

NWL Vaccination Programme  
15 Marylebone Road  
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16<sup>th</sup> January 2021

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## LETTER FOR HEALTH & SOCIAL CARE STAFF

I am delighted to be able to let you know that health and social care staff are being prioritised for the roll out of the Covid-19 vaccine, and we are now inviting you to book your vaccination.

The vaccination of health and social care staff is being undertaken by the area in which you work.

The booking links and telephone booking line outlined below are for those who work across the eight boroughs of NW London: Westminster, Kensington & Chelsea, Hammersmith & Fulham, Ealing, Hounslow, Brent, Harrow and Hillingdon. If you do not work in these boroughs, please wait to be contacted by the relevant area.

We would encourage anyone who is eligible to please take up the offer of a vaccination – this is important for your own safety and wellbeing, but also to allow us to protect the most vulnerable in our communities. [There are FAQs available on our website](#) which may answer any questions you have about the vaccine.

Vaccines are being rolled out based on an agreed priority order to protect the most vulnerable people in society and prevent deaths. The government aims to vaccinate everyone in the country within the next few months, but the priority at the moment is ensuring that all those people at most risk from Covid are protected. Whilst vaccine production is being increased rapidly, at the current time there is a limited supply of the vaccine available, and this is being targeted at those people who need it most.

We appreciate that many people are eager to get their vaccine and may worry about friends or family who have not yet been invited. However, it is really important that we continue to vaccinate in order of priority - the links and booking line below are just for you as a health or social care worker and should only be used by you and must not be shared. Given the importance of getting the vaccine to people who need it most, **if any abuses of this system are found it is likely to result in a disciplinary or contractual review.** For verification purposes you will be asked for the name and contact number of your direct line manager at the vaccination centre so staff can confirm your identity.

Currently, there are two methods of booking a vaccination appointment:

1. Is through an online booking system covering 4 Outer London locations (available from Monday 18<sup>th</sup> January);
2. Is through a dedicated telephone line for one of 3 Inner London Hospital Hubs (please note this is only available from 21<sup>st</sup> January).

**1. Online Booking System** (available from Monday 18<sup>th</sup> January) for the following locations:

**You will need to book an appointment to receive the vaccine. You can book your appointment at the following Hubs using the links below (please use Google Chrome or Safari etc.as Internet Explorer not compatible):**

- [Finchley Memorial Hospital](#)
- [Harpenden Memorial Hospital](#)  
(Hertfordshire)
- [Merton Civic Centre](#)
- [Tudor Lodge](#)

You will need to enter your name, work email, contact number, NHS number and employer information. You can find your NHS number on any letter you may have received from the NHS, and having this available will help speed up the process considerably. However, if you cannot find your NHS number then staff at the centre will be able to look it up for you on the day of your appointment. Please do make an effort to locate your NHS number prior to your appointment if you can, as any delays at the vaccination site will reduce our capacity to vaccinate those people who need it most.

Please do not arrive more than 10 minutes before your allocated slot. You will not be able to enter the testing centre early and you put yourself and others at risk if queues are created outside the centre. You will need to bring your work ID and, if possible, your NHS number. If you do not have the necessary ID you will be turned away from the centre. You must wear a mask at all times.

If you have any Covid-19 symptoms please do not attend your appointment. You will be able to book a vaccine at a later date if necessary.

**2. Telephone Booking System** for one of three Inner London Hospital Hubs.

You can book a vaccination appointment at one of three Inner London Hospital hubs but only from **Thursday 21st January**. The Hospital Hubs are as follows:

- Hammersmith Hospital, Du Cane Road, London W1
- Charing Cross Hospital, Fulham Palace Rd, Hammersmith, London W6 8RF
- St Mary's Hospital, Praed St, Paddington, London W2 1NY

To book a vaccination appointment at any one of the three hospital hubs you will need to call this number: 0203 311 4477. This booking line will be staffed 0900-1700 Monday – Friday, starting on **Thursday 21 January**.

When you call you will be asked a number of screening questions and offered an appointment for the vaccination.

You will need to provide the following information when you call to book your appointment:

- Full name
- Date of birth
- Address
- NHS number
- Employer
- Profession

- If you are a registered healthcare professional then you will need to show your registration number provided by your regulator e.g. the General Pharmaceutical Council, General Dental Council or General Optical Council

You will then be booked an appointment to be vaccinated at one of the above Hospital Hubs and once booked you will receive email and text message confirmation.

You will need to bring photographic ID with you when you attend for your appointment.

Regards

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