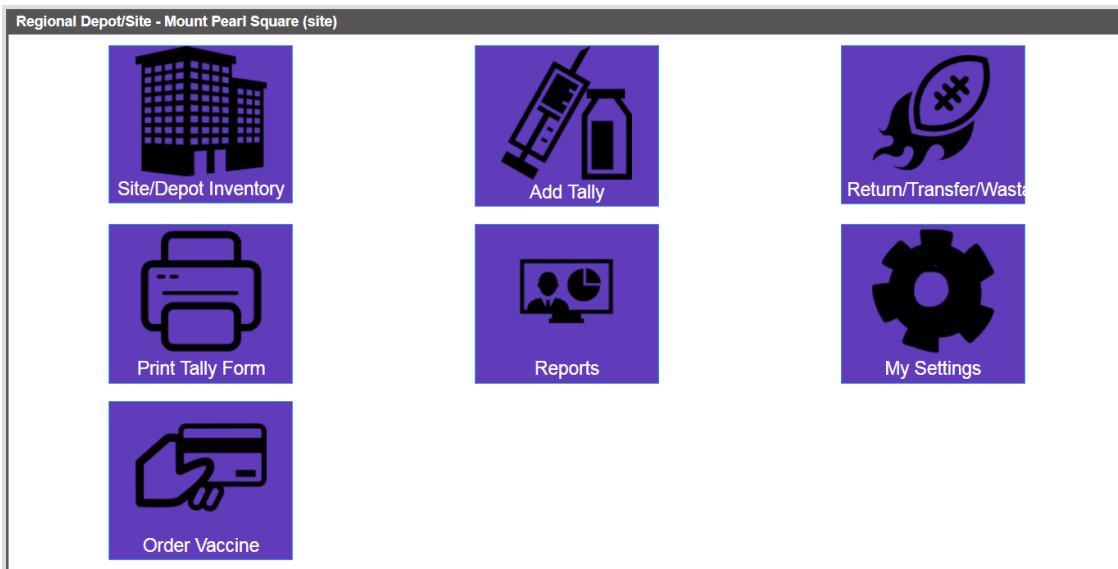
- **Site/Depot Inventory:** Access your site’s inventory screen.

- **Add Tally:** Add tallies after your immunization clinic(s).
- **Return/Transfer/Wastage:** Transfer usable or unusable vaccine to another site/depot OR report wastage that you dispose on site.
- **Print Tally Form:** Print a paper tally form for use in your influenza clinic.
- **Reports:** Access data reports.
- **My Settings:** set your default site/depot.
- **Order Vaccine:** Order vaccine from your depot.

The top navigation bar tells you where you are in the database. You can always navigate back to the home screen by clicking 'Vaccine Management'.

You should NEVER use the browser back arrow as it may cause unexpected results in the database.

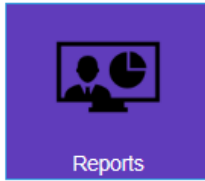
View of Vaccine Management Home Screen:



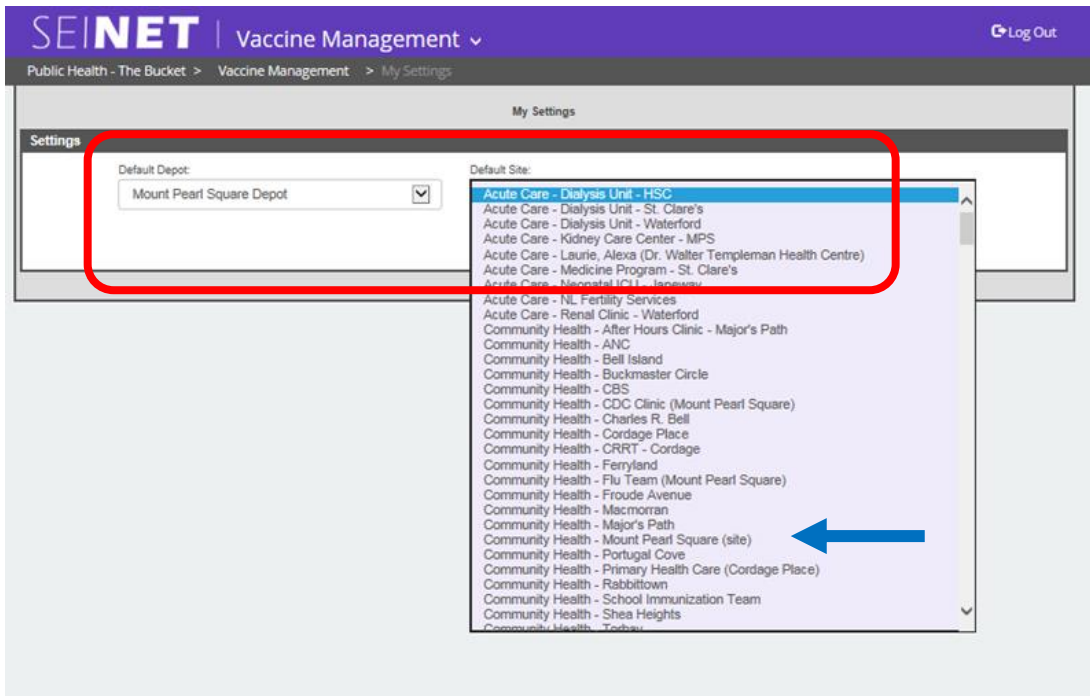
My Settings: Set your Default Site

This is where you will set your default site/depot (i.e. when you open any of the other screens, you will be brought to the site/depot that you use most often).

From the homepage, select the icon for 'My Settings'.



Select your 'Default Depot' and your 'Default Site' → click 'Save' to save your changes. For example, if you work at the Mount Pearl Square community health office, the default depot would be 'Mount Pearl Square Depot' and your site would be 'Mount Pearl Square (site)'. Note: you will see a notification banner saying that the change was successful.

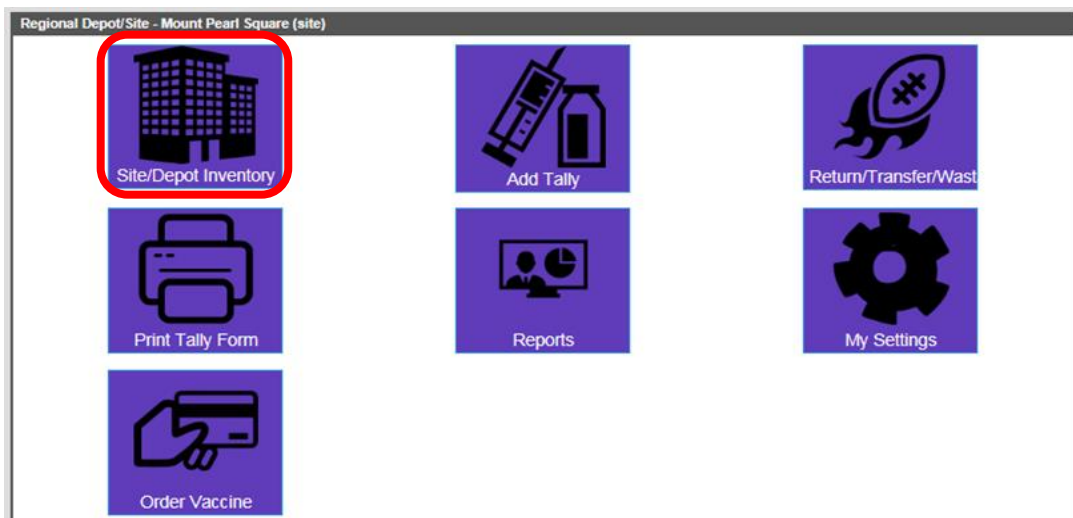


Navigate the Inventory Screen

Inventory

This is where you can see vaccine inventory relevant to your site/depot, including: the vaccine inventory for your site/depot, incoming or outgoing vaccine transfers, incoming orders, submitted orders, etc. It also houses documents relevant to your site/depot (i.e. site layout, emergency numbers, etc.), and transaction history.

From the homepage, select the icon for 'Site/Depot Inventory'.



You are immediately brought to your default site/depot inventory listing. You can see the default site/depot selection in the top right hand drop down box (i.e. 'Community Health – Mount Pearl Square (site)'). **If you work in multiple locations, make sure you change your location in “My Settings” to accurately reflect where you are currently working.**

The demographics for this site, including the site address and contact person, are pre-populated.

The *Inventory* tab is pre-selected. You can see all of the vaccine inventory for your site/depot. Click through the accordion to see the vaccine type and lot numbers. At the bottom of the screen you will see a summary table – this offers you a quick glance of what inventory you have in stock.

Within the *Inventory* tab is where you can update your current fridge inventory by clicking on [Edit], entering the actual doses of vaccine in stock and then clicking on [Update]. Complete this process monthly, or when needed, for all vaccines in your fridge.

