



First Nations Health Authority
Health through wellness

Panorama Guide

Adverse Event Following Immunization (AEFI)

Version 3.2

panorama@fnha.ca

<http://www.fnha.ca/what-we-do/communicable-disease-control/panorama>

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Adverse Events Following Immunization (AEFI) Principals

All adverse events should be entered directly into Panorama.

You will advise your Regional Health Authority MHO of the AEFI using email (do NOT include identifying information other than the Panorama client ID #).

IMPORTANT: This guide should be used in conjunction with the **BCCDC Immunization Manual & the BCCDC's User Guide for Completion and Submission of Adverse Events Following Immunization (AEFI) Reports**. The BCCDC guides provides detailed directives on how to complete an AEFI report.

LHN>Immunizations>**Adverse Events (AEFI)**

BEST PRACTICE IS TO COMPLETE ALL AEFI INFORMATION AND SUBMIT IT RIGHT AWAY.

IMPORTANT REMINDER: Please connect with the Panorama Team at panorama@fnha.ca when submitting an **AEFI**.

If you have to leave the draft and come back to it follow these instructions to get back into your AEFI file:

1. Make sure your client is in context
2. From the LHN, click Immunizations then click Adverse Events (AEFI).
3. Select the radio button beside the relevant AEFI.
4. Click Update in Row Action.

First Nation Nurses responsibilities:

1. Reports Adverse Event
2. Creates Adverse Event in Panorama
3. Submits Adverse Event for review.
4. Advises RHA by e-mail of Adverse Event
5. Enters the client's family physician's name under **Health Care Provider Information**
 - a. LHN>Client Details>Health Services> Add Health Service Provider
6. Follows up once a recommendation has been made (email received from MHO)

Entering Adverse Events Following Immunization (AEFI)

IMPORTANT NOTE *YOU CAN NOT ENTER AN AEFI IF THE IMMUNIZATION HAS NOT BEEN ENTERED IN PANORAMA

LHN>Immunizations>**Immunization Profile**

1. Determine if the reaction meets temporal criteria and is in fact an AEFI as per BCCDC Guidelines – PLEASE REFER TO BCCDC AEFI Guidelines.
 1. If adverse event does not meet temporal criteria **DO NOT** enter as an AEFI in Panorama.
2. Determine if the Immunization(s) are entered into Panorama.
 1. Navigate to the **Immunization** module with Client in Context.
 2. From the *LHN*, click **Immunizations**, then click **Immunization Profile**.

LHN>Immunizations>Adverse Events (AEFI)

Adverse Event Summary

Create

Adverse Event

* Status: Draft Unique Episode number: IMPACT LIN:

* Health Region: Three Corners Health Services, Williams Lake * Service Delivery Location: Snxastwibdn Centre, Penticton

Reported By

* Date Reported: 2019/08/28

* Provider:

Indexed: e.g. Provider Last Name, First Name

Non-Indexed:

* Source of Information:

Setting: Public Health

* Source of Information:

Other

Related Client

Other Source

3. Review **Immunization Details** and ensure immunizations have been entered in Panorama. If immunizations are **not** in Panorama, enter them as per Immunizations User Guide

3. From the *LHN*, navigate to **Immunizations** section.

4. Select **Adverse Events (AEFI)**.

5. Ensure AEFI has not been previously submitted by reviewing the Adverse Event Summary table and any listed AEFIs

1. Select **Create**.

Complete *required fields for Adverse Event:

6. Status will automatically populate to Draft

7. Ensure Organization and SDL default appropriately, if not use FIND to set appropriate values.

Reported By

8. In the **Date Reported** field enter the date AEFI was reported not the date it actually happened.

9. Date Reported field auto-populates to today's date.

10. From the **Settings** drop-down box, select **Public Health**. This setting refers to where the AEFI is entered.

11. The **Provider** refers to the health care provider who received and reported the AEFI information to the public health unit. It should be defaulted to your name. If not, use FIND to add your name in **Indexed Field**.

12. If provider is an external provider ie. Physician. Select **Non-Indexed** and enter external provider name.

13. In the **Source of Information** section, select who is providing the AEFI information. In most cases it will be a Physician's office or a Parent.

