

# Occupational Assessment, Screening and Vaccination

## 1 Applies to

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This Policy applies to:

- All Health Care Workers (HCWs) at Calvary Public Hospital Bruce (CPHB). See Section 5 for definition of HCW under this policy.
- Compliance with the requirements of this policy is **mandatory**.
- New HCW must comply with this policy before commencement of employment. Existing HCW will have 12 months to comply from endorsement of the policy.

## 2 Purpose

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Consistent with our values of Hospitality, Healing, Stewardship and Respect, Calvary is committed to providing a safe environment for staff and patients. The purpose of this policy is to inform staff members of the requirements for occupational assessment, screening and vaccination against specified infectious diseases to minimise the risk of transmission between HCWs and patients.

## 3 Responsibilities

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### Responsible group 1: CPHB Executive

- Ensure the policy is implemented within CPHB.
- Ensure resources are available for staff to adhere to the policy.

### Responsible group 2: Infection Control Department Manager/Department Manager

- Ensure the policy is communicated to their staff.
- Monitor compliance with the policy in their area.
- Provide staff with opportunities to attend education and training.
- Ensure resources are available to adhere to the policy.
- Investigate any incidents of non-compliance with the policy in Riskman.
- Ensure that the procedure is up to date and ensure that the policy is reviewed in line with the expiry date.

### Responsible group 3: Employee

- Comply with the requirements of this policy in relation to their occupational risk category.

## 4 Policy

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CPHB categorises all HCWs according to their risk of occupational exposure to the specified infectious diseases, with different occupational assessment, screening and vaccination requirements for each category. Work activities, rather than job title, are considered on an individual basis when risk category determinations are made.

This policy will **not** exclude HCWs from employment with CPHB on the basis that they have a medical contraindication to a vaccination; are a vaccine non-responder; or are known to be infected with a Blood Borne Virus (BBV). CPHB highly values the clinical and non-clinical services provided by these HCWs.

CPHB recognises that BBVs are infections still frequently regarded as stigmatising and has put in place measures to protect the confidentiality of a positive result for a BBV.

Job applicants who disclose a BBV infection before they are employed by CPHB and existing HCWs who disclose a BBV infection should be aware that care in relation to their BBV infection is covered by the Australian National Guidelines for the Management of Health Care Workers known to be Infected with Blood Borne Viruses and the CPHB [Blood Borne Virus in Health Care Workers policy](#).

All HCWs must be aware of, and comply with, the infection prevention and control policies, procedures and/or guidelines relevant to their work area to reduce the risk of transmission of the specified infectious diseases.

**Figure 1: HCW Categories of Risk**

<b>Category A: Participation in the occupational assessment, screening and vaccination process is MANDATORY.</b>	
<b>Contact with patients and/or blood, body substances or infectious materials, including non-clinical staff working in ward or outpatient areas.</b>	<ul style="list-style-type: none"> <li>▶ Direct or indirect contact with, or potential exposure to:                             <ul style="list-style-type: none"> <li>- Patients/clients, <b>AND/OR</b></li> <li>- Deceased persons or body parts, <b>AND/OR</b></li> <li>- Blood, body substances, infectious material, <b>AND/OR</b></li> <li>- Surfaces or equipment that might contain blood, body substances, infectious material, for example, soiled linen, surgical equipment, syringes.</li> </ul> </li> <li>▶ Other contact that would allow the acquisition or transmission of diseases that are spread by respiratory means. This includes HCWs:                             <ul style="list-style-type: none"> <li>- Whose work requires frequent or prolonged face-to-face contact with patients or clients (e.g. HCWs interviewing or counselling individual clients or small groups, HCWs performing reception duties in an emergency/outpatients department), <b>AND/OR</b></li> <li>- Whose normal work location is in a clinical area such as a ward, Emergency Department, Outpatient Clinic (e.g. ward clerks and patient transport officers), <b>AND/OR</b></li> <li>- Who, throughout their working week, are frequently required to attend clinical areas (e.g. food services HCWs who deliver meals).</li> </ul> </li> </ul> <p><i>Examples include, but are not limited to: dentists; doctors; contracted domestic and environmental staff; nurses; mortuary technicians; laboratory scientists; allied health practitioners; tertiary students; personal care assistants; clerical personnel on wards; maintenance engineers who service equipment; sterilising service personnel; personnel responsible for the decontamination and disposal of contaminated materials; laundry personnel; waste facility personnel; volunteers; pastoral care &amp; refugee mentoring participants.</i></p>
<b>Category A1: Staff who carry out Exposure Prone Procedures (EPPs)</b> <b>Participation in the occupational assessment, screening and vaccination process is MANDATORY.</b>	
<ul style="list-style-type: none"> <li>▶ EPPs are invasive procedures where there is potential for direct contact between the skin (usually finger or thumb of the HCW) and sharp surgical instruments, needles or sharp tissues, spicules of bone or teeth in body cavities or in poorly visualised or confined body sites, including the mouth of the patient.</li> <li>▶ <b>Examples include, but are not limited to:</b> Surgeons and surgical assistants, Emergency/trauma physicians, Obstetricians, surgical assistants, Midwives, Trauma nurses, Dentists and dental assistants</li> </ul>	

