

Dear Colleagues,

Following on from the previous invite to send through details of eligible staff for vaccination. Please find below details for your eligible staff to now be able to book their vaccination directly.

Health and Social Care staff remain in the top priority groups for vaccination. until the **15th of February 2021**.

Currently there is a high level of capacity, however this may change after the **15th February 2021** when appointments are opened up to the next priority groups. Please urge eligible staff fitting the below criteria to book their appointment **ASAP**.

Please ensure your staff and any staff from your Health provider subcontractors fit the below eligibility criteria for this phase of the vaccination process.

- Staff who have frequent face-to-face contact with patients and who are directly involved in patient care in either secondary or primary care, mental health, urgent and emergency care and community settings.
- Staff working in independent, voluntary and non-standard healthcare settings such as hospices, and community-based mental health or addiction services.
- Laboratory, pathology, and mortuary staff.
- Staff working for a sub-contracted provider of facilities services such as portering or cleaning.
- Temporary, locum or 'bank' staff, including those working in the COVID-19 vaccination programme, students, trainees, and volunteers who are working with patients.
- Frontline social care workers directly working with vulnerable people who need care and support irrespective of where they work (for example in hospital, people's own homes, day centres, or supported housing); or who they are employed by (for example local government, NHS, independent sector or third sector).
- Undertakers who are public facing.
- Staff working on the vaccination programme.

Please share the below information to your eligible staff:

Vaccination sites are doing checks to ensure the correct staff are receiving vaccinations as per guidance, please make sure you are an eligible employee before booking a vaccination.

Staff are required to attend their COVID vaccine appointment with **their NHS number and their employee ID badge (if you do not have a staff badge please take proof of employment such as a letter confirming you are employed as a health or social care worker, as well as photo id e.g, passport, or driver's licence)**. **The vaccine will not be administered without proof of employment.**

Please can you ensure that you attend your vaccine appointment at **the time provided in your confirmation email**. This helps compliance with social distancing guidance and reduces overcrowding of vaccine clinics.

Please ensure that you only book one appointment with your preferred site. Please if you no longer require a vaccination appointment for any reason can you cancel your booking. This will allow for your bookings to be used by someone else who needs a vaccination.

We have received clinical guidance from NHS England to give the second dose of the vaccine within **12 weeks** following the first dose. Therefore, please note that your follow up appointment will be booked within that timeframe.

Your second appointment will automatically be booked via the swift queue booking system (if used) at the time of booking your first appointment, you will receive a text or email notification to confirm your scheduled appointment date and time.

The sites Epsom and St Helier and Croydon University Hospital, St Georges Hospital and SWLSGH offer the **Pfizer/BioNTech vaccine**

The Royal Marsden in Sutton, Teddington Health and Social Care Centre and Hawks Road offer the **AstraZeneca vaccine**

If you have had a positive COVID test, it is advised you wait four weeks from the date you tested positive before you receive the vaccine.

Please remember to [Respect](#) your colleagues during these challenging times.

Please ensure you choose the correct link for the site you prefer, as there is a current issue with changing this.

St Helier Hospital in Sutton:

Education Centre (located around the back of the hospital)
Wrythe Lane
Sutton
Carshalton
SM5 1AA

Epsom General Hospital

Post Graduate Centre
2nd Floor Wells Wing
Dorking Road
Epsom
KT18 7EG

Booking link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=sITDN7CF9Ueylge0jXdO42KIZQVhEeNNjk6SnoKFmRRUQzZOR0JRRiE0ODc2RzBTVkNTOEFUMFI3NSQIQCN0PWcu>

Clinics are running Tuesday to Friday between 7.30am - 7pm.

Royal Marsden in Sutton:

You can click on the link below to book in for an appointment at a time that suits you.

The system will take you through the self - registration process first, then to an appointment.

Please click on your unique link below to book your appointment:

[https://www.swiftqueue.co.uk/pre_timescreen.php?id=\\$2y\\$10\\$p5D6cACKzu6B/FmiBu8Jku506Yc6trbxU9Ngoer4/561j0GpTWKXu](https://www.swiftqueue.co.uk/pre_timescreen.php?id=$2y$10$p5D6cACKzu6B/FmiBu8Jku506Yc6trbxU9Ngoer4/561j0GpTWKXu)

Croydon University Hospital in Croydon:

You can click on the link below to book in for an appointment at a time that suits you.

The system will take you through the self - registration process first, then to an appointment.

Please click on your unique link below to book your appointment:

[https://www.swiftqueue.co.uk/pre_timescreen.php?id=\\$2y\\$10\\$tcPE95M8S2tLuZp8wXe9i..3TRqmotx F6e/ryF7Ri2eWPusOVHJFW](https://www.swiftqueue.co.uk/pre_timescreen.php?id=$2y$10$tcPE95M8S2tLuZp8wXe9i..3TRqmotx F6e/ryF7Ri2eWPusOVHJFW)

Teddington Health and Social Care Centre (THSCC) in Kingston:

You can click on the link below to book in for an appointment at a time that suits you.

The system will take you through the self - registration process first, then to an appointment.

Please click on your unique link below to book your appointment:

[https://www.swiftqueue.co.uk/pre_timescreen.php?id=\\$2y\\$10\\$tAxEEiFNxid.WPLYFUThR.fa5d3RX.IA.PKpckQM3qkHc0J.fM0By2](https://www.swiftqueue.co.uk/pre_timescreen.php?id=$2y$10$tAxEEiFNxid.WPLYFUThR.fa5d3RX.IA.PKpckQM3qkHc0J.fM0By2)

Hawks Road in Kingston:

You can click on the link below to book in for an appointment at a time that suits you.

The system will take you through the self - registration process first, then to an appointment.

Please click on your unique link below to book your appointment:

[https://www.swiftqueue.co.uk/pre_timescreen.php?id=\\$2y\\$10\\$IVRd7rZKzFJ5WhDscEVwJOt4..AeR4.Fio3TaV7za5mrl0RM9MLcwG](https://www.swiftqueue.co.uk/pre_timescreen.php?id=$2y$10$IVRd7rZKzFJ5WhDscEVwJOt4..AeR4.Fio3TaV7za5mrl0RM9MLcwG)

South West London and St. Georges MH Trust in Wandsworth:

Springfield Hospital,
Newton Building,
Sports Hall,
61 Glenburnie Road,
London SW17 7DJ

You can click on the link below to book in for an appointment at a time that suits you.

The system will take you through the self - registration process first, then to an appointment.

Please click on your unique link below to book your appointment:

[https://www.swiftqueue.co.uk/pre_timescreen.php?id=\\$2y\\$10\\$4Ql6ipOi5XX7tIDkDln2vujmkGs9R0/a2yVBjn6bij/7B.Kx2jWPG](https://www.swiftqueue.co.uk/pre_timescreen.php?id=$2y$10$4Ql6ipOi5XX7tIDkDln2vujmkGs9R0/a2yVBjn6bij/7B.Kx2jWPG)

St. Georges Hospital Trust in Merton/Wandsworth:

You can click on the link below to book in for an appointment at a time that suits you.

The system will take you through the self - registration process first, then to an appointment.

Please click on your unique link below to book your appointment:

<http://stgeorgesuniversityhospitalsnhsfoundation.newsweaver.com/AllStaffMessage/y839o151n8q1mb21i8z73q/external?email=true&a=5&p=6358969&t=2968910>