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Owner: Lisa Eberhardt: CNO-Chief
 Nursing Officer-RN
Policy Area: Infection Control
Reference Tag:

Vaccination, Influenza Employee

Purpose:

To outline the policies and procedures involved in the seasonal influenza vaccination program for employees of the hospital.

Policy:

- I. All employees of the hospital are offered the seasonal influenza vaccine at no cost to them.
- II. Employees are strongly encouraged to obtain the vaccination. If they choose to decline for personal reasons, or if the employee has medical contraindications or religious exemptions, the employee must complete and sign the Influenza Vaccine Declination Form.
 - A. The declination form must be turned in to the Employee Health Nurse (EHN) by November 15th
 - B. Employees who cannot or do not get an annual influenza vaccine will be required to wear a surgical mask when in contact with patients, staff and doctors of the hospital, clinic and in home health settings. Mask will be required starting December 1st and ending February 28th. The requirement of masks maybe invoked earlier or required through a later date if medical staff finds that influenza is active in the community.
 - C. The EHN is responsible for assuring that each employee has either received the vaccine or has signed the declination form.
- III. Besides offering the vaccine to employees, the hospital also makes available the vaccine to:
 - A. Board Members and their spouses (Hospital and Foundation)
 - B. Medical Staff Members
 - C. Volunteers (LTC, Home Health/Hospice, Chaplains)

Procedure:

- I. The Vaccine Immunization Statement (VIS) for the current influenza season will be obtained from the Centers for Disease Control (CDC) and made available to each candidate for the vaccine. Consent is required prior to the immunization, and the recipient must be at least 18 years of age or have parental consent.
- II. Influenza immunization clinics will be held by the EHN or designee on various dates and at various times. Individual times can be scheduled with the EHN through prior arrangement.

III. Documentation of the vaccination will be made in the Employee's Health Record. Consent forms will be placed in the Employee's Health record.

IV. The Influenza Vaccine Declination Form will be placed in the Employee Health Record.

References:

Center for Disease Control

Forms:

Attachment A Employee Health Seasonal Influenza Informed Consent

Attachment B Seasonal Influenza Declination Form

Attachments:

No Attachments

Approval Signatures

Approver	Date
Greg Hanson: CEO CFVH	11/2017
Sandy Chenoweth: Administrative Assistant	11/2017
Sandy Chenoweth: Administrative Assistant	11/2017
Lisa Eberhardt: CNO-Chief Nursing Officer-RN	10/2017
Russell Logan: Executive Assistant	10/2017
Lisa Eberhardt: CNO-Chief Nursing Officer-RN	10/2017