



Staff Member Influenza Vaccination Program Policy

1. Purpose

The purpose of the *Staff Member Influenza Vaccination Program Policy* is to reduce the risk of staff members of WA health system entities from acquiring and transmitting influenza, a notifiable infectious disease. This Policy mandates the requirements for WA health system entities and their staff members with regard to the annual influenza vaccination.

Influenza is a highly transmissible acute respiratory infection, and can cause severe illness or death, especially in people at high risk. Vaccination is the only way to specifically protect oneself against influenza and its complications.

This Policy supports recommendations within the following guidelines documents:

- Australian Technical Advisory Group on Immunisation, [Australian Immunisation Handbook](#).
- National Health and Medical Research Council in collaboration with the Australian Commission on Safety and Quality in Health Care, [Australian Guidelines for the Prevention and Control of Infection in Healthcare 2019](#).

This Policy aligns with the following legislation:

- *Health Services Act 2016*
- *Occupational Safety and Health Act 1984*
- *Public Health Act 2016*
- *Public Sector Management Act 1994*.

This Policy is a mandatory requirement under the *Public Health Policy Framework* pursuant to section 26(2)(c) of the *Health Services Act 2016*.

This Policy is a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

This Policy supersedes all sections of the OD0388/12 *Health Care Worker Immunisation Policy* which relate to influenza and annual influenza vaccination programs.

2. Applicability

This Policy is applicable to all WA health system entities, as defined in this policy.

3. Policy requirements

WA Health system entities

WA health system entities must plan and implement an influenza vaccination program across their service each year which aims to increase influenza vaccination uptake by staff members. Influenza vaccination programs must:

- provide no cost influenza vaccinations to all staff members
- promote influenza vaccination to staff members
- promote the mandatory requirement for staff members to complete the HCW eForm
- facilitate staff member completion of the HCW eForm
- monitor staff member compliance to complete the HCW eForm
- provide access to staff influenza vaccination clinics where staff can complete the HCW eForm and receive an influenza vaccine
- facilitate and ensure the recording of each staff member vaccination event.

Staff members

Staff members of WA health system entities must complete the HCW eForm (available via HealthPoint) by 30 June each year, to either:

- consent to the influenza vaccination
- decline the influenza vaccination, or
- state that they have already received the influenza vaccination elsewhere in that calendar year.

4. Compliance monitoring

Health Service Providers are responsible for ongoing monitoring of and ensuring compliance with this Policy.

As both system manager and Department of State, the Communicable Disease Control Directorate is responsible for monitoring and reporting both Health Service Provider and Department of Health compliance to Executive on the following:

- staff member compliance of HCW eForm completion by WA health system entity and occupational group
- staff member influenza vaccination coverage by WA health system entity and occupational group.

Following reporting to Executive, the Communicable Disease Control Directorate will publish data on the above on the Department of Health website by the end of the calendar year.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- [HCW eForm \(WA Health Staff only\)](#)

6. Supporting information

The following information is not mandatory but informs and supports the implementation of this Policy:

- [Information pack for staff vaccination program coordinators \(WA Health Staff only\)](#)
- HCW eForm system: User Guide
 - staff vaccination program coordinators can access the user guide by logging into the [HCW eForm \(WA Health Staff only\)](#)
 - login details are issued by the Communicable Disease Control Directorate.

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
HCW eForm	The online form used by WA health system entity staff members to: <ul style="list-style-type: none"> • consent to the influenza vaccination • decline the influenza vaccination, or • state that they have already received the influenza vaccination elsewhere in that calendar year.
influenza	means under the <i>Public Health Regulations 2017</i> , a notifiable infectious disease.
notifiable infectious disease	means under the <i>Public Health Act 2016</i> , to be an infectious disease declared under section 90 a notifiable infectious disease.
staff member	For the purposes of this Policy, a staff member means: <ul style="list-style-type: none"> • A staff member pursuant to section 6 of the <i>Health Services Act 2016</i> <ul style="list-style-type: none"> ○ an employee in the health service provider ○ a person engaged under a contract for services by the health service provider. • An Employee pursuant to section 3(1) of the <i>Public Sector Management Act 1994</i> is a person employed in the Public Sector by or under an employing authority, which, for the purposes of this Policy is the Department of Health.

staff vaccination program coordinators	Staff member in charge of a WA health system entity staff vaccination program.
WA health system entities	<ul style="list-style-type: none"> All Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i> The Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>. <p>Note: Contracted health entities are not considered WA health system entities.</p>

8. Policy contact

Enquiries relating to this Policy may be directed to:

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9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment (s)
MP0132/20	30 March 2020	30 March 2020	March 2023	Current	Original version

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
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