Depot Inventory > Mount Pearl Square (site)

Community Health - Mount Pearl Square (site)

Demographics

Site: Mount Pearl Square (site) Contact Name: Gail Philips
 Address: P.O. Box 13122 Contact #: 752-4870

Inventory Shipping & Receiving My Orders Documents History

Depot Inventory

▶ Boostrix-Polio, Type: Inactivated Vaccine, Antigen: *Diphtheria, Tetanus, Acellular Pertussis & Polio, Total Doses on Hand: 150, Recommended Stock: 150

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | |
|------------|-----------------|-----------------|-------|------------|--------|
| Test5Aug28 | August 31, 2020 | August 31, 2020 | 150 | 0 | [Edit] |

▶ Fluad, Type: Inactivated Vaccine, Antigen: *Influenza, Total Doses on Hand: 280, Recommended Stock: 100

▶ GARDASIL, Type: Inactivated Vaccine, Antigen: *Human Papillomavirus (HPV), Total Doses on Hand: 90, Recommended Stock: 40

▶ ProQuad, Type: Live Vaccine, Antigen: *Measles, Mumps, Rubella & Varicella (MMRV), Total Doses on Hand: 80, Recommended Stock: 270

▶ Twinrix, Type: Inactivated Vaccine, Antigen: *Hepatitis A & B - Adult, Total Doses on Hand: 20, Recommended Stock:

Print Blank Fridge Inventory Sheet Update recommended Stock

Summary Table

| Trade Name | Antigen | Type | Doses on hand |
|----------------|---|---------------------|---------------|
| Boostrix-Polio | *Diphtheria, Tetanus, Acellular Pertussis & Polio | Inactivated Vaccine | 150 |
| Fluad | *Influenza | Inactivated Vaccine | 280 |
| GARDASIL | *Human Papillomavirus (HPV) | Inactivated Vaccine | 90 |
| ProQuad | *Measles, Mumps, Rubella & Varicella (MMRV) | Live Vaccine | 80 |
| Twinrix | *Hepatitis A & B - Adult | Inactivated Vaccine | 20 |
| | | Total | 620 |

Current Season Only

When you click [Edit] you will see a red prompt reminding you to make sure you have received all incoming orders or transfers to your site. This will affect your inventory update. Click [Okay].

REMINDER: Please make sure you have received all vaccine before updating inventory!!

Okay

You will also be asked to provide a reason for manual updating your inventory. Choose from the dropdown list. Then enter the actual dose of the vaccine that is in your fridge, if different from what is listed.

Inventory Shipping & Receiving My Orders Documents History

Depot Inventory

▶ Boostrix-Polio, Type: Inactivated Vaccine, Antigen: *Diphtheria, Tetanus, Acellular Pertussis & Polio, Total Doses on Hand: 150, Recommended Stock: 150

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | |
|------------|-----------------|-----------------|------------|------------|-------------------|
| Test5Aug28 | August 31, 2020 | August 31, 2020 | Doses: 150 | 0 | [Update] [Cancel] |

▶ Fluad, Type: Inactivated Vaccine, Antigen: *Influenza, Total Doses on Hand: 280, Recommended Stock: 100

Please select a reason. ▼
 Please select a reason.
 Monthly order
 Received wrong lot #
 Requested by CDC

For example, let's take a look at the Boostrix-Polio vaccine. The inventory indicates there is 150 doses available. When you check your physical inventory you see that there is only 145 doses. Add 145 in the 'Doses' section and click [Update].

▼ Boostrix-Polio, Type: Inactivated Vaccine, Antigen: *Diphtheria, Tetanus, Acellular Pertussis & Polio, Total Doses on Hand: 150, Recommended Stock: 150

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | |
|------------|-----------------|-----------------|-----------------------------|------------|---------------|
| Test5Aug28 | August 31, 2020 | August 31, 2020 | Doses: 145 Monthly order | 0 | Update Cancel |

Yellow or Red Highlighted Inventory

Sometimes within your inventory a lot number will be highlighted yellow or red. Yellow lot numbers mean the vaccine is still usable but may have a short-term expiration date OR has had a cold chain break. Use this vaccine first when possible. Red lot numbers mean the vaccine is NOT usable and requires immediate action to remove from the useable stock. This may be because the vaccine has expired, has had a cold chain break and is unusable, or the vaccine has been recalled.

Inventory Shipping & Receiving My Orders Documents History

Depot Inventory

▼ Agriflu, Type: Inactivated Vaccine, Total Doses on Hand: 0

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | | |
|----------------------|--------------------|--------------------|-------|------------|------|--------|
| W-11-1212 | January 02, 2016 | February 03, 2016 | 550 | 0 | Edit | Recall |
| 124sfsfd23fg | September 07, 2016 | September 30, 2016 | 2700 | 0 | Edit | |
| CCU-159-124sfsfd23fg | September 07, 2016 | September 30, 2016 | 100 | 0 | Edit | |

► Fluad, Type: Inactivated Vaccine, Total Doses on Hand: 0

► Flumist Quadrivalent, Type: Live Vaccine, Total Doses on Hand: 0

Submitting Order

The database will be pre-programmed to display how many doses of vaccine you should have in stock at your site. This is called your **“Recommended Office Stock.”** Once your vaccine inventory has been updated, submit your order by clicking [Update Recommended Stock]. The database will automatically calculate the number of vaccine doses that are absent from your recommended stock and generate an order for you.

For example, in the screenshot below, when you click [Update Recommended Stock] an order will be automatically placed to the depot for 5 doses of Boostrix-Polio and 190 doses of ProQuad. Gardasil and Fluad have more doses in the inventory than the recommended stock so will not require an order. There is no listed recommended stock for Twinrix in this example.

The screenshot shows the 'Depot Inventory' section of a software interface. At the top, there are navigation tabs: 'Inventory', 'Shipping & Receiving', 'My Orders', 'Documents', and 'History'. Below the tabs, the 'Depot Inventory' section displays a list of vaccine items with their respective stock levels and expiry dates. The first item is 'Boostrix-Polio' with 145 doses on hand and a recommended stock of 150. Below this is a table with columns for 'Lot Number', 'Original Expiry', 'Current Expiry', 'Doses', and 'In Transit'. The table contains one row for 'Test5Aug28' with 145 doses and 0 in transit. There is an 'Edit' button next to the 'In Transit' value. Below the table, there are four expandable sections for other vaccines: 'Fluad', 'GARDASIL', 'ProQuad', and 'Twinrix', each showing their total doses on hand and recommended stock. At the bottom right, there are two buttons: 'Print Blank Fridge Inventory Sheet' and 'Update recommended Stock', the latter of which is highlighted with a red box.

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit |
|------------|-----------------|-----------------|-------|------------|
| Test5Aug28 | August 31, 2020 | August 31, 2020 | 145 | 0 |

Shipping and Receiving

The *Shipping and Receiving* tab is where you can see any vaccine that is coming to or going from your site/depot. There are three sections:

Incoming Transfers

This shows vaccine that has been sent to your site/depot. When you 'receive' vaccine, it will show in your inventory on the *Inventory* tab (see section 'Receive Vaccine') and delete from the incoming transfers listing. In the screenshot below there is an incoming transfer of Fluad (250 doses) from the OHN-Carbonear hospital site.

Outgoing Transfers

This shows that vaccine that has been transferred from your site/depot (see section 'Transfer Vaccine'). You can 'view' the transfer details by clicking [View]. You can delete a transfer by clicking [Delete Transfer]. The [Download Invoice] button will produce a PDF shipping label. You should print this and send with your vaccine. You can also keep a copy for your own records if required. The number of doses sent in the transfer will be removed from your inventory and will show as 'In Transit' on the *Inventory* tab until it is electronically received by the receiver. Once the receiver receives the shipment, the transfer will delete from your site's outgoing transfer list. In the screenshot below, there is an outgoing transfer of vaccine to the Clarendville Depot.

Incoming Orders

Vaccine orders that you have made and that have been processed by the depot will show here. This means that the vaccine is on route to your site (transport times may vary). When you 'receive' vaccine, it will show in your inventory on the *Inventory* tab (see section 'Receive Vaccine') and delete from the 'Incoming Orders' listing. In the screenshot below, there is an incoming order of 230 doses of Flumist Quadrivalent. Note that vaccine orders that have NOT yet been processed by the depot will show on the *My Orders* tab (see section on 'My Orders tab').

