

**Algorithm for the completion of monthly returns
for VZIG, HBIG_{200IU}, HBIG_{500IU} and RIG/rabies vaccine**

“PHE Colindale”, “UHS Pharmacy” and “PHE Southampton Laboratory”

UHS Pharmacy	Pharmacy Stores	<p>To place orders of VZIG and HBIG by emailing the Immunisation Dept at PHE Colindale (Ig.clerks@nhs.net) and to copy the PHE Southampton Laboratory (UHS Laboratory) into this email (addresses listed below). Emanuela.Pelosi@uhs.nhs.uk , Christopher.Labdon@uhs.nhs.uk and Nicola.Daughtrey@uhs.nhs.uk Please note that orders must be placed before 15:45 for next day delivery. Immunoglobulin supplies are not dispatched on Friday, weekends and bank holidays. Remember to order extra supplies before bank holidays.</p> <p><u>To advise by telephone</u> (020 8327 7471) Ig Clerks PHE Colindale when requested immunoglobulin supplies (VZIG, HBIG, rabies vaccine/RIG) have <u>not been received by 1pm the day after order placed</u>, bearing in mind that orders placed on a Friday will not be dispatched until the next working day.</p>
	Pharmacy Dispensary	UHS Pharmacy to issue VZIG, HBIG and rabies vaccine/RIG for PEP <u>ONLY WHEN</u> risk assessment and prescription forms (accessible by clinicians on the UHS staff net and UHS extranet) are completed and to file them in the IM immunoglobulin folder in Dispensary)
	Pharmacy Dispensary Manager	To produce monthly electronic records of all issued vials of VZIG, HBIG and rabies vaccine/RIG (TRACE report from UHS Pharmacy stock control computer system)
PHE Colindale	Ig Clerks	<p>To dispatch the VZIG, HBIG and rabies vaccine/RIG ordered by UHS Pharmacy at the following address:</p> <p style="text-align: center;">Pharmacy Store Level B Southampton General Hospital Tremona Road Southampton, SO16 6YD</p>
PHE Southampton Laboratory (to be done at the beginning of each month)	Christopher Labdon (Christopher.Labdon@uhs.nhs.uk) or Nicola Daughtrey (Nicola.Daughtrey@uhs.nhs.uk)	<p>To collect the information of issued vials by checking the dedicated folder at UHS Pharmacy, Dispensary Dept, where the risk assessment forms and the prescription forms are filed in the IM immunoglobulin folder in Dispensary</p> <p>To reconcile TRACE report from UHS Pharmacy stock control computer system with paper records filed in dispensary. This will identify if vials of immunoglobulin have been dispensed without the correct paperwork.</p> <p>To complete the monthly return forms and to send them to the Ig Clerks, HPA Colindale (Ig.clerks@nhs.net) AND to copy into the email UHS Pharmacy (Andy.Mason@uhs.nhs.uk) and Emanuela Pelosi (Emanuela.Pelosi@uhs.nhs.uk)</p> <p>To complete, at the beginning of each month, the monthly stock forms reporting the total number of vials of VZIG, HBIG and rabies vaccine/RIG received and the remaining number of vials AND to send these forms to Ig Clerks, PHE, Colindale (Ig.clerks@nhs.net) copying into the email UHS Pharmacy (Andy.Mason@uhs.nhs.uk) and Emanuela Pelosi (Emanuela.Pelosi@uhs.nhs.uk).</p> <p>If there are discrepancies Chris Labdon or Nicola Daughtrey should inform the Pharmacy Team Manager and Dr Hayley Wickens (Hayley.Wickens@uhs.nhs.uk), Andy Mason (Andy.Mason@uhs.nhs.uk) and Emanuela Pelosi (Emanuela.Pelosi@uhs.nhs.uk) by email</p> <p>To communicate by email the batch number and the strength of RIG to the Wessex HPT (Anand.Fernandes@phe.gov.uk , Linda.Booth@phe.gov.uk , Wessesx@phe.gov.uk) and to transcribe the same information in the dedicated folder on the UHS-PHE G drive</p>