

Working in an ABC Vaccination Centre

First of all we are so pleased you would like to help out with the vaccination programme – thank you.

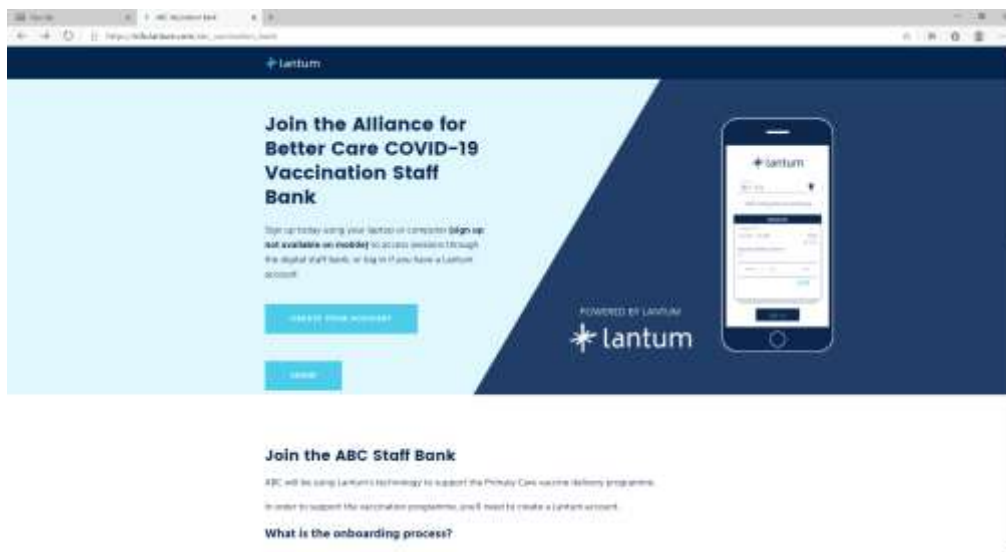
All of our centres run their rota through Lantum – an online web based system which we have used for several years for booking GP staff. It's a very effective system but we are using it for a slightly different purpose so have put together this guide to make you using it as easy as possible.

Anyone wanting to work in a vaccination site whatever the terms (through their employer, as part of a workforce bank, self employed or just volunteering) needs to go to this link:

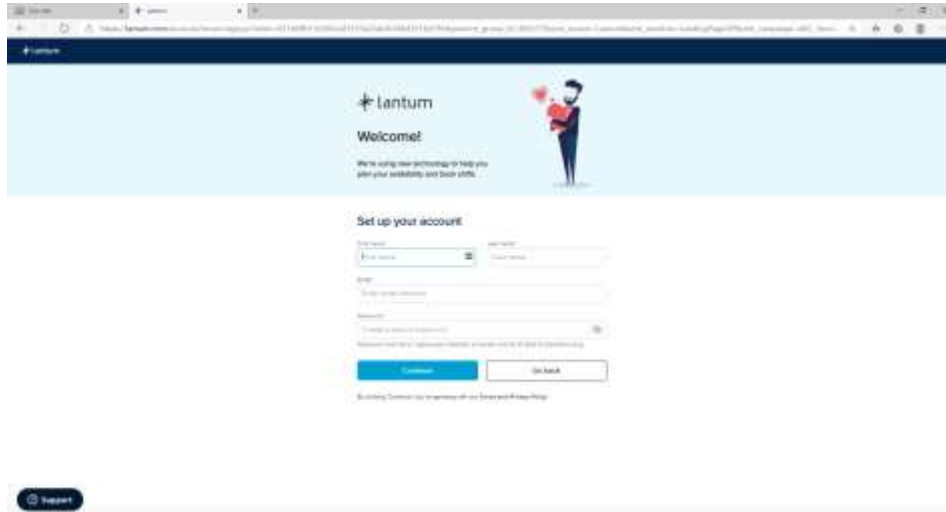
https://info.lantum.com/abc_vaccination_bank

Not the general Lantum site.