Inventory **Shipping & Receiving** My Orders Documents History

Incoming Transfers

TRANS-244, From: OHN-Carbonear Hospital Details

| Vaccine | Type | Lot # | # Doses | Created Date | |
|---------|---------------------|------------|---------|--------------------|-------------------------|
| Fluad | Inactivated Vaccine | nkso156322 | 250 | September 24, 2015 | Receive |

Outgoing Transfers

| Invoice | To | Type | Transfer Date | | | |
|-----------|-------------------|------------------|--------------------|----------------------|----------------------------------|---------------------------------|
| TRANS-249 | Clarenville Depot | Transfer-Useable | September 25, 2015 | View | Download Invoice | Delete Transfer |

Incoming Orders

ORD-85, Vaccine: Influenza

| Vaccine | Type | Lot # | # Doses | |
|----------------------|--------------|--------------|---------|-------------------------|
| Flumist Quadrivalent | Live Vaccine | 124sfsfd23fg | 230 | Receive |

My Orders

The 'My Orders' tab is where you will see any orders that have been submitted to your depot that have NOT yet been processed. You can view the details of the order by clicking the [View] button. Once an order has been processed, it will delete from this screen and show on the *Shipping and Receiving* tab under 'Incoming Orders'. You can cancel an unprocessed order by clicking the [Delete Order] button. **If you work in multiple locations, make sure you change your location in "My Settings" to accurately reflect where you are currently working.**

Site/Depot Orders > Mount Pearl Square (site) Ordering Site:
Community Health - Mount Pearl Square (site)

Demographics

Site: Mount Pearl Square (site) Contact Name:
Gail Philips

Address: P.O. Box 13122 Contact #:
752-4870

Inventory Shipping & Receiving **My Orders** Documents History

Submitted Orders

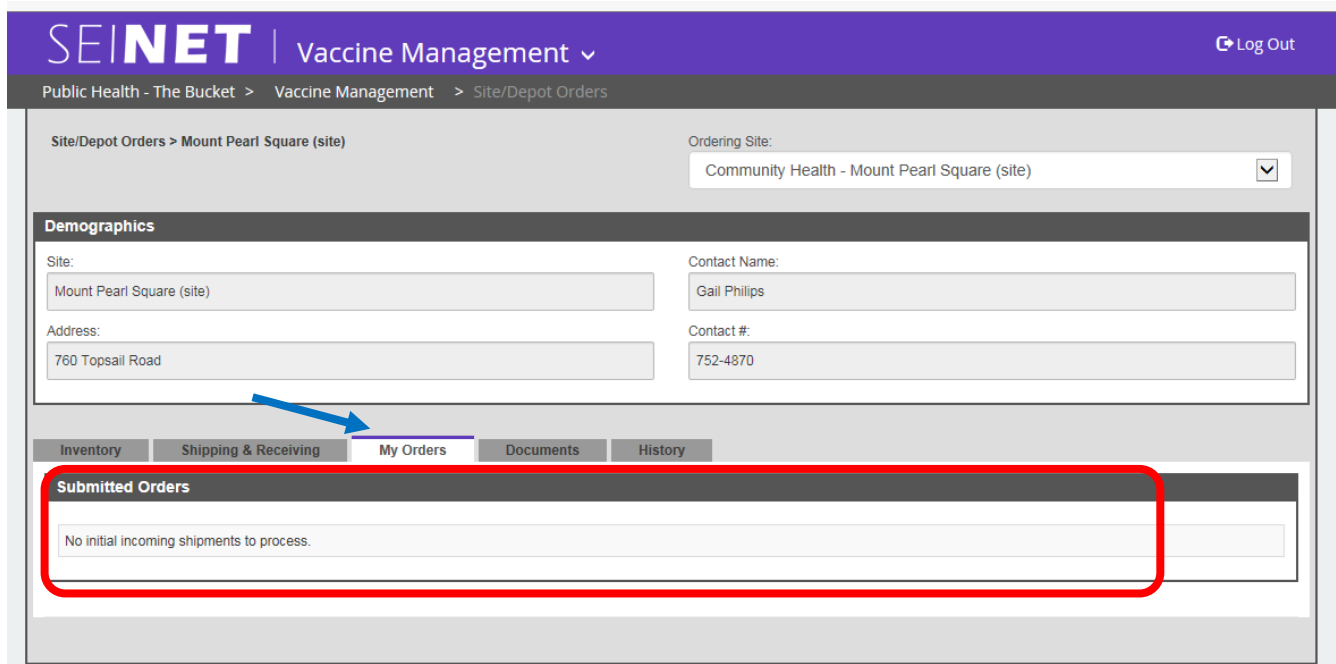
| Invoice | Ordering Depot | Date Ordered | Ordering Person | | |
|---------|---------------------------|--------------------|-----------------|----------------------|------------------------------|
| ORD425 | Mount Pearl Square (site) | September 07, 2017 | juanita.burke | View | Delete Order |

How orders are processed by the depot

The depot has three options to process your order:

1. Give all: The depot fills your order completely.
2. Give Some: The depot fills your order partially.
 - The depot can select to cancel the remainder of your order, OR
 - The depot can select to backfill the remainder of your order.
3. Give none: The depot can choose to not fill your order

Once the order is processed, the order details will be removed from your *My Orders* tab. This is how you know your order has been processed.



The screenshot displays the SEINET Vaccine Management interface. At the top, the header includes the SEINET logo and 'Vaccine Management' with a dropdown arrow. A 'Log Out' button is visible in the top right corner. Below the header, the breadcrumb trail reads 'Public Health - The Bucket > Vaccine Management > Site/Depot Orders'. The main content area shows 'Site/Depot Orders > Mount Pearl Square (site)' and an 'Ordering Site' dropdown menu set to 'Community Health - Mount Pearl Square (site)'. A 'Demographics' section contains fields for Site (Mount Pearl Square (site)), Contact Name (Gail Philips), Address (760 Topsail Road), and Contact # (752-4870). Below this is a navigation bar with tabs for 'Inventory', 'Shipping & Receiving', 'My Orders', 'Documents', and 'History'. The 'My Orders' tab is selected and highlighted with a red border. A blue arrow points from the 'My Orders' tab to the 'Submitted Orders' section, which displays the message 'No initial incoming shipments to process.'

The processed order will now show in the *Shipping and Receiving* tab under 'Incoming Orders'. Additionally, the contact person for your site will receive an email notification that the order has been processed and the vaccine is on its way (transport times may vary). Once you physically receive the shipment at your site, always log in to SEINET to electronically 'receive' it (see section 'Receive Vaccine').

Inventory Shipping & Receiving My Orders Documents History

Incoming Transfers
No Incoming Transfers

Outgoing Transfers
No Incoming Transfers to process.

Incoming Orders

ORD425 Vaccine: Influenza

| Vaccine | Type | Lot # | # Doses | |
|----------------------|--------------|--------------|---------|-------------------------|
| Flumist Quadrivalent | Live Vaccine | 124sfsdf23fg | 50 | Receive |

Documents

The Documents tab will show any documents that are relevant to your site/depot. This may include site layout, emergency numbers, manuals, emergency protocols, etc. If the list of documents is long, you can search for a document using the search bar. Documents can only be uploaded by the Public Health Information Specialist.

Inventory Shipping & Receiving My Orders Documents History

Document

History

The History tab shows all of the transactions for your site/depot. You can see more details about a transaction by clicking the [View] button.

Inventory Shipping & Receiving My Orders Documents History

Vaccine History

All Vaccines

| Vaccine | Lot Number | Action | Start Count | End Count | Created Date | Notes | |
|---------|-------------------|---------------------|-------------|-----------|--------------------|--|----------------------|
| Fluad | nkso156322 | Transfer - Outgoing | 500 | 475 | September 25, 2015 | Transfer from OHN-HSC to Clarenville Depot | View |
| Agriflu | CCU-254-W-11-1212 | Administrative | 0 | 100 | September 24, 2015 | | View |
| Agriflu | W-11-1212 | Administrative | 570 | 470 | September 24, 2015 | | View |
| Agriflu | W-11-1212 | Transfer - Outgoing | 670 | 570 | September 24, 2015 | Transfer from OHN-HSC to OHN-Carbeneair Hospital | View |
| Fluad | nkso156322 | Transfer - Outgoing | 1000 | 500 | September 24, 2015 | Transfer from OHN-HSC to OHN-Carbeneair Hospital | View |

Receive Vaccine

If vaccine is being sent to your site, either via a transfer OR a filled order, an email notification will be sent to the primary contact or group email for the site/depot.

Sample email:

Your order is being processed. Pick-up/Transport times may vary.

Date of transfer: 2018-07-11
Type of transfer: Transfer Useable
Transfer reason: Requested by Site/Depot/CDC
Sending Site/Depot: Mount Pearl Square Depot

Comments:

Units:

| Vaccine | Lot | Doses Sent |
|--------------------|-----------|------------|
| FLUZONE multi-dose | oct24test | 5 |

Public Health - Seinet
<http://theseinet.easternhealth.ca>

To receive vaccine to your site/depot's inventory, click on the *Shipping and Receiving* tab. You can receive an 'Incoming Transfer' OR an 'Incoming Order'. Click the [Receive] button to receive the shipment. **If you work in multiple locations, make sure you change your location in "My Settings" to accurately reflect where you are currently working.**

Incoming Transfers

TRANS-244, From: OHN-Carbonear Hospital Details

| Vaccine | Type | Lot # | # Doses | Created Date | |
|---------|---------------------|------------|---------|--------------------|-------------------------|
| Fluad | Inactivated Vaccine | nkso156322 | 250 | September 24, 2015 | Receive |

Outgoing Transfers

| Invoice | To | Type | Transfer Date | | | |
|-----------|-------------------|------------------|--------------------|----------------------|----------------------------------|---------------------------------|
| TRANS-249 | Clarenville Depot | Transfer-Useable | September 25, 2015 | View | Download Invoice | Delete Transfer |

Incoming Orders

ORD-85, Vaccine: Influenza

| Vaccine | Type | Lot # | # Doses | |
|----------------------|--------------|--------------|---------|-------------------------|
| Flumist Quadrivalent | Live Vaccine | 124sfsfd23fg | 230 | Receive |

In the following example, the incoming transfer shipment is being received. Once you click 'Receive' you will be brought to the 'Receive Shipment' screen. The grey fields are pre-populated with the shipping details and the vaccine information. Enter the actual number of doses received at your site (mandatory field). Make sure to also check whether the lot number received is the same as the lot number on the shipping label. The notes section is available, but not mandatory unless there is mismatched doses (or lot numbers) between sender and receiver. Select the [Mark as Received] button.

