

## Nurse time off-site required

Council to **send request** for nurse time off-site to [ops.gbr@iqarus.com](mailto:ops.gbr@iqarus.com)

Please note that offsite work is subject to a 48 hour cancellation policy

The Offsite Operations Team will **confirm availability** of the Nurse and request that the **timetable is completed**.

Council to return the completed timetable to [ops.gbr@iqarus.com](mailto:ops.gbr@iqarus.com)

Offsite Operations Team to send completed timetable

**72 hours before nurse is due on site**

to [aberdeencitycouncil.gbr@iqarus.com](mailto:aberdeencitycouncil.gbr@iqarus.com), [teamleadohpaperwork@iqarus.com](mailto:teamleadohpaperwork@iqarus.com) and [susan.harris@iqarus.com](mailto:susan.harris@iqarus.com) or the nurse assigned on that date – to include information on:

- Location – full site address and postcode
- Appointments required
- Start and finish time
- Site contact
- Employee numbers

**Appointments** from finalised timetable to be **entered into eCW** by the Pre-Clinical Team

Nurse will take **hard copies of all forms** for employees with them. These will be completed at the time of the appointment.

Nurse attends site and carries out appointments – will require **access to wifi** locally to allow use of the Iqarus clinical Management System. Nurse will **complete certificates digitally on eCW**.

Nurse will provide a **summary of appointments** at the end of each day. This will document who attended appointments, anyone who did not attend and any next steps required (e.g. HAVS Tier 3, or when next vaccination is required).

Nurse to **email summary** to Carole Keith: [CKeith@aberdeencity.gov.uk](mailto:CKeith@aberdeencity.gov.uk) and [aberdeencitycouncil.gbr@iqarus.com](mailto:aberdeencitycouncil.gbr@iqarus.com) and [ops.gbr@iqarus.com](mailto:ops.gbr@iqarus.com)

Paperwork to be returned to [ops.gbr@iqarus.com](mailto:ops.gbr@iqarus.com).

Ops to check against timetable received from Aberdeen City Council and pass to Post-Clinical Team Lead: [teamleadohpaperwork@iqarus.com](mailto:teamleadohpaperwork@iqarus.com).

**Paperwork to be scanned on to eCW.**

[Aberdeencitycouncil.gbr@iqarus.com](mailto:Aberdeencitycouncil.gbr@iqarus.com) to **send certificates** to

Carole Keith: [CKeith@aberdeencity.gov.uk](mailto:CKeith@aberdeencity.gov.uk).

Employee's name and employee number to be included in email.

### NOTES/OUTCOMES:

**Outcome for HEP B Vaccination:** Update from the end of the day spreadsheet, which will advise when complete or when next vaccination is required. No letter or certificate to be issued.

**HEP B Blood tests:** results letter sent to employee. Council to be made aware if a non-responder or confirmation that no further action is required.

**Health Surveillance:** certificates to be issued