

# Onboarding and operational set-up

## Assess feasibility

- Review the [Service Specification](#) and [Site Campaign Guide](#)
- Assess ability to deliver the service and plan activity to meet competences
- Check that your premises will be suitable and can accommodate this age cohort
- As soon as you're ready, declare your intention to provide the service on NHS BSA [Manage Your Service](#) (MYS)

## Get access to systems

- Request system access (if no current access):
  - [Manage Your Appointments](#) (MYA) for bookings
  - [FDP](#) for vaccine supply and reporting
    - *Role: Site ops and supply chain vaccination site user*
  - [Point of care system](#)

## Set up

- Update [NHS Profile Manager](#) Children 2 – 3 years; Walk-in; National Booking Service
- Set up additional users on [MYA](#), check site details,
  - Create availability for Flu 2-3 for appointments from 1 October
- Log onto [FDP Supply Dashboard](#) and check delivery details are correct
- Review and order materials, anaphylaxis kits, promotional materials etc.
- Update Standard Operating Procedures and authorise PGDs (when published)

## Monitor

- Weekly vaccine stocktakes onto [FDP](#)
- Sufficient vaccine to offer both bookings made and opportunistic vaccinations
- Sufficient appointment availability to offer a choice of times and dates