Receive Shipment

| | | | |
|-----------------|------------------------|-----------------------|---------------------|
| Invoice # | TRAN-254 | Vaccine | Fluad |
| Lot # | nkso156322 | Type: | Inactivated Vaccine |
| Date Shipped: | 2015-09-24 | Original Expiry Date: | 2016-09-09 |
| | | Current Expiry Date: | 2017-09-12 |
| Shipping Site: | OHN-Carbonear Hospital | | |
| Sender: | John Test | | |
| Doses Sent: | 250 | | |
| Doses Received: | 250 | | |
| Notes: | | | |

[Mark as Received](#) [Cancel](#)

You will see that that Incoming Transfer has now deleted from the *Shipping and Receiving* tab.

The screenshot shows the 'Shipping & Receiving' tab selected. Under 'Incoming Transfers', it says 'No Incoming Transfers'. Under 'Outgoing Transfers', there is a table with one entry:

| Invoice | To | Type | Transfer Date | | | |
|-----------|------------------|------------------|--------------------|----------------------|----------------------------------|---------------------------------|
| TRANS-249 | Clareville Depot | Transfer-Useable | September 25, 2015 | View | Download Invoice | Delete Transfer |

Under 'Incoming Orders', there is a table with one entry:

| Vaccine | Type | Lot # | # Doses | |
|----------------------|--------------|--------------|---------|-------------------------|
| Flumist Quadrivalent | Live Vaccine | 124sfsdf23fg | 230 | Receive |

You will also notice that the vaccine doses that you received has been added to your inventory. If you already have this particular lot number in your inventory, then the doses will add to your current stock. In the case below, the start count was 425 and the end count was 725 after the receiving the transfer of the 250 doses of Flud. If this is a new lot number then there will be a new vaccine/lot number created in your inventory showing the newly added doses.

The screenshot shows the 'Inventory' tab selected. Under 'Depot Inventory', there is a table with one entry:

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | |
|------------|--------------------|--------------------|-------|------------|----------------------|
| nkso156322 | September 09, 2016 | September 12, 2017 | 725 | 0 | Edit |

You will also see the transaction show on the *History* tab. You can click [View] for more details.

The screenshot shows the 'History' tab selected. Under 'Vaccine History', there is a table with four entries:

| Vaccine | Lot Number | Action | Start Count | End Count | Created Date | Notes | |
|---------|-------------------|---------------------|-------------|-----------|--------------------|---|----------------------|
| Flud | nkso156322 | Transfer - Incoming | 475 | 725 | September 25, 2015 | Transfer from OHN-Carbonear Hospital to OHN-HSC | View |
| Flud | nkso156322 | Transfer - Outgoing | 500 | 475 | September 25, 2015 | Transfer from OHN-HSC to Clareville Depot | View |
| Agriflu | CCU-254-W-11-1212 | Administrative | 0 | 100 | September 24, 2015 | | View |
| Agriflu | W-11-1212 | Administrative | 570 | 470 | September 24, 2015 | | View |

Mismatched Doses between Sender and Receiver

Sometimes the number of doses received does not match the number of doses that were sent. While rare, this can occur for a number of reasons, including (but not limited to) a box of vaccine containing less vaccine than what was thought, or a counting error by the shipper or receiver.

In this case, the receiver should double-check that they have counted correctly. If there is a mismatch, the receiver should enter the actual number of doses received. The receiver must also enter a comment in the 'Notes' section if there is a mismatch (mandatory). Click [Mark as Received].

The screenshot shows a 'Receive Shipment' form with the following fields:

| | | | |
|-----------------|--------------------------------|-----------------------|---------------------|
| Invoice # | TRAN-86 | Vaccine | Fluad |
| Lot # | nkso156322 | Type: | Inactivated Vaccine |
| Date Shipped: | 2015-09-25 | Original Expiry Date: | 2016-09-09 |
| | | Current Expiry Date: | 2017-09-12 |
| Shipping Site: | OHN-HSC | | |
| Sender: | Kathy Donovan | | |
| Doses Sent: | 25 | | |
| Doses Received: | 20 | | |
| Notes: | Only 20 doses in the shipment. | | |
| | | Mark as Received | Cancel |

An email notification will be sent to the receiver to alert them that a mismatch has occurred. It is the responsibility of the shipper to contact the receiver to investigate why/where the discrepancy occurred. Depending on the discrepancy, a *manual* inventory update may be required by the shipper or receiver. This is done on the *Inventory* tab by clicking [Edit] to update the appropriate vaccine lot number.

Attention: TRAN-249

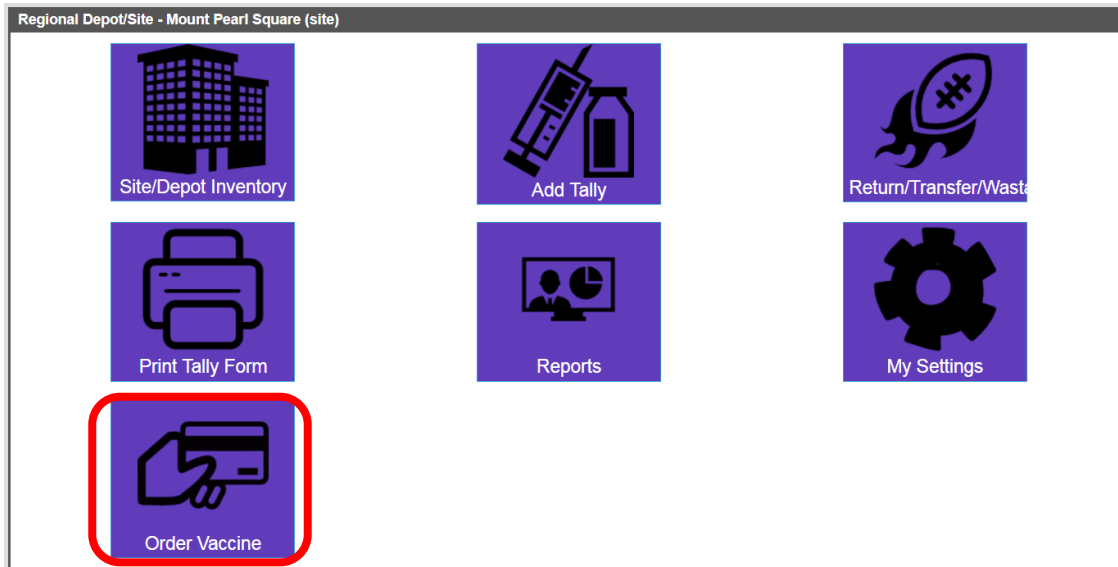
The receiving site does not have the same dose count for this transfer. Please see details below:

Receiving Location: OHN-HSCVaccine: Fluad
Lot #: nkso156322
Doses sent: 25
Doses received: 20
Received by: kelly.butt@easternhealth.local
Notes:
Only 20 doses in the shipment.

Order Vaccine

This is where a site may order additional vaccine from a depot. These orders would include anything that the clinic would need outside of a regular monthly/quarterly order (i.e. updating recommended stock).

From the homepage, select the icon for 'Order Vaccine'.



Your 'Ordering Site' will default to your default site (as selected under 'My Settings'). **If you work in multiple locations, make sure you change your location in "My Settings" to accurately reflect where you are currently working.** The Ordering Site information will pre-populate. Under 'Depot to Order from', select the depot that normally provides vaccine to your site. Select 'Add Vaccine' to add the desired vaccine.

SEINET | Vaccine Management Log Out

Public Health - The Bucket > Vaccine Management > Order Request

Depot to Order from: Please Select Depot Ordering Site: Community Health - Mount Pearl Square (site)

Ordering Depot/Site Information

| | |
|---|--|
| Site: Mount Pearl Square (site) | Contact Name: Gail Philips |
| Address: 760 Topsail Road | Contact #: 752-4870 |
| Employee Requesting: sarah.halfyard | Deliver To: |
| Phone: | Fax #: |

Vaccines To Order

Add Vaccine

Send Order Cancel

Fill in the appropriate information:

- **Vaccine:** the type of vaccine that you need to order.
- **Recommended office stock:** This shows the recommended inventory you should always have at your site. This number is determined based on site requirements.
- **Total doses on hand:** This shows the total number of doses that are in your site's inventory.
- **Doses Ordered:** Enter the number of doses that you wish to order.
- **Reason for order more than the required doses:** Comment box optional.
- **Is the vaccine urgent:** Select a timeframe for the order or 'clear' the selection if not urgent.
- **Reason for urgency:** Required if the vaccine is urgent. Please provide a reason.
- **Comments:** Not mandatory. You can specify if you require a specific type of vaccine.

Click [Add] to add the vaccine to your order.

