

Immunisation Procedure for Staff Flowchart

	RESOURCES	ACTIONS	RESPONSIBILITY
IDENTIFICATION OF IMMUNISATION REQUIREMENTS	<p>The Immunisation Handbook</p> <p>NSW Health Infectious Diseases website (fact sheets and resources)</p> <p>Immunisation Policy / Procedure</p>	<p>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.</p> <p>↓</p> <p>Immunisation requirements provided to staff member</p> <p>↓</p> <p>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</p> <p>↓</p> <p>Staff member objects to immunisation requirements</p> <p>↓</p> <p>Staff member requested to make an appointment with GP for counselling</p>	<p>Manager /Supervisor</p> <p>Manager /Supervisor Staff Member</p> <p>Staff Member</p> <p>Manager /Supervisor Staff Member</p>
IMMUNISATION RESULTS	<p>GP should refer to The Immunisation Handbook Current Edition to check for gaps in immunity status</p> <p>Immunisation Informed Decision Opt-Out Form</p>	<p>Are gaps in immunity Identified by the GP?</p> <p>Yes → Staff Member receives vaccinations</p> <p>No → Has sufficient evidence of immunity been noted by GP and GP section of form completed?</p> <p>Yes → Completed Evidence of Immunisation Form sent to screeningandimmunisation@mq.edu.au by staff member</p> <p>No → Staff member notifies Health and Safety Advisor, Health Monitoring at screeningandimmunisation@mq.edu.au if issues arise requiring resolution (all health records kept confidential)</p>	<p>Staff Member GP</p> <p>Staff Member GP</p>
STATUS RECORDED	<p>Evidence of Immunisation Form</p> <p>Immunisation Policy / Procedure</p>	<p>HR Partner notified by Health and Safety Advisor, Health Monitoring of participation in program</p> <p>↓</p> <p>Immunisation status noted by Manager / Supervisor and any consequential actions discussed with Staff Member</p>	<p>Staff Member</p> <p>Health and Safety Advisor, Health Monitoring</p> <p>HR Partner</p> <p>Manager /Supervisor</p>

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).