Immunisation Procedure for Staff Flowchart

RESOURCES
- The Immunisation Handbook, 10th Edition, Table 3.3.7
- NSW Health Infectious Diseases website (Fact sheets and resources)
- Immunisation Policy / Procedure

ACTIONs
- Risk assessment of activities with potential exposure to vaccine preventable diseases which carry significant risk to health status alteration. Immunisation Handbook Table 3.3.7 on recommended vaccinations for persons "at increased risk" is a guide.
- Staff member books appointment with GP, providing immunisation requirements, including TB assessment tool if indicated, and signs privacy consent to share information with the University.
- Staff member objects to immunisation requirements.
- Staff member requested to make an appointment with GP for counselling.
- Staff member decides not to meet immunisation requirement and signs Immunisation Informed Decision Opt-Out Form.
- Staff member receives vaccinations.
- Staff member notifies Health and Safety Advisor, Health Monitoring @mq.edu.au if issues arise requiring resolution (all health records kept confidential).
- Staff Member receives evidence of immunity
- Staff Member receives evidence of vaccination
- HR Partner notified by Health and Safety Advisor, Health Monitoring of participation in program
- Immunisation status noted by Manager / Supervisor and any consequential actions discussed with Staff Member.

RESPONSIBILITY
- Manager / Supervisor
- Manager / Supervisor
- Staff Member
- Staff Member
- Manager / Supervisor
- Staff Member

STATUS RECORDED
- Staff are responsible for keeping their immunisation status up-to-date and for being able to provide a copy of their immunisation status to the University upon request (note: immunisation cost is covered by work area). Immunisation Procedure for Staff Flowchart APPROVED 15 Aug 2017.