This order will be added to the 'Submitted Orders' section of the *My Orders* tab. You can edit or remove the vaccine, if necessary. **Note that the vaccine will be highlighted in red if the order was marked as Urgent.**

Click [Send Order] to submit the order to the Depot.

Add Vaccine

Vaccine: *Human Papillomavirus (HPV)

Recommended Office Stock: 40 Total Doses on hand: 90 Doses Recommended:



Doses Ordered: 50



Please provide a reason for ordering more than the required doses:
New school added to workload

Is this vaccine urgent? (clear)
 Yes
 No

Reason for urgency(**Please include Date Required)

Comments






The screen will refresh to the 'My Orders' tab of your site's inventory screen. You will see a green notification banner on the top of your screen to show that the order was submitted successfully AND the order will show under the Submitted Orders until your order has been processed. You can click [View] to see additional details about your order. You can also cancel your order by clicking [Delete Order].

Once your order has been submitted to the depot, the depot clerk will receive an email notification.

Inventory Shipping & Receiving **My Orders** Documents History

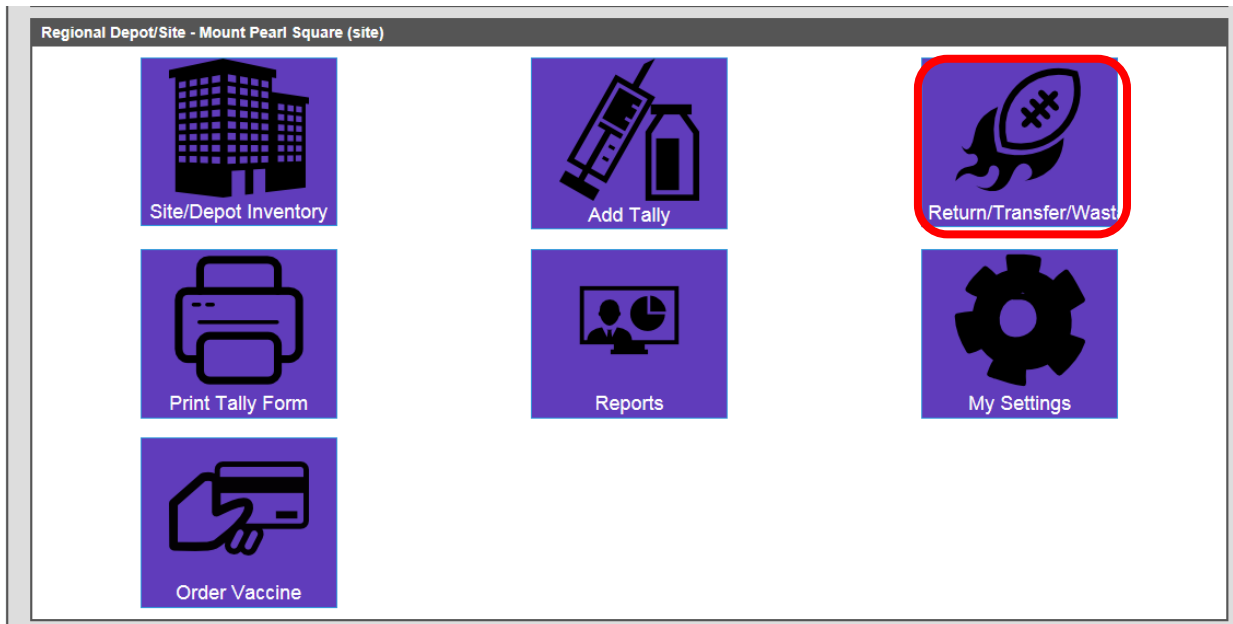
Submitted Orders

| Invoice | Ordering Site/Depot | Date Ordered | Ordering Person | | |
|---------|---------------------------|-----------------|-----------------|---|---|
| ORD626 | Mount Pearl Square (site) | August 29, 2018 | sarah.halfyard |  |  |

Transfer Vaccine (Useable)

Any movement of vaccine is called a 'Vaccine Transfer'. This may be from a site to a site, a site to a depot, a depot to a site, or disposing of vaccine in waste container (i.e. dispose on site).

From the homepage, select the icon for 'Return/Transfer/Wastage'.

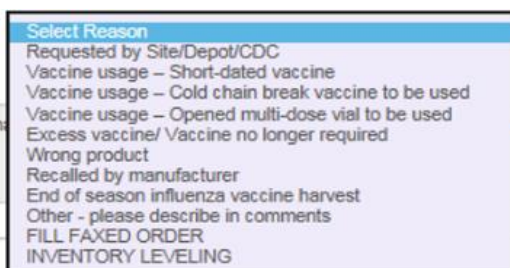


You will be brought to the transfer screen. Your default site/depot will show in the top right drop down box. The demographics will pre-populate. **If you work in multiple locations, make sure you change your location in "My Settings" to accurately reflect where you are currently working.**

Under the 'Transfer Details', select that you want to transfer. In this section we will be transferring useable vaccine

- **Transfer Useable/Transfer Wastage/Dispose on Site**
- **Reason:** What is the reason for your transfer

Reasons for transferring useable vaccine include the following:



- **Reason Definition:** This will pre-populate based on your selections above.
- **Comment:** Not mandatory.
- **Vaccine:** The vaccine type that is in your inventory will show here. Select the vaccine type that you wish to transfer (via the check box). For each checkbox you select, the available lot numbers will appear in the table. Click [Edit] to fill in the number of doses to transfer. Click [Update] to save the changes
 - **For useable vaccine transfers, you MUST select the Cold Chain Waiver.**
 - **For unusable vaccine transfers, a Cold Chain Waiver may or may not be required.**
- **Transfer Destination:** Select the destination site or depot.

For example, if you are transferring useable vaccine, click 'Transfer Usable', provide the reason for transfer, click which vaccine and lot# you are transferring and the number of doses. Then select the transfer destination site/depot. Click [Send Transfer] to send the transfer.

Community Health - Mount Pearl Square (site) ▼

Demographics

Site:
Mount Pearl Square (site)

Address:
760 Topsall Road

Contact Name:
Gail Phillips

Contact #:
752-4870

Transfer Details

Transfer Useable
 Transfer - Wastage
 Dispose on Site

Reason:
Requested by Site/Depot/CDC ▼

Reason Definition:
Transfer Definition: Vaccine that is viable and can still be used. Must be transported using cold chain process. Cold chain waiver required. Please select the primary reason for transfer. ▲
 Transfer Reason: Vaccine that is being transferred in response to a request by another location or program (site, depot, or CDC program). ▼

Comment:

VACCINE:

| | | |
|--|---|---|
| <input type="checkbox"/> Adacel, inactivated Vaccine | <input type="checkbox"/> Adacel-Polio, Inactivated Vaccine | <input type="checkbox"/> Pediacel, Inactivated Vaccine |
| <input type="checkbox"/> Twinrix Jr, Inactivated Vaccine | <input type="checkbox"/> GARDASIL, Inactivated Vaccine | <input type="checkbox"/> Prevnar 13, Inactivated Vaccine |
| <input type="checkbox"/> Pneumovax 23, Inactivated Vaccine | <input checked="" type="checkbox"/> ProQuad, Live Vaccine | <input type="checkbox"/> TUBERSOL, Inactivated Vaccine |
| <input type="checkbox"/> IMOVAX-Polio, Inactivated Vaccine | <input type="checkbox"/> NEISVAC-C, Inactivated Vaccine | <input type="checkbox"/> NIMENRIX, Inactivated Vaccine |
| <input type="checkbox"/> Priorix, Live Vaccine | <input type="checkbox"/> Engerix-Pediatric, Inactivated Vaccine | <input type="checkbox"/> Recombivax-Thimersol Free (Adult), Inactivated Vaccine |
| <input type="checkbox"/> RotaTeq, Live Vaccine | | |

| Vaccine | Lot Number | Available Inventory | Original Expiry | Current Expiry | Doses To Transfer | Cold Chain Waiver | |
|---------|------------|---------------------|-----------------|----------------|-------------------|--------------------------|----------------------|
| ProQuad | N025715 | 70 | 17-Mar-2019 | 17-Mar-2019 | 0 | <input type="checkbox"/> | Edit |
| ProQuad | N030285 | 118 | 25-Apr-2019 | 25-Apr-2019 | 0 | <input type="checkbox"/> | Edit |
| ProQuad | N035482 | 80 | 11-Jun-2019 | 11-Jun-2019 | 0 | <input type="checkbox"/> | Edit |

Transfer Destination

Destination:
Please Select ▼

Name

Address

Contact Name Contact #: Office:

Send Transfer
Cancel

Once the 'Send Transfer' button has been clicked, the screen will refresh to your (i.e. the sender's) *Shipping and Receiving* tab.

The sent transfer will show in the 'Outgoing Transfers' section. You can select [View] to review the details about the transfer. Once the receiving site has received the transfer in SEINET, the transfer notice will automatically be deleted from your 'Outgoing Transfers'. You can cancel a transfer by clicking [Delete Transfer].

Click [Download Invoice] to open the shipping label as a PDF. Print this and attach to the actual package that you are shipping. You may also print a copy for your records, if necessary.