14. If **Other** is selected, further fields display.

15. If Client is linked to a Parent as a relationship, select the radio button next to **Related Client** - select Parent from the drop-down box and the fields will automatically populate.

Immunizations linked to AEFI

View

	Linked to this AEFI ▲	Linked to another AEFI ⇅	Date Administe...	Agent ▲
<input type="radio"/>	<input checked="" type="checkbox"/>		2018 Nov 14	DTaP-IPV-Hib-HB
<input type="radio"/>	<input checked="" type="checkbox"/>		2018 Sep 15	DTaP-IPV-Hib-HB
<input checked="" type="radio"/>	<input type="checkbox"/>		2018 Sep 15	Pneumo-C-13

Information at Time of Immunization and AEFI Onset

Did an AEFI follow a previous dose of any of the above immunization agents?

☐ No ☐ No Prior Dose ☐ Unknown ☐ Yes, specify

Previous Dose Comments:

(4000 characters remaining.)

Did this AEFI follow an incorrect immunization?

☐ No ☒ Unknown ☐ Yes

Incorrect Immunization Comments:

(4000 characters remaining.)

Medical History (up to the time of AEFI onset):

☐ Acute illness/injury

☐ Concomitant medication(s)

☐ Known medical conditions/allergies

☐ No known medical condition(s)

☐ Unknown at time of report

Medical History Comments:

16. If not, enter the mandatory fields as indicated in **Other Source:**

1. Last Name: Physician/Pharmacist last name, Clinic name, or Occupational Health.
2. First Name: Physician/Pharmacist first name, or XXX.
3. Email Address or Phone Number: Phone number of Physician/Pharmacist or 000-000-0000 if unknown.
4. Address: Unknown.

Below the reporting area, the detailed sections to be completed are closed. Select double arrows to open the areas.

Immunizations Linked to AEFI

17. Section will display all immunizations administered to client.

18. From the **Existing Immunizations** list, select the appropriate Existing Immunizations Linked to this AEFI event. Ensure check mark is populated in box.

19. To view the details of immunization select the radio button and select VIEW at top left hand corner.

Important: Do Not Use Create New.

All immunizations need to be entered before you begin the AEFI process (see step 3).

Information at Time of Immunization and AEFI Onset

20. For the question '**Did an AEFI follow a previous dose of any of the above immunizing agents**', select the correct radio button.

21. Enter relevant comments

22. Comments cannot be deleted or edited once added, so ensure they are accurate and entered for the correct Client.

23. For the question '**Did this AEFI follow an incorrect immunization**', select the appropriate choice.

Important: If the reaction is listed in the BCCDC manual, but is not listed in Panorama, select the 'Other' option and provide details as specified.

24. If Yes selected, select all check boxes that apply to details.

25. Enter relevant comments

Medical history (up to the time of AEFI onset)

26. Select all check boxes that apply as per FHA AEFI process.

27. Enter relevant comments. If no medical history is indicated a comment is required: enter "No Medical History".

AEFI Details

28. Select arrows to open **AEFI Details** section.

29. Complete one or more of the following applicable four sections in **AEFI Details** to document the details of the reaction.

30. Select arrows to open the appropriate section

Local reaction at or near injection site:

31. Enter numbers in the Onset and Duration fields or Unresolved

1. Enter EITHER mins, hours, or days (one section only)

32. Select one or more local reactions below the Onset and Duration fields.

1. If other, enter comments under Local Reaction Comments.

33. Select all local reaction descriptor check boxes that apply and are linked to the above reactions.

1. Descriptors should only be entered after at least one reaction has been selected.

34. Enter the details under Local Reaction Comments box

If an event is selected in the local section, Panorama requires either a sign/symptom or comment to be in this section to save the record. If signs/symptoms are unknown, or none of the options apply, users can report "No additional details", or describe the signs/symptoms, in the local comment box, as applicable. In Panorama, once a comment is added, it cannot be modified or deleted.

Anaphylaxis or Other allergic events:

Impact of AEFI, outcome and Level of Care

Highest impact of AEFI:

Did not interfere with daily activities
Interfered with but did not prevent daily activities
Prevented daily activities

Outcome at time of report:

Fatal
Fully recovered
Not Yet Recovered
Permanent Disability/Incapacity
Unknown

35. Enter numbers in the Onset and Duration fields or Unresolved

- Enter EITHER mins, hours, or days (one section only)

36. Select appropriate **Event Type**:

- Anaphylaxis
- Oculo-Respiratory Syndrome (ORS)
- Other allergic events

37. Reactions are categorized by body systems. Select the check box beside each applicable body system

- Select the check box for all symptoms that have presented within this system.

