



IMMUNIZATION PROCEDURE FOR NEW EMPLOYEES

1.03

Effective Date: 07/18

Purpose: The purpose of the procedure is to inform employees of the immunizations made available by Barren River District Health Department (BRDHD) to employees in order to safeguard the health of our employees, as well as protect patients, by preventing occupationally acquired infections. Contact with patients and/or potentially infectious materials from patients with infections increases risk for exposure and possible transmission of vaccine-preventable diseases. This policy serves to comply with the recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Healthcare Infection Control Practices Advisory Committee (HICPAC) for vaccinating healthcare workers.

Failure to Comply: Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in widespread illness among employees as well as patients and visitors to our facilities.

Procedure: All new employees will submit a copy of their immunization records upon the first day of employment. The employee's complete immunization record will be maintained in their employee health record. The following is offered but not required:

- Rabies prophylaxis for environmental
- Hepatitis B prophylaxis
- Tetanus/Diphtheria/Pertussis
- Influenza
- MMR

If any of the above immunizations cannot be documented or presented with documentation of laboratory evidence of immunity to the disease and the vaccine is refused, a declination form must be signed. Declination forms must be completed to refuse a rabies prophylaxis, a hepatitis B prophylaxis, a tetanus, diphtheria, and pertussis immunization, or Tdap, MMR or an influenza vaccination, and all employees must submit completed forms to human resources.

To ensure that all employees are up to date with recommended vaccines, immunization records and immunity status will be reviewed by a Communicable Disease Team nurse at the time of hire and annually.

Immunizations are given according to the [Core Clinical Service Guide \(CCSG\)](#).

Billing

If employees choose to receive one of these vaccines, there will be no cost to the employee. However, staff will be required to submit their current personal health insurance card in order to receive the following vaccinations:

- Rabies
- Hepatitis B
- Tdap
- Influenza
- MMR

Forms: [P-04 Rabies Declination Form](#), [P-05 Hepatitis B Declination Form](#), [P-06 TDAP Declination Form](#), [P-07 Influenza Declination Form](#), [P-08 MMR Declination Form](#)

References: [Advisory Committee on Immunization Practices \(ACIP\)](#); [Healthcare Infection Control Practices Advisory Committee \(HICPAC\)](#); [Core Clinical Service Guide \(CCSG\)](#)

Contact Persons: Human Resources Manager, Director of Nursing

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
1.03	12.14.2017	HR Manager – Procedure Creation
1.03	9.24.2020	HR Manager-review