You need to do this on a desktop computer not a phone or tablet. You will see this screen:



Click on Create your account:



The screenshot shows the Lantum website's account creation page. At the top, there is a navigation bar with the Lantum logo and a 'Welcome!' message. Below this, there is a 'Set up your account' section with a form containing fields for 'First name', 'Last name', 'Email', 'Phone number', and 'Password'. There are 'Continue' and 'Go back' buttons at the bottom of the form. A small note at the bottom of the page reads 'Building Community experiences for our Shared Purpose'.

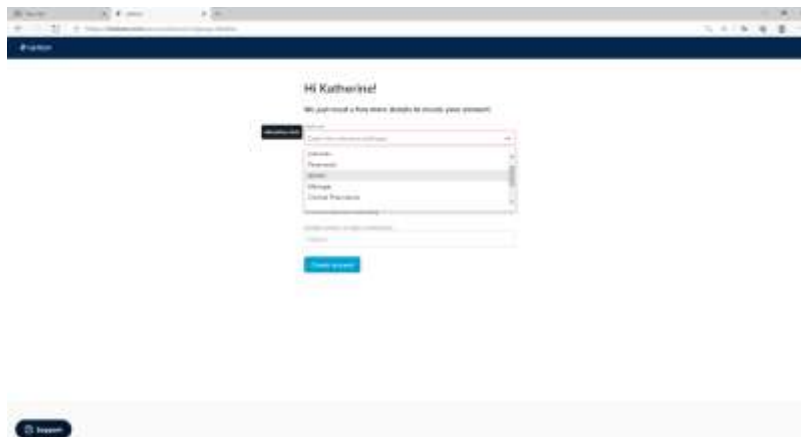
You need to enter your name, email address and set a password. It will then ask you to select your role from the following who can work in vaccine sites:

- Marshall – This is our volunteer role
- Admin – non-clinical paid role
- Paramedic – can work as a vaccinator
- Clinical Pharmacist – can work as a vaccinator
- Advanced Nurse Practitioner – can work as a vaccinator
- Practice Nurse – can work as a vaccinator
- GP – can work as a clinical supervisor or vaccinator

As guidance around delivering the vaccine changes we are adding new roles to the programme so pick the role that is closest to your qualification and this should enable you to select future shifts.

E.g. I'm not clinically qualified so I'll choose admin.

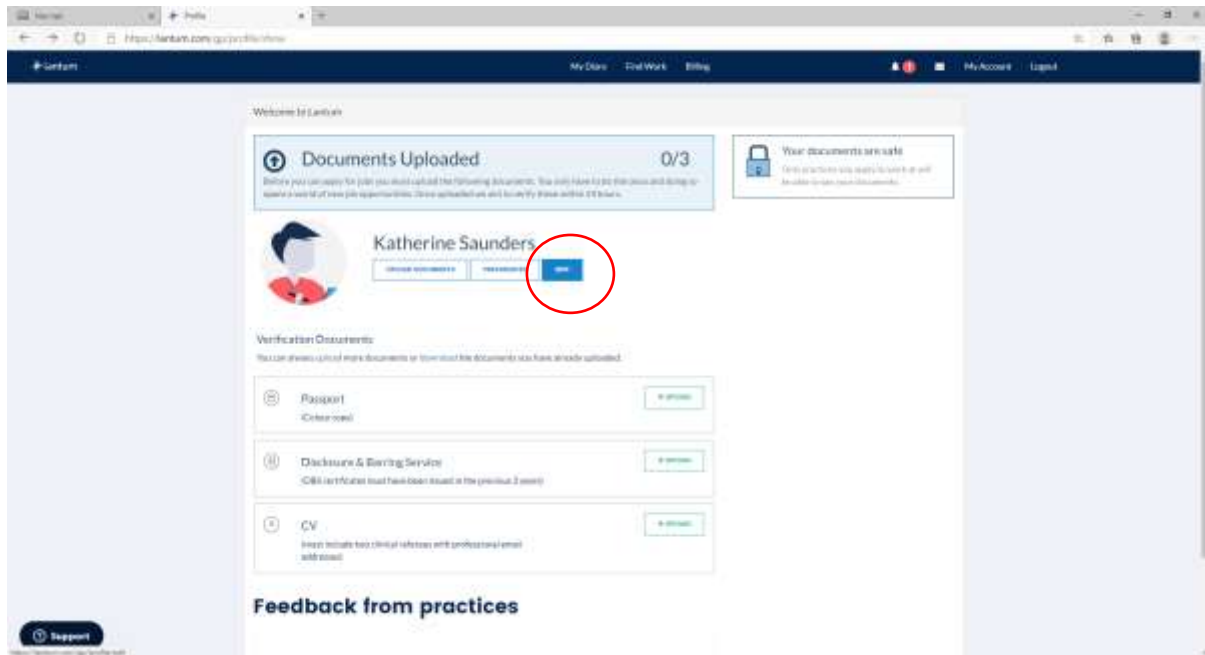
(if you select a clinical role you need to give your registration number and your current band / level)