<b>Category B:</b> Participation in the occupational assessment, screening and vaccination process is <b>PREFERRED</b> , however, <b>Category B HCWs have no greater risk of exposure to the specified infectious diseases than the general community.</b>	
<p><b>No contact with patients or blood, body substances or infectious materials.</b></p>	<ul style="list-style-type: none"> <li>▶ <b>Do NOT</b> have <b>contact</b> with, or potential exposure to:           <ul style="list-style-type: none"> <li>- Patients/clients, <b>OR</b></li> <li>- Deceased persons or body parts, <b>OR</b></li> <li>- Blood, body substances, infectious material, <b>OR</b></li> <li>- Surfaces or equipment that might contain blood, body substances, infectious material, for example, soiled linen, surgical equipment, syringes.</li> </ul> </li> <li>▶ Do NOT have other contact that would allow the acquisition or transmission of diseases that are spread by respiratory means.</li> <li>▶ Normal work location is not in a clinical area e.g. administrative positions NOT in a ward, foodservices personnel in the kitchens.</li> <li>▶ Only attends clinical areas infrequently and for short periods of time e.g. maintenance contractor undertaking work in clinical areas.</li> </ul> <p><i>Examples include, but are not limited to: administration and clerical personnel in non-clinical work settings; some secondary students; stores personnel; kitchen personnel.</i></p>

**Figure 2: Requirements by staff risk category**

<b>Category A HCW</b>		<p>For more details on requirements refer to the CPHB <a href="#">Occupational Assessment, Screening and Vaccination for Category A and A1 Staff Procedure.</a></p>
<p><b>New Category A Staff:</b>  <b>Prior to employment:</b></p> <ul style="list-style-type: none"> <li>▶ Submit <b>Form 1</b> with attached evidence <b>AND</b></li> <li>▶ Submit <b>Form 3</b> with attached evidence.</li> </ul>	<p><b>Existing Category A Staff:</b></p> <ul style="list-style-type: none"> <li>▶ Submit <b>Form 2</b> with attached evidence; <b>OR</b> submit <b>Form 5</b> electing not to participate, <b>AND</b></li> <li>▶ Submit <b>Form 3</b> with attached evidence.</li> </ul>	
<b>Category A1 HCW</b>		
<p><b>New Category A1 Staff:</b>  <b>Prior to employment:</b></p> <ul style="list-style-type: none"> <li>▶ Submit <b>Form 1</b> with attached evidence <b>AND</b></li> <li>▶ Submit <b>Form 3</b> with attached evidence.</li> <li>▶ Provide <b>additional evidence</b> of serological testing for the following blood borne viruses (BBVs): Hepatitis B, Hepatitis C and Human Immunodeficiency Virus.</li> </ul>	<p><b>Existing Category A1 Staff:</b></p> <ul style="list-style-type: none"> <li>▶ Submit <b>Form 2</b> with attached evidence; <b>OR</b> submit <b>Form 5</b> electing not to participate, <b>AND</b></li> <li>▶ Submit <b>Form 3</b> with attached evidence <b>AND</b></li> <li>▶ Provide <b>additional evidence</b> of serological testing for the following blood borne viruses (BBVs): Hepatitis B, Hepatitis C and Human Immunodeficiency Virus.</li> </ul>	
<b>Category B HCW</b>		<p>For more details on requirements refer to the <a href="#">CPHB Occupational Assessment, Screening and Vaccination for Category B Staff Procedure.</a></p>
<p><b>New Category B Staff:</b>  <b>Prior to employment:</b></p> <ul style="list-style-type: none"> <li>▶ Submit <b>Form 1: Staff Health Assessment</b> indicating participation or non-participation. If participating, attach evidence.</li> </ul>	<p><b>Existing Category B Staff:</b>          Either:</p> <ul style="list-style-type: none"> <li>▶ Submit <b>Form 2</b> with attached evidence; <b>OR</b></li> <li>▶ Submit <b>Form 5</b> electing not to participate.</li> </ul>	

**Category A and A1 HCW Compliance:**

Approved by: Director of Patient Safety and Quality	Approved Date: 28/02/2018
UNCONTROLLED WHEN PRINTED	Review Date: 28/02/2021

**Existing Category A and A1 HCWs** must comply with the requirements of the Occupational Assessment, Screening and Vaccination for Category A and A1 Staff Procedure. This procedure outlines the assessment, screening and vaccination requirements for Category A and A1 staff.

