Creating a Mass Imms Event – School – QRC 3.2

Click Mass Immunization Events under Immunizations → Search for the "Mass Imms Event" → If no search results are found, click Create → Displays Create Mass Immunization Event → Enter Mandatory Event Details (Title, Event Date(s), Event Type) → Organization defaults to User's Organization. To change, type PHO Name and select the Correct Org in the Drop-down menu. → Enter the name of the school in the Service Delivery Location field → Click Add to add each immunizing agent – enter agent, Lot Number, and Route → Select Use Auto-Decrementing in this Event (on morning of event)

Click Apply ← Add a Provider? (No) ← Click Save ← Make a note of the Event ID Number ← Add clients by search? ← (No) Add a Client List?

Add a Provider? → Yes: In Event Providers section click Add → Slowly type the last name of provider in Provider field and select correct Provider from list → Click Apply → (up to Click Save)

Add a Client List? → Yes: Click Upload Client List → Upload Client List (refer to the Client Upload Template User Guide) → Click Save → End

Add clients by search? → Yes: Click Search Client → Click downward arrows at end of Advanced Search Criteria section → Click downward arrows for School Information → Enter search criteria, including School, Grade, and School Year → Click Search → Select students and click Select and Return → Update Mass Immunization Event displays with Client List populated → Click Save

Points to Remember

- Users can create a Mass Imms Event in advance and fill in the details once they are known. The minimum information required is Event Title, Date, Type of Event, Agent to be administered, and the Organization. A provider must be added before the event can be saved and clients can be added.
- Multiple dates can be added to the event to allow for follow up immunizations for absent or deferred students.
- Naming conventions must be followed when creating Mass Imms Events. The proper naming format for school-based Mass Imms Events is **Zone-Venue-dateYYYYMMDD** (e.g., CZ-HalifaxCentralJuniorHigh-20180131)
- When creating a Mass Imms Event, it is essential that the Organization field be set to the Public Health Office Organization. Add the School Name in the Service Delivery Location field.
- Prior to the School Mass Imms Event, consents are requested from parents through the school. They are documented in Panorama.
- Consents entered in the Fall for Grade 7 Fall session will also apply to the Spring session.
- Work with the Biological Coordinator to ensure sufficient immunization products have been ordered from the Bio Depot and ensure the products have been moved to the correct Holding Point Location for the clinic.
- Private school Mass Imms Events will require uploading a Client List. Prepare the list using the Client Upload template and provide this to the Application Support team who will upload the files. The steps are covered in CLT 103. ***Note**: The Mass Imms Event for the private school must be created so Application Support can attach the client list to the event.*
- The best way to add students to a School Mass Imms Event is through an Advanced Search using School, Grade and School Year. This allows a group of students who meet the criteria to be selected and uploaded to the Client List. Individual clients may still be added to the list in the Worksheet as necessary.
- To add multiple event dates for one event, enter each individual date separately using the Add in the Event Date section.
- Do not select Use-Auto-Decrementing until the day of the event.
- If the user who creates the event is a health care provider, this individual will automatically be added to the event as a Provider.
- To save an event, providers must be assigned to the event.
- The easiest way to find a Mass Imms Event is to reference the Event ID number. Remember to make a note of the Event ID number.