



IC5.1.02 - Seasonal influenza vaccination of healthcare workers

PATIENT QUAL/SAFETY 018760, approved by VP, Quality & Patient Safety on 10/2011
HPRC on 10/2011

Scope

Anne Arundel Health System, Inc. ("AAHS")

Policy Statement

The purpose of this policy is to establish the requirements associated with universal, seasonal influenza **vaccination** of all healthcare workers at AAHS. Seasonal influenza is a highly contagious disease that can spread before symptoms appear. Healthcare workers run the risk of not only contracting the disease from fellow co-workers and patients but also transmitting the virus to patients and others in the hospital setting; thus seasonal influenza **vaccination** of all employees is a hospital initiative to promote patient safety and public health.

It is the responsibility of all of the following personnel to be vaccinated with the seasonal influenza vaccine during the time period specified annually:

- AAHS employees
- Credentialed medical staff with active privileges
- Active volunteers
- Students/ trainees
- Agency workers
- On-site contractors entering AAHS
- Vendors entering AAHS

Those entering AAHS as new personnel following the **vaccination** deadline but prior to the designated end of influenza season will be responsible for obtaining the seasonal influenza vaccine immediately.

AAHS's universal influenza **vaccination** program is contingent upon vaccine availability each influenza season. The amount of influenza vaccine ordered annually for each upcoming influenza season will be based on prior usage and projected needs, as determined by the conjoined efforts of Pharmacy, Employee Health, Infection Control/Hospital Epidemiology.

Other non-seasonal influenza vaccine may be required should a pandemic or novel strain of influenza occur. Infection Control/ Hospital Epidemiology would determine the level of requirement for personnel, based on threat to patient and healthcare worker safety and vaccine availability.

Definitions

"Seasonal Influenza Vaccine" - trivalent inactivated influenza (flu) vaccine is given as an intramuscular injection. The inactivated influenza vaccine is preferred for healthcare personnel who care for patients with severely weakened immune systems.

"Consent Form" - form required to be completed by all those individuals receiving the seasonal vaccine as well as those employees, credentialed medical staff members with active privileges, and active volunteers who attest an acceptable exemption from **vaccination**.

"Exemptions"- specific conditions (e.g., severe allergy to vaccine) which prevent the healthcare worker from receiving the influenza vaccine. Exemptions are detailed on the **vaccination** consent form.

“Noncompliance” - for this policy, “noncompliance” refers to failure to vaccinate or provide eligible exemption by the **vaccination** deadline.

Procedures

AAHS Employees, Credentialed Medical Staff Members with Active Privileges, and Active Volunteers (Auxiliary)

1. All eligible individuals will be offered the seasonal influenza vaccine annually once it comes available, generally beginning in October of each year. Communication of this will occur annually with a combination of emails, posted **vaccination** clinic schedules, etc. Notification will include identification of the **vaccination** period and deadline for **vaccination**.
2. Seasonal influenza vaccine is free of charge to AAHS employees, credentialed medical staff members, and active volunteers (Auxiliary) when given by designated personnel of the Employee Health Office.
3. AAHS employees, credentialed medical staff members with active privileges, and active volunteers must receive the seasonal influenza **vaccination** by the specified **vaccination** deadline. The **vaccination** deadline is determined by the Hospital Epidemiologist/Infection Control and based on that specific season's epidemiological picture and vaccine availability.
4. Exemptions from seasonal influenza **vaccination** are based on specific criteria as written on the season's **vaccination** consent form. Documentation of the specific exemption is required for adherence to policy. Exemptions may be subject to further review for acceptance.
5. Noncompliance, or non-participation in the influenza **vaccination** program by **vaccination** deadline will result in the following:
 - a. Noncompliant AAHS employees will be subject to a Group III disciplinary action resulting in suspension as per the policy on Discipline ([HR8.3.01](#) - "[Discipline](#)", section H1.C14), and progressing to termination within two weeks of established **vaccination** deadline.
 - b. Noncompliant medical staff members with active privileges are subject to disciplinary action according to Medical Staff Bylaws.
 - c. Noncompliant active volunteers become ineligible to serve for the remainder of influenza season (e.g., March 31) or until vaccinated.
6. Documented influenza **vaccination** records
 - a. Records of AAHS Employees will be kept in Human Resources and in the Employee Health Office.
 - b. Records of credentialed Medical Staff members with active privileges will be kept in Medical Staff Office.
 - c. Records of the active Volunteers (Auxiliary) will be kept in the Volunteer (Auxiliary) Office.
7. Reports of **vaccination** compliance, coordinated through Human Resources, Medical Staff Office, and Volunteer Office (Auxiliary) will be accessible to appropriate leadership routinely throughout each season's **vaccination** program. This is to enable leadership to track and to ensure healthcare worker compliance throughout the **vaccination** period.