38. Enter the details of the AEFI in the Comments box.

Neurologic event:

39. Enter numbers in the Onset and Duration fields or Unresolved

- Enter EITHER mins, hours, or days (one section only)

40. Select the check box beside each applicable reaction, then select the check box for all descriptors that have presented with the reaction you selected.

41. Enter the details of the AEFI in the Comments box.

Impact of AEFI, outcome, and Level of Care:

42. Select appropriate response from drop down menu under **Highest impact of AEFI**:

43. Select appropriate response from drop down menu under **Outcome at time of report**:

44. Under **Medical Attention** from drop down select correct response for **Highest level of care required**.

45. Specify if **Treatment received**.

Supplementary Information:

46. Enter any additional supplementary info re: AEFI in comments box.

47. Select **SAVE** on top right hand bar. Header will display "Adverse event is successfully created".

LHN>Immunizations>**Adverse Events (AEFI)**

Adverse Event

Adverse Event ID: 24020

* Status:
Submitted for review

Draft
Submitted for review
Disregard - Entered In Error
Does Not Meet Reporting Criteria

Confirm Save

* Comments:

Task Creation

* Organization:
Three Corners Health Services, Williams Lak

* Workgroup:

User:

* Priority:
High

Documents:

48. This section allows you to add any associated documents i.e ER report, photo of reaction.
49. Click on context document on top right hand bar.
50. Select **ADD NEW** under document list – upload document.

Final Review:

51. Review AEFI sections, to ensure everything is entered correctly
 - If you have saved information & would like to return to view your AEFI summary, navigate to AEFI from LHN.
 - Your AEFI should have an AEFI ID assigned to it & a status of DRAFT. You can UPDATE or VIEW the AEFI. UPDATE can only be completed by you as author.
52. Once have completed all information correctly on the AEFI report, scroll to the top first section **ADVERSE EVENT.**
53. Change status from **DRAFT** to **SUBMITTED FOR REVIEW**
 1. If there are any errors with the report, Panorama will now display a message indicating error. Correct and resubmit status change.
54. A modal will appear – **Confirm Save.** Complete required fields only.
 - **Comments:** Enter your details: “For further info please contact FHNA nurse ie. Email address: ...”
 - **Organization** – will default to your organization.
 - **Workgroup** – From dropdown menu select appropriate Regional Health Authority client is located in.
 - **Priority** will default to HIGH
55. Select **SAVE.** Header will display “Adverse event is successfully submitted”.

Inform RHA of AEFI:

56. Email Details:

- Subject Line: Panorama Adverse Event
- Body of Message: Identify client by Panorama Client ID # and AEFI ID #
DO NOT INCLUDE IDENTIFYING INFO SUCH AS PHN, NAME, DOB or GENDER

Follow-up:

57. You will receive an email stating that recommendations have been entered into Panorama.
58. Navigate to client AEFI to review recommendations
LHN>Immunization>AEFI
Select UPDATE
59. The status of the AEFI should have been changed to **"Review in Progress"** by RHA, if this has not been changed, select this option from drop down menu & change status. Select SAVE if change to status made.
60. Scroll to **Public Health Recommendations**. Review RHA MHO recommendations.
61. Follow-up with parent and document note in Panorama.

Create Immunization Encounter Level Note:

62. There are two ways to enter an Immunization encounter level note, use either option:

LHN>Immunization>Subject Summary

- Navigate to **Immunization** section on LHN, go to **Subject Summary**
- In the **Immunization Section** under **Unassociated Encounters** section, select **Create Encounter**
- Enter **Encounter details**

LHN> Immunization > Encounter Details

- Navigate to Encounter Details directly from LHN under Immunization.