- Staff members who are currently employed as Category A and A1 must complete the documentation included in the procedure, and forward to the Infection Control and Staff Health (IC&SH) Department as soon as possible.
- Staff members who are currently employed who do not consent to the assessment, screening and vaccination requirements of this procedure must complete the appropriate documentation in the procedure, and forward to the IC&SH Department as soon as possible. These staff members will be managed as an **unprotected HCW**. This may include the need for alternate work placement in a lower-risk area. Risk assessment and potential work restrictions will be managed by the CPHB Expert Advisory Committee, in consultation with the individual staff member.
- The cost of the screening and vaccination as required under this Policy (and the applicable Procedure) is the responsibility of CPHB (see exclusions for Special Categories of HCW's listed under Section 5 of the [Occupational Assessment, Screening and Vaccination for Category A and A1 Staff Procedure](#)).
- HCWs currently employed by CPHB who apply for a new Category A or A1 position **must** consent to the assessment, screening and vaccination requirements of the procedure and **cannot** elect to be managed as an unprotected HCW.

**New Category A and A1 HCWs** must comply with the requirements of the Occupational Assessment, Screening and Vaccination for Category A and A1 Staff Procedure.

- All documentation included in the procedure must be completed and returned to the Human Resources (HR) department at the time of application. No employment process will be implemented without full compliance with the procedure.
- NOTE: This includes current staff who apply for a new Category A or A1 position.
- The cost of the screening and vaccination as required under this Policy (and the applicable Procedure) is the responsibility of the applicant prior to employment with CPHB (see exclusions for Special Categories of HCW's listed under Section 5 of the [Occupational Assessment, Screening and Vaccination for Category A and A1 Staff Procedure](#)).

#### **Category B HCW Compliance:**

**Existing Category B HCWs** must comply with the requirements of the [Occupational Assessment, Screening and Vaccination Procedure for Category B Staff](#). This procedure outlines the assessment, screening and vaccination requirements for Category B staff.

- ▶ Staff members who are currently employed as Category B staff **must** complete the documentation included in the procedure, and forward to the HR department as soon as possible.
- Participation in the occupational assessment, screening and vaccination process is preferred, however, Category B HCWs have no greater risk of exposure to the specified infectious diseases than the general community.
- The cost of the screening and vaccination as recommended under this Policy (and the applicable Procedure) is the responsibility of CPHB.
- HCWs currently employed by CPHB in a Category B position who apply for a Category A position **must** consent to the assessment, screening and vaccination requirements of the procedure and **cannot** elect to be managed as an unprotected HCW.

### New Category B HCWs

New Category B HCWs **must** comply with the requirements of the Occupational Assessment, Screening and Vaccination Procedure for Category B Staff.

- All documentation included in the procedure must be completed and returned to the IC&SH department at the time of application. No employment process will be implemented without full compliance with the procedure.
- Participation in the occupational assessment, screening and vaccination process is preferred, however, Category B HCWs have no greater risk of exposure to the specified infectious diseases than the general community.
- The cost of the screening and vaccination as recommended under this Policy (and the applicable Procedure) is the responsibility of the applicant prior to employment with CPHB.

### Consequence of Non-Compliance:

- All HCWs new to CPHB must comply with the requirements of this procedure prior to commencement of employment, or no contract will be issued.
- All existing HCW must comply with the requirements of this policy within 12 months of the policy being endorsed. Non-compliance within this timeframe by existing staff will be a breach of Calvary Code of Conduct, and consequences can include disciplinary actions including formal warnings, demotion or termination of employment.