Students/Trainees, Agency Workers, Vendors, On-Site Contractors

1. Students/trainees, agency workers, vendors, and on-site contractors at AAHS will be expected to provide documentation of seasonal influenza **vaccination** to the appropriate AAHS contacts, if requested, prior to the AAHS influenza **vaccination** deadline. The intent of the program and associated guidelines/deadlines are communicated to their associated schools, vendor compliance program, etc.

2. Individuals not meeting **vaccination** deadline will be ineligible to work for the remainder of the influenza season (e.g., March 31) or until providing documentation of **vaccination**. Any request for exemption will be reviewed on a case by case basis.
3. New students/trainees, agency workers, vendors, and on-site contractors entering AAHS, following the **vaccination** deadline but prior to the designated end of influenza season, must also follow this procedure immediately or be ineligible to begin his/her assignment during influenza season.

References

Association for Professionals in Infection Control and Epidemiology. APIC Position Paper: Influenza Immunization of Healthcare Personnel. October 2008.

Centers for Disease Control and Prevention (CDC). Prevention and Control of Influenza. Recommendations of the Advisory Committee on Immunization Practices (ACIP). MMWR 2008; Vol 57.(RR-7):1-59.

Talbot, T.R., Babcock, H., Caplan, A.L., et al. SHEA Position Paper: Influenza Vaccination of Healthcare Personnel. Infection Control and Hospital Epidemiology. Oct. 2010; Vol 31 (10).

The Joint Commission. Influenza Vaccination: Providing a Safer Environment for Health Care Personnel and Patients through Influenza Vaccination (monograph). 2009.

Cross References

[ADM1.1.25](#) - "[Vendor visitation](#)" - "Vendor Visitation"

[ADM1.1.71](#) - "[Medical staff office facilitation of students and trainees participating in patient care](#)" - "Medical Staff Office Facilitation of Students and Trainees Participating in Patient Care"

[HR8.3.01](#) - "[Discipline](#)" – "Discipline"

[IC5.1.07](#) - "[Immunization and post-exposure prophylaxis for healthcare workers and volunteers](#)" – "Immunization and Post-exposure Prophylaxis for Healthcare Workers and Volunteers"



October 2011

Dear Anne Arundel Health System Vendor/Contractor,

Anne Arundel Health System is proud to announce that it is taking a proactive stand against seasonal influenza (flu). Starting this flu season, we will require all AAHS vendors and contracted staff who visit any AAHS location, as well as associates, members of the medical staff, volunteers and students, to receive an annual seasonal flu vaccination. Your support of this policy is critical to the success of this important patient safety initiative. Everyone counts and influenza prevention begins with you.

Our preventive approach is recommended by the Centers for Disease Control and Prevention as the most powerful public health tool to prevent influenza. In addition, all major regulatory, health, national, scientific and accrediting agencies recommend yearly influenza vaccinations for all healthcare workers and individuals in the healthcare setting. Seasonal influenza is a highly contagious disease that can spread before symptoms appear. Vaccination of individuals in a healthcare setting reduces the risk of transmitting the influenza virus to patients, visitors, and other healthcare workers.

All vendors/contractors who visit any AAHS location will be required to demonstrate that they have received a current seasonal flu vaccination. Vendors will have until November 30th, annually beginning in 2011, to obtain a seasonal influenza vaccination. Vendors will be required to submit their documentation through Status Blue. Contracted staff not in Status Blue will be required to provide documentation, including the date the vaccine was given as well as the name and location of where the vaccine was administered, to the Director of the Department who manages their contract. Failure to comply with this policy will result in the loss of vendor privileges and entry into AAHS facilities for business purposes.

This mandate will be required annually for all current vendors/contractors and any new individuals who may become a vendor or contractor of AAHS in the future. When any new contractor/vendor enters AAHS after the November 30th deadline and prior to March 31st, that individual is also required to get vaccinated immediately against seasonal influenza, prior to providing service at AAHS. Documentation requirements are the same as described above.

Anne Arundel Health System is proud to be a leader in adopting this mandatory flu vaccine program. Your commitment to patient safety is fundamental to our organization's ability to achieve our vision, both in the short- and long-term, and helps us continually improve the quality of care and service we provide to our patients and their families.

Thank you in advance for your commitment to keep our patients safe.

Sincerely,

Dena C. Jackson

Director, Supply Chain Operations