The receiving site/depot will be notified via email that a transfer is on route to them.

| Invoice | To | Type | Transfer Date | View | Download Invoice | Delete Transfer |
|-----------|-------------------|------------------|--------------------|----------------------|----------------------------------|---------------------------------|
| TRANS-249 | Clarenville Depot | Transfer-Useable | September 25, 2015 | View | Download Invoice | Delete Transfer |

As well, in your *Inventory* tab, the number of transferred doses will show as 'In Transit' under the vaccine and lot#. The 'In Transit' doses will automatically delete once the receiving site has received their doses in the system.

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | Edit |
|------------|--------------------|--------------------|-------|------------|----------------------|
| nkso156322 | September 09, 2016 | September 12, 2017 | 725 | 25 | Edit |

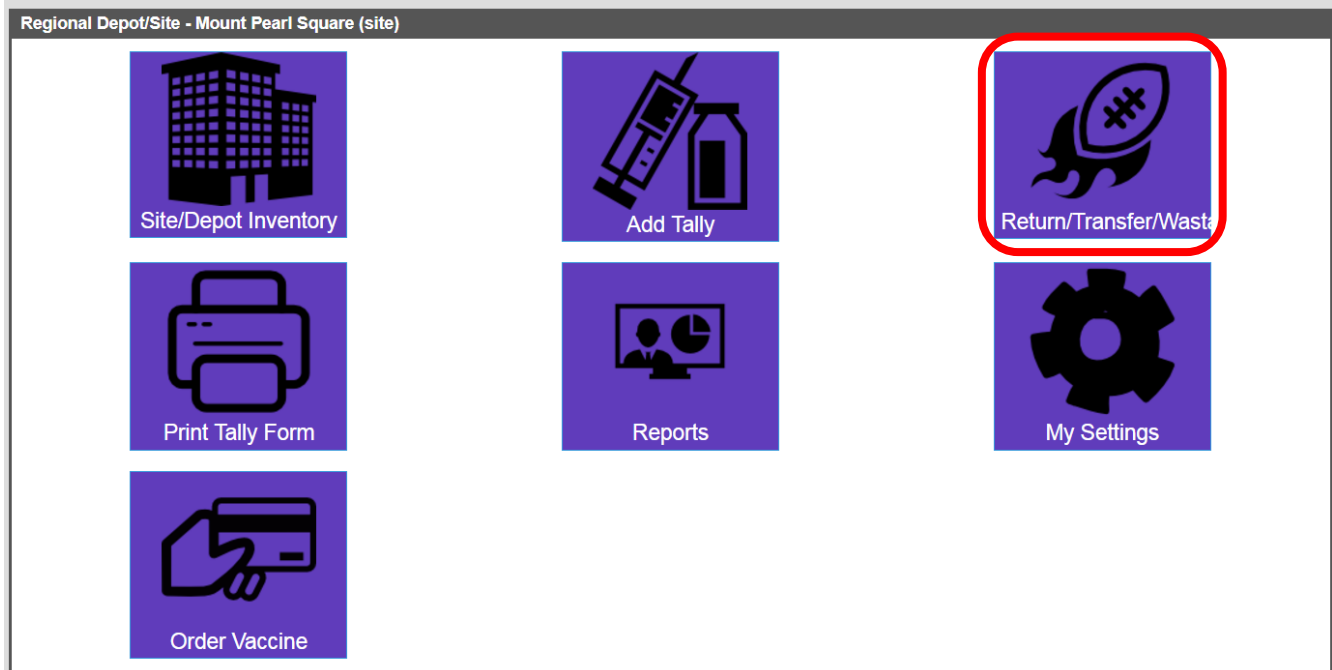
In your 'History' tab, the transfer will show in your site's transaction history. You can select [View] for more details.

| Vaccine | Lot Number | Action | Start Count | End Count | Created Date | Notes | View |
|---------|-------------------|---------------------|-------------|-----------|--------------------|---|----------------------|
| Fluad | nkso156322 | Transfer - Outgoing | 750 | 725 | September 25, 2015 | Transfer from OHN-HSC to Clarenville Depot | View |
| Fluad | nkso156322 | Mismatch | 725 | 750 | September 25, 2015 | | View |
| Fluad | nkso156322 | Transfer - Incoming | 475 | 725 | September 25, 2015 | Transfer from OHN-Carbonear Hospital to OHN-HSC | View |
| Fluad | nkso156322 | Transfer - Outgoing | 500 | 475 | September 25, 2015 | Transfer from OHN-HSC to Clarenville Depot | View |
| Agriifu | CCU-254-W-11-1212 | Administrative | 0 | 100 | September 24, 2015 | | View |

Wastage Reporting

Vaccine wastage can either be transferred back to the depot or disposed on site.

From the homepage, select the icon for 'Return/Transfer/Waste'. You will be brought to the transfer screen.

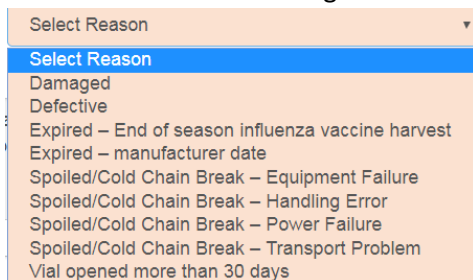


Your default site/depot will show in the top right drop down box. The demographics will pre-populate. **If you work in multiple locations, make sure you change your location in “My Settings” to accurately reflect where you are currently working.**

Transfer Wastage (Unusable Vaccine)

Under the 'Transfer Details', select that you want to transfer back to the depot:

- **Transfer Unusable**
- **Reason:** What is the reason for your transfer
 - Reasons for transfer wastage include the following:



- **Reason Definition:** This will pre-populate based on your selections above.
- **Comment:** Mandatory.

- **Vaccine:** The vaccine type that is in your inventory will show here. Select the vaccine type that you wish to transfer (via the check box). For each checkbox you select, the available lot #s will appear in the table. Click [Edit] to fill in the number of doses to transfer. Click [Update] to save the changes
 - For unusable vaccine transfers, a Cold Chain Waiver may or may not be required.
- **Transfer Destination:** Select the destination depot.

Then select the transfer destination depot. Click [Send Transfer] to send the transfer/disposal.

Community Health - Mount Pearl Square (site) ▼

Demographics

Site:

Address:

Contact Name:

Contact #:

Transfer Details

Transfer Useable
 Transfer - Wastage
 Dispose on Site

Reason:
 ▼

Reason Definition:
Transfer Definition: Vaccine that is not viable and cannot be used. This includes expired, spoiled, and defective vaccine. This applies to multiple doses and/or multiple products. Vaccine must be returned to CDC depot. Cold chain process not required for transport.

Comment:

VACCINE:

| | | |
|--|--|--|
| <input type="checkbox"/> Adacel, Inactivated Vaccine | <input type="checkbox"/> Adacel-Polio, Inactivated Vaccine | <input type="checkbox"/> Pediacel, Inactivated Vaccine |
| <input type="checkbox"/> Act-HIB, Inactivated Vaccine | <input type="checkbox"/> Twinrix, Inactivated Vaccine | <input type="checkbox"/> GARDASIL, Inactivated Vaccine |
| <input type="checkbox"/> Prevnar 13, Inactivated Vaccine | <input type="checkbox"/> Pneumovax 23, Inactivated Vaccine | <input type="checkbox"/> ProQuad, Live Vaccine |
| <input type="checkbox"/> TUBERSOL, Inactivated Vaccine | <input type="checkbox"/> Recombivax-Thimerosol Free (Dialyts), Inactivated Vaccine | <input type="checkbox"/> IMOVAX-Polio, Inactivated Vaccine |
| <input checked="" type="checkbox"/> NEISVAC-C, Inactivated Vaccine | <input type="checkbox"/> NIMENRIX, inactivated Vaccine | <input type="checkbox"/> BEXSERO, Inactivated Vaccine |
| <input type="checkbox"/> Priorix, Live Vaccine | <input type="checkbox"/> Engerix-Pediatric, Inactivated Vaccine | <input type="checkbox"/> Recombivax-Thimerosol Free (Adult), Inactivated Vaccine |
| <input type="checkbox"/> RotaTeq, Live Vaccine | | |

| Vaccine | Lot Number | Available Inventory | Original Expiry | Current Expiry | Doses To Transfer | Cold Chain Waiver | |
|-----------|------------|---------------------|-----------------|----------------|-------------------|--------------------------|----------------------|
| NEISVAC-C | VNS1R10DAA | 49 | 31-Jan-2020 | 31-Jan-2020 | 0 | <input type="checkbox"/> | Edit |
| NEISVAC-C | VNS1R12EAA | 30 | 29-Feb-2020 | 29-Feb-2020 | 0 | <input type="checkbox"/> | Edit |
| NEISVAC-C | VNS1S05CAB | 70 | 30-Nov-2020 | 30-Nov-2020 | 0 | <input type="checkbox"/> | Edit |

Transfer Destination

Destination:
 ▼

Name:

Address:

Contact Name:
 Contact #:
 Office:

Send Transfer
 Cancel

The screen will refresh to your 'Shipping and Receiving' tab on your inventory screen. The receiving site/depot will be notified via email that a transfer is on route to them.

