### Immunisation Procedure for Staff Flowchart

**Immunisation Handbook**

**Identify Immunisation Requirements**

- Risk assessment of activities with potential exposure to vaccine-preventable diseases which carry significant risk to health status.

**Resources**

- NSW Health Infections Diseases website (factsheets and resources)
- Immunisation Handbook Table 3.3

**Actions**

1. **GP should refer to The Immunisation Handbook in English or Australian English to check for gaps in immunity status.**

2. **If gaps in immunity are identified by the GP, staff member counsels the University to discuss the rationale for recommendations.**

3. **Staff member books appointment with GP providing immunisation requirements, including TB assessment test if indicated, staff member signs privacy consent to share information with the University.**

4. **Staff member visits immunisation requirements, provided to staff member.**

5. **Staff member requested to make an appointment with GP for counselling.**

6. **Staff member decides not to meet immunisation requirement and signs Immunisation Informed Decision Opt-Out Form.**

**Manager/Supervisor**

- Manager/Supervisor

**Resources**

- Immunisation Handbook
- Immunisation Informed Decision Opt-Out Form

**Evidence of Immunisation Status**

- Immunisation status noted by Manager/Supervisor and any consequential actions discussed with Staff Member.

**Manager/Supervisor**

- Manager/Supervisor

**Resources**

- Immunisation Policy/Procedure

**Staff Member**

- Staff Member

**Resources**

- Immunisation Policy/Procedure

**Conclusion**

- Staff are responsible for keeping their immunisation status up to date and for being able to provide copies of their immunisation status to the University in the event of a serious health risk being caused by said illness.