

Government of National Capital Territory of Delhi
Directorate of Family Welfare
Vikas Bhawan-II, 'B' & 'C' Wing, 7th Floor,
New Delhi-110054

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To

The President
Delhi Medical Council
3rd Floor , Admin Block
Maulana Azad Medical College
Bahadur Shah Zafar Marg
Delhi -110002

Subject : COVID Vaccine Beneficiary management : Guidelines for Data collection of Healthcare workers – Private Clinics .

Globally efforts are on to discover a safe and effective vaccine against the COVID 19 and to provide it in sufficient quantities for mass vaccination .

There are a few candidate vaccines which are in final stages of trials with systems already ready and geared for mass production of these vaccines once they are cleared . Thus there is hope of an effective vaccine within a couple of months and Gol has asked the states to start preparing for a speedy rollout once the vaccine is made available.

As the supplies will initially be limited and staggered , Gol technical Committee will prioritize and decide which occupational groups and populations are to be vaccinated depending upon the exposure and the vulnerabilities . In the first phase healthcare workers are to be immunized . **Health Care Workers (HCWs), defined as, health care service providers and other workers in health care settings both government and private , who will be prioritized for vaccination once the vaccine is available.**

COVID-19 Vaccination Beneficiary Management system (CVBMS) is being created as an extension of existing electronic Vaccine Intelligence Network (eVIN) module for individualized tracking of all beneficiaries receiving COVID-19 VACCINE. This will require creation of beneficiary database within the CVBMS which in turn will streamline

the process of tracking them for vaccination. The CVBMS is under development and details of its functionalities and utilities will be shared by Gol separately once the development is complete. Meanwhile the databases of healthcare workers has to be created for bulk upload once the Gol system is ready.

The data for public and registered private facilities has been collected . The stand alone clinics and OPDs are now being captured . Guidelines for the same are given below.

The objective of these guidelines is to orient the Districts and Health Facilities regarding the processes to be followed for collection, compilation, verification and upload of the HCWs (Private clinics) data in CVBMS.

I. Coordination Mechanism

- **Mission Director , Delhi State Health Mission has been designated as the Nodal Officer to coordinate this exercise . Mission Director (NHM) and Spl Secretary (H&FW) will be overseeing the activity. The implementing focal point shall be the Directorate of Family Welfare (DFW) which implements the UIP in the state .**
- **At the district level, the District Magistrate (DM)/Deputy Commissioner supported by the Chief Medical Officer (CMO) is responsible for all data collection activities within the specified timelines.**

II. Beneficiary Data Collection : One of the mandatory requirements for vaccination is line listing of beneficiaries .

The data of all the HCWs working in the following facilities will be required to be entered in the given template. **This database is only for the HCWs and not their families.**

III. The categories of HCWs

1. Nursing staff

2. Medical Officers- Allopathic Doctors (MBBS and /or post graduates) , AYUSH Doctors (both in AYUSH Clinics , hospitals, etc.), Dentist etc.

3. Paramedical Staff- All technicians (Lab, OT, etc.), pharmacist, physiotherapist, radiographer, ward boys, Other paramedical staff.

- 4 . **Support Staff-** dietary staff, CSSD staff, BMW staff, Sanitation workers, ambulance drivers, security staff, outsource agency staff and other support staff.
5. **Clerical & administrative staff-** Data entry operator and clerical staff in hospital.
6. Other health staff working in the facility (not covered in above list)

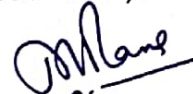
III. Mechanism for data collection for healthcare workers

Regarding the private healthcare facilities not registered with state, a link has been placed on the DSHM website where the Clinic Incharge can apply and seek a login access to the xcel data entry page. Once the online request is submitted, the Log In ID shall be generated and become visible on the screen . The same may be noted down for subsequent access to data entry page. The data shall be filled in by the owner / authorized person of the private clinic. The owner shall submit the data with an undertaking that any incorrect data submitted shall make him / her liable for action by DMC and State authorities.

The data once submitted after due verification / data cleaning will become available in the desired format for upload into Gol system.

As president DMC, you are requested to forward this information and brief guidelines to the active practicing members of DMC.

The brief user manual for data entry is enclosed. For any clarification , the Clinic owner may contact Dr. Manoj Gupta (9990696807) , Ms. Swinka (8860067672).



Director

Directorate of Family Welfare

Copy to :

- i. All CDMOs (All Districts)
- ii. District Magistrates (all Districts)
- iii. PA to Mission Director (DSHM) and Spl Secretary (H&FW)
- iv. PS to Secretary (H&FW)
- v. PS to Pr. Sec (H&FW)