The sent transfer will show in the 'Outgoing Transfers' section. Select [View] to view more details about the transfer. This transfer will automatically delete once the receiving site has received the vaccine transfer in the system. You can cancel a transfer by clicking [Delete Transfer].

Click [Download Invoice] to open the shipping label as a PDF. Print this and attach to the actual package that you are shipping. You may also print a copy for your records, if necessary.

Transfer Added Successfully

Community Health - Mount Pearl Square (site)

Demographics

Site: Mount Pearl Square (site) Contact Name: Gail Phillips
 Address: 780 Topsail Road Contact #: 752-4870

Inventory Shipping & Receiving My Orders Documents History

Incoming Transfers
 No Incoming Transfers

Outgoing Transfers

| Invoice | To | Type | Transfer Date | | | |
|-----------|--------------------------|------------------|--------------------|----------------------|----------------------------------|---------------------------------|
| TRANS-251 | Mount Pearl Square Depot | Transfer-Wastage | September 25, 2015 | View | Download Invoice | Delete Transfer |

Dispose on site

When disposing of expired, unusable, or recalled vaccine, local biomedical and hazardous waste guidelines should be followed. **Influenza is the only vaccine that will need prior approval from the Department of Health and Community Services before disposal.**

In brief, the disposal of vaccine should include the following:

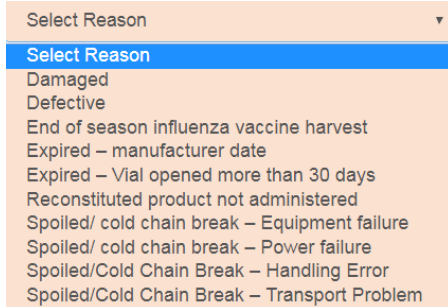
- Sharps are to be disposed of in a certified sharps container.
- Sharps containers are to be removed when ¾ full and placed in the transport bins. Ensure the snap on lids are secure before removal.
- Biomedical waste bins must be stored in a designated area that is separated from supply rooms, general traffic and food areas. It must have a “Biomedical Waste” and “Authorized Access Only” signage.
- The storage of waste must be in a locked room or cabinet with restricted access.
- Vaccines not opened and still in packaging can be bagged and placed in the designated storage bins or follow instructions of your CDC Department. Bags must have “Biomedical Waste” signage.
- Biomedical waste must be removed from the organization in compliance with the Transportation of Dangerous Goods Act and be carried out by licenced transportation companies.

Disposing of vaccines MUST be recorded in SEINET.

Your default site/depot will show in the top right drop down box. The demographics will pre-populate. **If you work in multiple locations, make sure you change your location in “My Settings” to accurately reflect where you are currently working.**

In SEINET, under the 'Transfer Details', select vaccine for disposal:

- **Dispose on Site**
- **Reason:** What is the reason for your disposal
 - Reasons for dispose on site include the following:



- **Reason Definition:** The definition will pre-populate based on your selection above.
- **Comment:** Optional.
- **Vaccine:** The vaccine type that is in your inventory will show here. Select the vaccine type that you wish to dispose (via the check box). For each checkbox you select, the available lot #s will appear in the table. Click [Edit] to fill in the number of doses to transfer/dispose. Click [Update] to save the changes.
 - For vaccine disposed on site, a Cold Chain Waiver is not required.
- **Transfer Destination:** If you selected to dispose on site, the Transfer Destination will pre-populate to your default site/depot. **Make sure the site accurately reflects where you are currently working.**

Click [Send Transfer] to submit the disposal and physically remove the vaccine from your inventory. You cannot undo this action.

Once you click [Send Transfer] the screen will refresh to your *Shipping and Receiving* tab. The disposal will **NOT** show in the 'Outgoing Transfers' section in your *Shipping and Receiving* tab as it is being disposed of on site. The doses will be automatically removed from your site inventory.

In the example below, we are disposing 5 doses of Boostrix-Polio because they were damaged.

Transfer Details

Transfer Useable
 Transfer - Wastage
 Dispose on Site

Reason:

Reason Definition:

Transfer Definition: Expired, spoiled, defective, or damaged vaccine that does not have to be returned to CDC depot. This applies to a single dose or an individual opened multi-dose preparation only.

Transfer Reason: A broken vial or broken pre-filled syringe; or vaccine spillage.

Comment:

VACCINE:

Fluad, Inactivated Vaccine
 Twinrix, Inactivated Vaccine
 GARDASIL, Inactivated Vaccine
 ProQuad, Live Vaccine
 Boostrix-Polio, Inactivated Vaccine

| Vaccine | Lot Number | Available Inventory | Original Expiry | Current Expiry | Doses To Transfer | Cold Chain Waiver | |
|----------------|------------|---------------------|-----------------|----------------|-------------------|--------------------------|-------------------------------------|
| Boostrix-Polio | Test5Aug28 | 145 | 31-Aug-2020 | 31-Aug-2020 | 5 | <input type="checkbox"/> | <input type="button" value="Edit"/> |

Transfer Destination

Destination:

Name: Address:

Contact Name: Contact #: Office:

Cold Chain Break Reporting

If you have a cold chain break, please contact the designated person or program (e.g. CDC Intake Program or Vaccine Coordinator), as per your normal protocol. They will report the cold chain break in the Vaccine Management System and your site inventory will be updated.

If it is determined that the vaccine is **still useable** then the affected doses will highlight in yellow and the lot # will be modified with a prefix “**CCU-SiteID-originalLOT#**” (i.e. **CCU-254-nkso156322**). As per your normal protocol, this vaccine **MUST** be physically identified in the vaccine fridge (the new lot # must be written on the vaccine). You can edit and transfer this vaccine normally. An email notification will be sent to the appropriate depot to notify them of the cold chain break.

If it is determined that the vaccine is **unusable** then the affected doses will highlight in red and the lot # will be modified with a prefix “**CCW-SiteID-originalLOT#**” (i.e. **CCW-254-nkso156322**). A [Transfer] button will appear next to the affected lot # in your inventory. As per instruction, this vaccine **MUST** be sent back to the depot or

disposed of on site. An email notification will be sent to the appropriate depot to notify them of the cold chain break.

Community Health - Mount Pearl Square (site)

Demographics

Site: Contact Name:

Address: Contact #:

Inventory | Shipping & Receiving | My Orders | Documents | History

Depot Inventory

▸ Agriflu, Type: Inactivated Vaccine, Total Doses on Hand: 0

▾ Fluad, Type: Inactivated Vaccine, Total Doses on Hand: 0

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | | |
|--------------------|--------------------|--------------------|-------|------------|-------------------------------------|---|
| nkso156322 | September 09, 2016 | September 12, 2017 | 675 | 0 | <input type="button" value="Edit"/> | |
| CCU-254-nkso156322 | September 09, 2016 | September 12, 2017 | 20 | 0 | <input type="button" value="Edit"/> | |
| CCW-254-nkso156322 | September 09, 2016 | September 12, 2017 | 25 | 0 | <input type="button" value="Edit"/> | <input type="button" value="Transfer"/> |

Vaccine Recall

If vaccine is recalled (i.e. a manufacturer recall), the affected lot # will highlight in red for all affected sites/depots. The contact person for the affected site/depot will receive an email notification to physically remove the affected doses from the useable vaccine inventory (the email will include any other instructions relevant to the recall). Click [Recall].

The screenshot shows a web interface for 'Site/Depot Inventory'. The current depot is 'Mount Pearl Square (site)'. The 'Demographics' section includes fields for Site (Mount Pearl Square (site)), Contact Name (Gail Philips), Address (P.O. Box 13122), and Contact # (752-4870). Below this is a navigation bar with tabs for Inventory, Shipping & Receiving, My Orders, Documents, and History. The 'Inventory' tab is active, showing a 'Depot Inventory' section for 'Adacel, Type: Inactivated Vaccine, Antigen: *Diphtheria, Tetanus, Acellular Pertussis, Total Doses on Hand: 8'. A table lists three lots, all highlighted in red. The 'Recall' button for the third lot (C4960AG) is circled in red with a blue arrow pointing to it.

| Lot Number | Original Expiry | Current Expiry | Doses | In Transit | | | |
|--------------------|-------------------|-------------------|-------|------------|------|--------|--|
| AC37B200BE | November 30, 2017 | November 30, 2017 | 2 | 0 | Edit | | |
| CCU-724-AC37B200BE | November 30, 2017 | November 30, 2017 | 0 | 0 | Edit | | |
| C4960AG | February 28, 2018 | February 28, 2018 | 6 | 0 | Edit | Recall | |

You will be brought to a transfer page which will be pre-populated with the vaccine information and recall instructions. You have the choice to transfer vaccine or dispose on site depending on the recall instructions. According to the instructions in the screenshot below, you must transfer the recalled vaccine to the Depot. Click on the 'transfer' button and indicate which depot you are shipping the recalled vaccine, then click [Submit]. You will get a notice that the recall was sent successfully. If the instructions were to dispose on site, you would follow the dispose on site protocol.