## 5 Definitions

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<b>Health Care Worker (HCW)</b>	Inclusive of the following personnel: <ul style="list-style-type: none"> <li>• Clinical and non-clinical personnel working in a health care facility who are employed by CPHB on a permanent, temporary or casual basis.</li> <li>• Volunteers, Pastoral Care and Refugee Mentoring Program Participants.</li> <li>• Students (including tertiary and secondary school students).</li> <li>• Other clinical and non-clinical personnel (persons not permanently, temporarily or casually employed by CPHB) who are contracted to work (e.g. Honorary and Visiting Medical Officers) and persons providing other services under separate employment arrangements (e.g. agency/locum personnel, including Contracted Domestic and Environmental Staff).</li> <li>• Any other personnel where an agreement is in effect to undertake clinical placements.</li> </ul>
<b>Unprotected HCW</b>	HCWs who are vaccine non-responders and/or HCWs with a medical contraindication to a vaccination and/or existing HCWs who do not consent to participate in the occupational assessment, screening and vaccination process.
<b>Vaccine Non-Responders</b>	A HCW who has been fully vaccinated according to Information Sheet 2 Checklist of Required Evidence of Protection but who has evidence of inadequate immunity. <b>Hepatitis B is the only specified infectious disease for which post-vaccination immunity is required.</b>

## 6 Related Calvary Documents

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- [Occupational Assessment, Screening and Vaccination Procedure for Category A and A1 Staff](#)
- [Occupational Assessment, Screening and Vaccination Procedure for Category B Staff](#)
- [Blood Borne Virus in the Health Care Workers policy](#)
- [Management of Occupational Exposures to Blood and Body Fluids procedure](#)
- [Exclusion Periods for Health Care Workers who have been Exposed to or have Developed an Infectious Disease procedure](#)
- [Code of Conduct \(Calvary National\)](#)
- [Work Health Safety and Injury Management Policy Statement \(Calvary National\)](#)

## 7 References

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### Related Legislation:

#### ACT Legislation

Available at: <http://www.legislation.act.gov.au/>

- *Work Health and Safety Act 2011 (ACT)* Date accessed 11 August 2016
- *Health Records (Privacy and Access) Act 1997*. Date accessed 11 August 2016
- *Medicines, Poisons and Therapeutic Goods Act 2008*. Date accessed 11 August 2016
- *Public Health Act 1997*. Date accessed 11 August 2016
- *Human Rights Act 2004*. Date accessed 11 August 2016

#### Commonwealth Legislation

Available at: <http://www.comlaw.gov.au/>

- *Quarantine Act 1908 (Cwlth)*. Date accessed 11 August 2016

#### Standards

- Australian Commission on Safety and Quality in Health Care (2012). *Safety and Quality Improvement Guide Standard 3: Preventing and Controlling Healthcare Associated Infections*. Sydney, Australia: ACSQHC. Date accessed 11 August 2016  
[http://www.safetyandquality.gov.au/wp-content/uploads/2012/10/Standard3\\_Oct\\_2012\\_WEB.pdf](http://www.safetyandquality.gov.au/wp-content/uploads/2012/10/Standard3_Oct_2012_WEB.pdf)
- Australian Commission on Safety and Quality in Health Care (2012). *Safety and Quality Improvement Guide Standard 7: Blood and Blood Products*. Sydney, Australia: ACSQHC. Date accessed 11 August 2016
- <http://www.safetyandquality.gov.au/publications/safety-and-quality-improvement-guide-standard-7-blood-and-blood-products-october-2012/>

#### National Guidelines

- Australian National Guidelines for the Management of Health Care Workers Known to be Infected with Blood Borne Viruses (2012). Communicable Diseases Network Australia (CDNA). Date accessed 11 August 2016  
<http://www.health.gov.au/internet/main/publishing.nsf/Content/cda-cdna-bloodborne.htm>
- Australian Immunisation Handbook (10th Edition) (2014). National Health and Medical Research Council Date accessed 11 August 2016
- (NHMRC). <http://www.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook10-home>

- Australian Guidelines for the Prevention and Control of Infection in Healthcare (2010). NHMRC. Date accessed 11 August 2016 <http://www.nhmrc.gov.au/guidelines-publications/cd33>
- National Hepatitis B Testing Policy (2012). HBV Expert Reference Committee – A Joint Working Party of the BBVSS and MACBBVS. <http://testingportal.ashm.org.au/hbv> Date accessed 11 August 2016
- National Hepatitis C Testing Policy (2012). HCV Expert Reference Committee – A Joint Working Party of the BBVSS and MACBBVS. <http://testingportal.ashm.org.au/hcv> Date accessed 11 August 2016
- National HIV Testing Policy (2011). HIV Expert Reference Committee – A Joint Working Party of the BBVSS and MACBBVS. <http://testingportal.ashm.org.au/hiv> Date accessed 11 August 2016