

El Paso - Ambulatory Clinic Policy and Procedure

Title: INFLUENZA VACCINATION POLICY	Policy Number: EP 7.13
Regulation Joint Commission, Centers for Disease Control (CDC) Reference:	Effective Date: 03/2014

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) to minimize transmission of seasonal influenza within the organization and the community at large by providing yearly seasonal influenza vaccinations to all faculty, residents, staff, students, and volunteers.

Scope and Distribution:

This policy applies to all Texas Tech University Health Sciences Center at El Paso ambulatory clinics.

Definitions:

Risk category 1 - applies to individual's performing activities with the highest risk of transmission of influenza. This includes individuals who have direct contact with a possible/potential infectious individual, have face-to-face contact with an individual capable of spreading influenza, or staff working with research participants who may pose a risk of transmission. (For example: clinical personnel having patient to patient contact, patient to health care worker (HCW), HCW to patient, and HCW to HCW)

Risk category 2 - applies to individuals in contact with a probable risk of transmission of an infectious agent as a result of the geographic location of their work on the clinical unit or in the laboratory. (For example: Medical records personnel, laboratory personnel, facilities personnel, Greeters, and ancillary staff in clinic settings)

Risk category 3 - applies to individuals performing activities with a possible risk of transmission of an infectious agent. These activities usually involve staff who may have indirect contact with the source of the infectious agent through airborne transmission, through the use of vehicles, accidental face-to-face contact such as the lobby, or an academic or administrative office.

Risk category 4 - applies to individuals performing activities with minimal risk of transmission of an infectious agent. These staff work off-site, do not travel to any site of the source of infection and do not require face to face contact with high risk people (For example: MPIP staff)

Procedure:

1. All individuals who provide patient care at University Medical Center of El Paso and individuals that fall into Risk categories 1 and 2 are required to obtain the seasonal influenza vaccine between September 1 of the current year and March 31 of the following year.
 - a. A Vaccination Information Sheet must be given to all individuals receiving seasonal influenza vaccine.
 - b. Signed consent must be obtained from the individual receiving the vaccine prior to administration of the vaccine.
2. If the individual received seasonal influenza vaccine from a source other than TTUHSC at El Paso documentation that the individual received the vaccine must be presented to the Office of Occupational Health.

El Paso - Ambulatory Clinic Policy and Procedure

3. If an individual wishes not to be vaccinated for seasonal influenza they may choose to decline administration of the vaccine. Individuals who elect not to receive the seasonal influenza vaccine must adhere to the following:
 - a. A declination form must be completed and turned in to the Office of Occupational Health,
 - b. If the individual falls into Risk category 1 and 2 a mask must be worn while on duty for the duration of the flu season; which continues from September of the current year through March of the following year.

4. Records will be maintained documenting seasonal influenza vaccinations administered and declinations. If vaccine shortages occur or if the CDC recommendations are altered, the Infection Control Nurse may suspend or revoke all or part of this policy. Whether shortages occur at the national level or organizational level, the vaccination campaign will depend on vaccine availability.

5. The goal of TTUHSC at El Paso is to achieve 90% compliance of all faculty, residents, staff, students, and volunteers with the seasonal influenza vaccination campaign. Compliance rates will be calculated as follows:
 - a. The denominator will consist of all faculty, residents, staff, students, and volunteers who are working for at least 30 days between September 1st of the current year and March 31st of the following year regardless of clinical responsibility or patient contact.
 - b. The numerator will consist of individuals included in the denominator who during the time from September 1st of the current year through March 31st of the following year:
 - i. Received a seasonal influenza vaccination through TTUHSC at El Paso
 - ii. Reported through documentation that they received the vaccine
 - iii. Declined the vaccine due to medical reasons (i.e., Guillain-Barre, allergies to eggs, etc.)

6. Data on seasonal influenza vaccination compliance will be provided to faculty and staff at least annually or as necessary.

Policy Number: EP 7.13	Original Approval Date: 03/2014
Version Number: 1	Revision Date:
Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center at El Paso	