63. For **Encounter Details:**

- Choose Encounter Type as **Adverse Event Following Immunization**
- Select **SAVE**
- Scroll to **Encounter Notes**
- Scroll to and select **Author Note**
- Subject line: **AEFI Follow-up**

Encounter Details

* Required field

Encounter Group: Immunization

* Encounter Date: 2019 / 08 / 30

yyyy mm dd

Duration (minutes):

* Encounter Type: Adverse Events Following Immunization

Adverse Event ID: 24021

* Status:

Review complete

Review complete

Submitted for review

Disregard - Entered In Error

Does Not Meet Reporting Criteria

- Document and SAVE

How to Close an AEFI:

64. Once you have reviewed AEFI recommendation, notified the parent/guardian of recommendation and entered associated, the AEFI status needs to be updated. Navigate to client AEFI:

LHN>Immunization>AEFI

Select **UPDATE**

65. Scroll to the top of the AEFI report. Change STATUS from drop down menu to **“Review Complete”**

Panorama AEFI Data Reporting Tips

A review of AEFI reports entered into Panorama has revealed common data entry mistakes. Panorama users should review this document to help avoid future data entry errors. This will help to improve surveillance and clinical interpretation. Please refer to the **Panorama AEFI Data Entry Guidelines** to access the full guide.

1. Always select a local reaction before selecting corresponding descriptors:

AEFI Details

Onset: a value is required when values of the same event section are selected.

Duration: a value in at least one field is required when the status review is 'Review Complete'.

Local reaction at or near injection site

Onset:

 mins hours days

Duration:

 mins hours days

☐ Unresolved

Reactions:

- ☐ (MD) Adenopathy/Lymphadenitis
- ☐ (MD) Cellulitis
- ☐ (MD) Infected abscess
- ☐ (MD) Sterile abscess
- ☐ Nodule
- ☒ Other, specify
- ☐ Pain or redness or swelling persisting for 10 days or more
- ☐ Pain, redness, or swelling extends past the nearest joint
- ☐ Rash

Descriptors should only be entered after at least one reaction has been selected

Descriptors:

- ☐ Swelling
- ☐ Pain
- ☐ Tenderness
- ☐ Erythema

2. Always select "Event Type" before selecting corresponding descriptors:

Anaphylaxis or Other allergic events

Onset:

 mins hours days

Duration:

 mins hours days

☐ Unresolved

Event Type:

- Anaphylaxis
- Oculo-Respiratory Syndrome (ORS)
- Other allergic events

- ▼ ☐ Respiratory
 - ☐ Sneezing
 - ☐ Rhinorrhea
 - ☐ Hoarse voice
 - ☐ Sensation of throat closure
 - ☐ Stridor
 - ☐ Dry cough
 - ☐ Tachypnea
 - ☐ Wheezing
 - ☐ Increased use of accessory muscles
 - ☐ Grunting

- ▼ ☐ Cardio-vascular
 - ☐ Measured hypotension
 - ☐ Decreased central pulse volume
 - ☐ Capillary refill time >3sec
 - ☐ Tachycardia
 - ☐ Decreased or loss of consciousness
- ▼ ☐ Gastro intestinal
 - ☐ Diarrhea
 - ☐ Abdominal pain
 - ☐ ..

3. Always select the neurological event before selecting corresponding descriptors:

Neurologic event

Onset:

mins

hours

days

Duration:

mins

hours

days

☐ **Unresolved**

Descriptors should only be entered after at least one reaction has been selected

Reactions:

☐ Seizure(s)

☐ (MD) Meningitis

☐ (MD) Encephalopathy/Encephalitis

☐ (MD) Guillain-Barré Syndrome (GBS)

☐ (MD) Bell's Palsy

☐ (MD) Other Paralysis

☐ (MD) Other neurologic diagnosis, specify

☐ (MD) Anaesthesia/Paraesthesia

Descriptors:

☐ Depressed/altered level of consc

☐ Focal or multifocal neurologic sig

☐ Fever(≥ 38.0 C)

☐ CSF abnormality

☐ EEG abnormality

☐ EMG abnormality

☐ Neuroimaging abnormality

☐ Brain/spinal cord histopathologic

Neurologic Event Comments:

5. Always include the outcome of the event when reporting under Impact of AEFI, outcome and Level of Care.

Impact of AEFI, outcome and Level of Care

Highest impact of AEFI:

Outcome at time of report:

Medical Attention

Highest level of care required:

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