The screenshot shows the Lantum website's role selection page. It features a 'Hi Katherine!' greeting and a message: 'We'll personalise any future details to create your account!'. Below this, there is a dropdown menu for selecting a role. The dropdown menu is open, showing the following options: 'Marshall', 'Admin', 'Paramedic', 'Clinical Pharmacist', 'Advanced Nurse Practitioner', 'Practice Nurse', and 'GP'. There is a 'Continue' button at the bottom of the form.

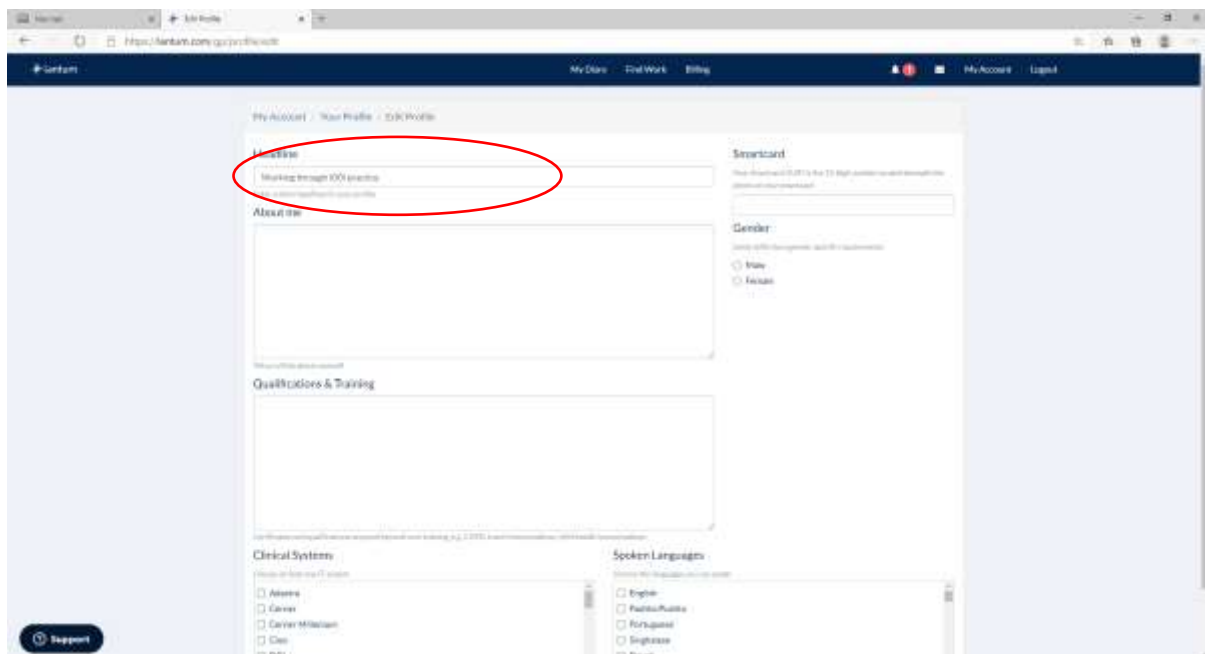
Add your address and phone number and your account will be created:

You'll then see a screen asking you to upload 3 documents:



This is only necessary if you are working for us direct and we are paying you as self employed.