Vaccine Recall Transfer/Disposal

Demographics

| | |
|------------------------------------|-------------------------------|
| Site: Mount Pearl Square (site) | Contact Name: Gail Philips |
| Address: P.O. Box 13122 | Contact #: 752-4970 |

Vaccine Transfer/Disposal

| | |
|-----------------------|--|
| Vaccine (Trade name): | Adacel |
| Lot Number: | C4980AG |
| Site Inventory: | 6 |
| Original Expiry Date: | 2019-02-28 |
| Current Expiry Date: | 2019-02-28 |
| Recall Date: | 2017-09-08 |
| Recall Reason: | MANUFACTURER DEFECT |
| Recall Instructions: | REMOVE FROM FRIDGETRANSFER TO DEPOTCOLD CHAIN NOT REQUIRED |

Please select an action: Transfer Disposal on Site

Transfer Destination

| | | |
|--|------------------------|---------|
| Destination: Mount Pearl Square Depot | | |
| Name: Mount Pearl Square Depot | Address: | |
| Contact Name: Theresa Kent | Contact #: 752-4886 | Office: |

Submit
Back

To download and print the invoice for shipping go to the *Shipping and Receiving* tab and look under 'Outgoing Transfers' and click [Download Invoice]. If necessary, you can delete the transfer by clicking [Delete Transfer].

Depot Inventory > Mount Pearl Square (site) Community Health - Mount Pearl Square (site) ▾

Demographics

| | |
|------------------------------------|-------------------------------|
| Site: Mount Pearl Square (site) | Contact Name: Gail Philips |
| Address: P.O. Box 13122 | Contact #: 752-4870 |

Inventory
Shipping & Receiving
My Orders
Documents
History

Incoming Transfers

No Incoming Transfers

Outgoing Transfers

| Invoice | To | Type | Transfer Date | | | |
|------------|--------------------------|-------------------|-----------------|--|--|---|
| TRANS-2462 | Mount Pearl Square Depot | Transfer-Wastage | March 02, 2018 | View | Download Invoice | Delete Transfer |
| TRANS-2466 | Mount Pearl Square Depot | Transfer-Useable | May 03, 2018 | View | Download Invoice | Delete Transfer |
| TRANS-2472 | Mount Pearl Square Depot | Transfer-Recalled | August 08, 2018 | View | Download Invoice | Delete Transfer |

Bugs or System Suggestions/Requests

Please submit any questions, requests or system bugs to your local PHIS Representative.

Eastern Health - Shianne.Combden@easternhealth.ca

Central Health - MelissaA.Oake@centralhealth.nl.ca

Western Health - tiffanyjoyce@westernhealth.nl.ca

Labrador-Grenfell Health – sheryl.knight@lghealth.ca

Frequently Asked Questions

Q: How do I update my inventory?

Click on Site/Depot Inventory tab



Under each vaccine click [Edit], enter the correct number of vaccine you currently have in your fridge and click [Update].

Q: How do I submit my monthly/quarterly order?

Once you update your inventory (see question above) click on [Update recommended Stock]. The database will submit an order for the required doses of vaccine for your site.

Q: Can I get a print out of my current inventory to take to the fridge with me to do the counting?



Under Site/Depot Inventory tab click on [Print Blank Fridge Inventory Sheet]. A new little window will appear in the bottom left corner of your screen. Click on this to open the attachment. You can then print the inventory sheet on your printer.

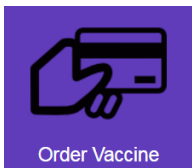
Q: What is an original expiry date verses a current expiry date?

A: An original expiry date is the expiry date the manufacturer listed on the vaccine when the vaccine was packaged. A current expiry date is new expiry date that has been altered by the site or depot after consultation with CDC. For example, sometimes Influenza vaccine expires on the last day of a certain month but it will be

advised that it can be used for an additional time frame. Another example would be if a vaccine has been affected by a cold chain break. In some circumstances it is decided after consultation with CDC or the Manufacturer that this vaccine is useable after the cold chain break but may now have a new expiry date.

Q: I have submitted my regular monthly/quarterly order but our clinic has a special clinic booked to update 15 immigrants with various vaccines. What do I do?

A: Separate orders (outside of your monthly order) can be submitted at any time for additional vaccine that you need. Click on the [Order Vaccine] icon in the main menu to order what you need.



Q: Are weekly tallies just for Influenza or for all vaccines?

A: Weekly tallies are only for Influenza vaccine.

Q: During a storm or power outage - if vaccines are being transferred from satellite site to main site (ie: Torbay to Major's Path) – do we do this in the SEINET?

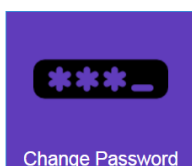
A: In preparation for these events (before a power outage) click on [Print Blank Fridge Inventory Sheet] in the database and do a count of current vaccine in your fridge. Update this inventory in the database. Attach the paper copy to the vaccine being transferred to another site for temporary storage. Once the vaccine is received back at the site check to make sure the inventory numbers match the vaccine that has been returned. In the event of a power outage this inventory sheet would need to be done on paper to accompany the vaccine being transferred.

Q: I forgot my username – what do I do?

A: Your user name is your first name and last name separated by a period (ie: jane.doe)

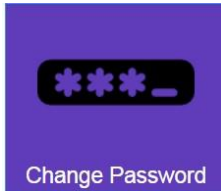
Q: I forgot my password - what do I do?

A: If at any time you have forgotten your password click on “Forgot Password” button. You will be emailed a new password which will contain a random set of numbers and letters. Once you use this password to gain access to the home page, click on the “Change Password” button on the bottom of the homepage to reset your password to something you can easily remember.



Q: I would like to change my current password – how do I do that?

If you would like to change your password at any time you can scroll to the bottom of the homepage and click on the [Change Password] icon



Q: We have a new employee who will need access to the database for the first time – how can we set this up?

A: Contact your RHA PHIS rep to arrange accounts for new employees.

Eastern Health PHIS rep: Shianne Combden (Shianne.Combden@easternhealth.ca)

Western Health PHIS rep: Tiffany Joyce (tiffanyjoyce@westernhealth.nl.ca)

Central Health PHIS rep: Melissa Oake (MelissaA.Oake@centralhealth.nl.ca)

Labrador Grenfell Health PHIS rep: Sheryl Knight (Sheryl.Knight@lghealth.ca)

Q: My password is not working despite entering it over and over. What do I do?

A: Click on the 'Forgot Password' button on the log in page. A new password will be emailed to you. This will be a random mix of letters and numbers. Once you get access to the database click on 'Change Password' at the bottom of the main menu to change your password back to something easier to remember.

Q: I am located at one site but my database profile when I log in says I'm at another site.

A: Remember to always change your default site or depot when you log in by clicking the 'My Settings' icon.

Q: The Seinet won't let me add a tally.

A: Be sure that you have received your Flu vaccine in the Seinet before you attempt to enter any Influenza tallies. Once vaccine is present in your inventory the tally adding section will work.

Sample Documents

Sample Vaccine Transfer Invoice



Public Health - Vaccine Transfer

TRN-1652

To:

Mount Pearl Square Depot
Community Health Side
760 Topsail Road
Mount Pearl, NL
A1N3J5

From:

Mount Pearl Square (site)
P.O. Box 13122
760 Topsail Road
Mount Pearl, NL
A1N3J5

Transfer Details:

Reason: Requested by Site/Depot/CDC

Type: Transfer-Useable

Creation Date: September 05, 2017

Units:

| Vaccine Name | Vaccine Type | Lot Number | Doses Transferred |
|--------------|---------------------|---------------|-------------------|
| NeisVac-C | Inactivated Vaccine | VNS1R04E-test | 2 |
| | | | 2 |

****Caution: Keep Cold Chain**

Reason Description:

Transfer Definition: Vaccine that is viable and can still be used. Must be transported using cold chain process. Cold chain waiver' required. Please select the primary reason for transfer.

Transfer Reason: Vaccine that is being transferred in response to a request by another location or program (site, depot, or CDC program).

Comments:

Received By

Date

Fridge Count Sheet

| Trade Name | Antigen | Lot Number | Expiry Date | Doses in Inventory | Actual Doses |
|----------------------|--------------------------|--------------------|--------------------|--------------------|--------------|
| Engerix (test) | Hepatitis B - 1.0 ml | ABC123R(test) | August 31, 2019 | 100 | |
| Flumist Quadrivalent | Influenza | 1234567890 | August 29, 2019 | 10 | |
| Fluad | Influenza | 987654321 | August 29, 2019 | 9 | |
| FLUZONE multi-dose | Influenza | 246810 | August 29, 2019 | 10 | |
| Bexsero | Meningococcal B | AB12345678 | August 19, 2020 | 3 | |
| PRIORIX | Measles, Mumps & Rubella | TU34567890 | August 07, 2019 | 8 | |
| NeisVac-C | Meningococcal C | VNS1R04E-test | September 30, 2019 | 8 | |
| Prevnar 13 | Pneumococcal Conjugate | S27524 | May 31, 2019 | 15 | |
| Bexsero | Meningococcal B | CCU-724-AB12345678 | August 19, 2020 | 2 | |
| Engerix (test) | Hepatitis B - 1.0 ml | ABC123R(test) | August 31, 2019 | 100 | |

