

 08/03/2021

Dear Patient

We are delighted to be able to let you know that we are now in a position to offer you a Pfizer bio-Tech Covid 19 vaccine. You will get two vaccines four weeks apart.

The vaccine will be administered in a dedicated vaccine clinic, that will be run alternate Thursday mornings in the practice. Your provisional appointment time has already been given to you by phone subject to receiving your consent form. Your second vaccine will be four weeks after your first vaccine and we will give you an appointment card with the time for this when you have your first vaccine. Due to the scale of the job in hand and the limitations imposed by the vaccine itself, we have no flexibility with vaccine times or dates.

**Time and Date of your first vaccine: GIVEN BY PHONE**

(*AS STATED THIS TIME AND DATE ARE PROVISIONAL AND WILL BE CONFIRMED BY TEXT ON RECEIPT OF SIGNED CONSENT FORM)*

Enclosed please find a consent form for the vaccine. We need this completed and returned to the surgery asap i.e. delivered to the practice. Please do not return this form via e mail, we need the physical form. This will be checked by a GP after which you will receive a text message from the surgery confirming your appointment time. Please make sure we have the correct mobile number on the consent form as this is where confirmation of your appointment will be texted to. Your pps number is also vital information we need so please include.

On the day of your vaccination to facilitate the smooth running of the clinics our main phone lines will not be operational. If you need to cancel your appointment on your vaccination day please call us on **086 2521921**

As you can imagine, this is a big task and we would really appreciate your co operation.

* Please arrive at your allocated time
* Please wear loose clothing so that the vaccinator can get at your upper arm easily
* You will be vaccinated in one room by either Nurse Denise or one of the GP’s
* You will then be asked to wait in the waiting room for fifteen minutes after your vaccine to check that you are ok. You are then free to leave.
* When leaving you will be given three documents, 1) and information sheet about the vaccine, 2) an information sheet about possible side effects of the vaccine and 3) an appointment card with the date and time of your next vaccine.
* When you get your second vaccine, we will give you your vaccine card which will have details of both of your vaccines. This is an important document, so please keep it safe.
* The visit to the vaccine clinic will be for your vaccine alone and unfortunately nothing else can be dealt with at this time.
* If you have any symptoms of covid 19 or you have tested postive for Covid 19, please do not attend for your appointment.
* If you are just recuperating from any illness or Covid 19, you need to ring the surgery and let the admin staff know, they will liase with the medical staff and advise you.

**All of the above will be done adhering to social distancing, mask wearing and hand hygiene.**

As mentioned above your second vaccine will be Thursday four weeks after your first vaccine and the date and time will be recorded on your vaccine record card.

* You will **not** be reminded of this, your second appointment,
* You cannot have the appointment at any other time or day
* You cannot have the vaccine unless you arrive at the proper time, on the right day.

**Key Points:**

* **Your appointment time and date is not fully confirmed until you return the consent form included.**
* **This confirmation will be via a text message to the mobile telephone number you have documented on your consent form.**
* **Your second vaccine will on a Thursday four weeks later, you will be given a card with the time of this when you have your first vaccine. You will not be reminded of this appointment and you cannot change the time or date of this appointment.**
* **All of the above is subject to the practice receiving the vaccine supplies we have ordered. As of 05/03/2021 we have been advised there may be a shortfall with supplies. Should this arise, we will communicate this information to you in as timely a manner as we receive the information via the website. We will communicate via phone if we end up having to cancel your appointment at short notice.**

**Due to the constraints of the vaccine itself and the timing of our deliveries there is no flexibility in the above system.**

Our understanding is that those that are housebound will be cared for via the HSE, if you feel you fall into this category please let the practice know as the HSE are looking for the practice list of housebound patients. As it stands we are not aware what the arrangements are going to be, however if you alert us that you fall into this category you can be added to our listings going to the HSE.

We would respectfully ask that you read this letter very carefully as it includes all the information that will enable you to receive your two doses of vaccine in a safe and timely manner. The phones are very busy with queries so please check our website first, this is updated every Monday.

As mentioned above, we are delighted and honoured to be able to provide our community with this service!

Kind Regards,

The team at the Parks Medical Centre.