

AU Medical Center Policy Library

Seasonal Influenza Vaccinations

Policy Owner: Epidemiology

POLICY STATEMENT

An annual influenza vaccine is required for:

- All employees, including leased and contracted employees
- Volunteers
- Students
- Vendors
- All Augusta University and Augusta University Medical Associates employees who work in the hospital and clinics (see [Rules and Regulations FY 17](#) for details regarding AUMC Medical Staff requirements)
- All contractors entering an Augusta University Health facility will be required to show proof of current influenza vaccination or may receive a vaccination in the Employee Health and Wellness section of Human Resources for a fee.

Exemptions will be accepted for:

- Medical contraindications to influenza immunization (i.e., documented history of Guillian-Barre)
- Documented contraindication to the egg-free influenza vaccine
- Documented religious objection.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Administrative Services
- Hired Staff
- Housestaff/Residents & Clinical Fellows
- Leased staff
- Medical Staff (includes Physicians, PAs, APNs)
- Patient Care Services (Nursing, PCT's, Unit Clerks)
- Professional Services (Laboratory, Radiology, Respiratory, Pharmacy; etc.)
- Vendors/Contractors
- Other:

DEFINITIONS

None.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 832

Policy Sponsor: Chief Medical Officer

Originally Issued: 07/01/1997

Last Revision: 08/10/2016

Last Review: 09/06/2016

Next Review: 01/01/2018

PROCESS & PROCEDURES

Employees are responsible for:

- Obtaining influenza vaccination through Employee Health and Wellness
- Providing documented proof of vaccination to Employee Health and Wellness
- Providing the correct documentation and signed **Declination of Influenza Vaccination Form** (Addendum 3)
- Taking one of the above actions by **November 20th** of each year or, if hired during the annual influenza vaccination period, within 1 month of employment
- Complying with policy requirements upon returning to work as per policy by the above date for any leave of absence including FMLA

Manager/Supervisors are responsible for:

- Allowing employees time to attend a vaccination clinic
- Facilitates employees' compliance with this policy
- Standardized action for refusals:
 - Unpaid administrative leave for the noncompliant employee as of the defined deadline above with a written coaching memo (Addendum 4)
 - Compliance by the employee on administrative leave within three business days of written notification, excluding holidays, followed by a notice of immediate termination for continued noncompliance

The HR Records and Information Management are responsible for:

- Maintaining copies of the form given upon hire and annual reaffirmation acknowledging the annual vaccination *requirement* in the employees' employment records
- Notifying supervisors of those employees not in compliance

The Employee Relations are responsible for:

- Taking appropriate action for non-compliant personnel, to include discharge of employment

The Employee Health and Wellness, Human Resources are responsible for:

- Providing influenza information, i.e. vaccination information statements and seasonal influenza policy to new hires, annually and upon request
- Offering influenza vaccination at various locations and times
- Receiving an annual *Influenza Vaccination Screening and Immunization Form (Addendum 2)* or *Declination of Influenza Vaccination Form (Addendum 3)* from all employees
- Maintaining electronic records of employees who have received or declined influenza vaccination
- Providing information to the Employee Relations regarding those current employees who are not in compliance with this policy and notifying Talent Acquisition regarding new hires
- Reviewing annual employee influenza vaccination rates
- Developing and recommending strategies including revisions to this policy to enhance and improve influenza vaccination rates
- Report influenza vaccination summary data to Hospital Epidemiology as per the National Healthcare Safety Network (NHSN) procedures

Hospital Epidemiology is responsible for:

- Maintaining the policy regarding Influenza Vaccines
- Entering the health personnel influenza vaccination summary data to NHSN as defined by the Centers for Medicare and Medicaid Services

REFERENCES, SUPPORTING DOCUMENTS, AND TOOLS

Addenda (4)

- Addendum 1, Seasonal Influenza Checklist
- Addendum 2, Influenza Vaccination Screening and Immunization Form
- Addendum 3, Influenza Vaccination Religious Declination Form
- Addendum 4, Influenza Vaccination Coaching Memo

The Joint Commission Hospital Accreditation Manual July 2016. Human Resources Chapter. Standard HR 01.02.05 EP 5.

The Joint Commission Hospital Accreditation Manual July 2016. Human Resources Chapter. Standard IC.02.04.01.

RELATED POLICIES

[Work Restrictions Policy](#)

[Vaccine Recommendations for Healthcare Workers Policy](#)

[Rules and Regulations FY 17](#)

APPROVED BY

Chief Executive Officer, Augusta University Medical Center

Date: 09/06/2016