If you are working for us through your practice (and being paid by them) or through SCFT or Central Surrey Health central banks you do not need to upload any documents, it is really important that you add the details of where you are being paid through to your profile, to do this, click on Edit



In Headline – type in where you are working and expect to be paid through e.g. Practice Name.

Click Save Changes

Self Employed

If you want to be paid by us directly you will need to upload the following:

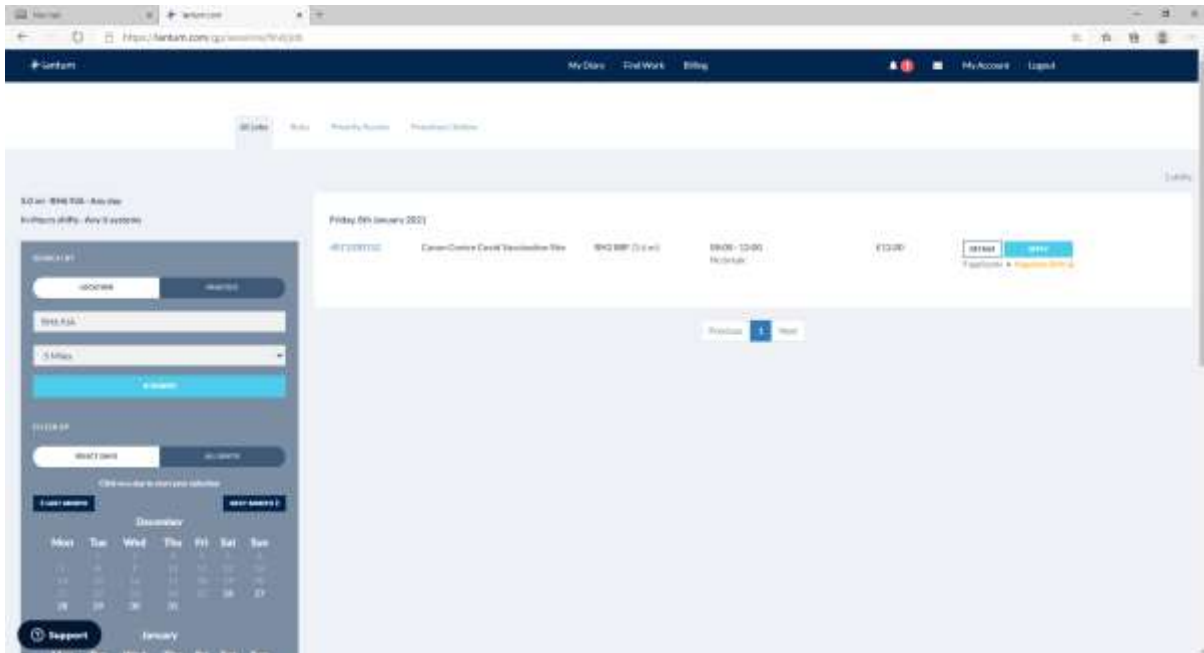
- DBS Certificate from within the last 3 years
- Photographic identity
- Very brief description of your current employment. This doesn't need to be a CV

If you are volunteering we will confirm what you need to provide if anything in the invite sent to you

Booking Shifts

Now click find work at the top

This will bring up all the shifts you are qualified to work in:



- Select those you want to do. Please note that we are not accepting negotiations on pay rates sorry!
- You can see more information about the role by clicking on details
- Click apply for all those you want to work
- We at ABC will then review applications and accept, we aim do to this within half a working day.
- It may be that we've had lots of applications for your shift so please don't assume you are working it until you've received a confirmation to the email address you put in (or you'll see that if you logon)

Getting Paid

If you are registered on Lantum already you will continue to be paid via Lantum

Working through Current Employer

If you are working through your current employer and expecting to be paid through them we will use the information from Lantum to generate a timesheet and invoice to send to your employer to ensure you are paid

Being paid directly

If you want to be paid directly Then you will need to complete this time sheet (also on the abc website and send to us for payment). Please send to Katrina.Clements2@nhs.net



Self%20Employed%
20Covid%20Invoice?

You only need to complete this once, we will then generate all future timesheets from Lantum.

Any Questions?

We appreciate this is not the simplest process so any problems once you've read this please email allianceforbettercare@nhs.net