Protocol for Vaccine Preventable Disease Screening for Contractors, Students and Volunteers

1. Purpose

The purpose of this Protocol is to specify the mandatory vaccine preventable disease (VPD) pre-engagement/pre-commencement screening requirements for Contractors, students and volunteers.

2. Scope

This Protocol applies to all Hospital and Health Services (HHSs).

3. Roles and Responsibilities for Vaccine Preventable Disease Pre-engagement/Pre-commencement Screening

HHSs shall meet the following mandatory VPD screening requirements:

1. Ensure that for any prospective Contractors, where the contract is to be formed on or after 1 July 2016\(^1\), whose role results in contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis (including work that requires face to face contact with patients, or a normal work location that is in a clinical area such as a ward, emergency department or outpatient clinic, or work that frequently requires attendance in clinical areas):

   (a) their contracts expressly specify that it is a condition of contract that they provide evidence of vaccination or proof that they are not susceptible to measles, mumps, rubella, varicella and pertussis prior to execution of contract or that their contracts specify that any contractual offer issued is expressly conditional on the provision of such evidence within a specified time, and

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\(^1\) For contracts formed under an SOA tendered or established prior to 1 July 2016 please refer to the SOA terms and conditions for scope for variation.
(b) their contract expressly specify that they agree to provide evidence of future vaccination for pertussis as recommended in *The Australian Immunisation Handbook* as updated from time to time, and

(c) the evidence outlined in points (a) and (b) above is provided at the specified time.

2. Ensure that for any prospective Contractors, where the contract is to be formed on or after 1 July 2016\(^2\), who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps:

   a) their contracts expressly specify that it is a condition of contract that they provide evidence of vaccination or proof that they are not susceptible to hepatitis B prior to execution of contract or that their contracts specify that any contractual offer issued is expressly conditional on the provision of such evidence within a specified time, and

   b) the evidence outlined in point (a) above is provided at the specified time.

3. Ensure that for prospective students for placement or work experience, (prior to commencing work or placement) where the placement or work experience commences on or after 1 July 2016, whose role results in contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis (including work that requires face to face contact with patients, or a normal work location that is in a clinical area such as a ward, emergency department or outpatient clinic, or work that frequently requires attendance in clinical areas):

   (a) the position description, student deed, or other relevant documents specify that they are required to provide evidence of vaccination or proof that they are not susceptible to measles, mumps, rubella, varicella and pertussis prior to commencing work, and

   (b) they agree to provide evidence of future vaccination for pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook* as updated from time to time, and

   (c) the evidence outlined in points (a) and (b) above is provided at the specified time.

4. Ensure that for prospective students for placement or work experience, (prior to commencing work or placement), where the placement or work experience commences on or after 1 July 2016, who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps:

\(^2\) For contracts formed under an SOA tendered or established prior to 1 July 2016 please refer to the SOA terms and conditions for scope for variation.
(a) the position description, student deed, or other relevant documents specify that they are required to provide evidence of vaccination or proof that they are not susceptible to hepatitis B prior to commencing placement or work experience, and

(b) the evidence outlined in point (a) above is provided at the specified time.

5. Ensure that for prospective volunteers (prior to commencing work and when moving between Queensland Health entities), where the volunteer commences on or after 1 July 2016, whose role results in contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis (including work that requires face to face contact with patients, or a normal work location that is in a clinical area such as a ward, emergency department or outpatient clinic, or work that frequently requires attendance in clinical areas):

(a) the position description or other relevant documents specify that they are required to provide evidence of vaccination or proof that they are not susceptible to measles, mumps, rubella, varicella and pertussis prior to commencing work, and

(b) they agree to provide evidence of future vaccination for pertussis (whooping cough) as recommended in The Australian Immunisation Handbook as updated from time to time, and

(c) the evidence outlined in points (a) and (b) above is provided at the specified time.

6. Ensure that for prospective volunteers (prior to commencing work and when moving between roles) where the volunteer commences on or after 1 July 2016, who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps:

(a) the position description or other relevant documents specify that they are required to provide evidence of vaccination or proof that they are not susceptible to hepatitis B prior to commencing work, and

(b) the evidence outlined in point (a) above is provided at the specified time.

7. Exemption: vaccination shortage

Where a supply shortage of vaccine for a VPD has been verified (Verified Supply Shortage), a HHS is not required to comply with the relevant mandatory VPD screening requirements of the Protocol (the exemption period) provided that:

(a) a risk assessment is completed by local experts (eg Infectious Diseases Physician, Infection Control Unit, Workplace Health and Safety) to determine the level of risk of the prospective contractor, student or volunteer contracting/transmitting the VPD; and
(b) the HHS provides information to the prospective contractor, student or volunteer regarding the (i) risk of exposure associated with the work proposed to be undertaken; (ii) policies and procedures about avoiding the risk of exposure and/or injury; (iii) action recommended to be taken in the event of exposure and/or injury.

In circumstances where a prospective contractor, student or volunteer is to be engaged despite the outcome of the risk assessment, approval must be obtained from the Health Service Chief Executive.

The exemption period must not extend beyond the verified supply shortage.

The exemption applies only to a VPD that is affected by a Verified Supply Shortage.

HHSs shall meet the following mandatory VPD recording requirement:

8. In circumstances where Contractors’ and prospective volunteers’ vaccination history or evidence that they are not susceptible to the specified VPDs is provided directly to the HHS this evidence shall be stored in a secure database that is accessible to authorised personnel only and maintained in accordance with the Information Privacy Act 2009 (Qld) and the Public Records Act 2002 (Qld). HHSs are not responsible for recording students’ vaccination history as this is the responsibility of the education provider.

HHSs may apply a risk based approach to include pre-engagement/pre-commencement screening for Contractor, students or volunteers for additional VPDs as indicated by geographical or population specific requirements as outlined in the Australian Immunisation Handbook, as updated from time to time. This may apply to the following VPDs:

- Hepatitis A, Japanese encephalitis, and tuberculosis.

HHSs shall meet the following mandatory VPD monitoring requirements:

9. Monitor Contractors’ compliance with the VPD screening conditions of engagement as part of existing contract management processes.

10. Monitor volunteers’ compliance with the VPD screening conditions of engagement.

11. Provide the Department of Health with information about the application of an exemption period, if requested.

12. Provide the Department of Health with a report of volunteer’s compliance with the VPD screening conditions of engagement if requested.
4. Supporting and related documents

Authorising Health Service Directive

- Health Service Directive: Vaccine Preventable Disease Screening for Contractors Students and Volunteers

Legislation

- Hospital and Health Boards Act 2011
- Work Health and Safety Act 2011 (Qld)
- Information Privacy Act 2009 (Qld)
- Public Records Act 2002 (Qld)
- Public Health Act 2005 (Qld)

Guideline

- Guideline for Vaccination of Healthcare Workers

Related documents

- The Australian Immunisation Handbook as updated from time to time
- Health Service Directive Tuberculosis Control
- Health Service Directive Protocol for the Control of Tuberculosis
- Implementation guide: Healthcare worker vaccination program

For VPD screening and reporting requirements for health service employees refer to:

- Health Employment Directive: Application of Department of Health human resources policies to Hospital and Health Services, and
- Human Resources Policy B1: Recruitment and selection

5. Definition of Terms

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<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
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| Contractor | Contractor means a person engaged to perform services (clinical or non-clinical) within Hospital and Health Services as an independent Contractor, including:  
  - Contractors and consultants;  
  - locum workers;  
  - visiting medical practitioners;  
  - authorised practitioners of a contracted VMO; and  
  - workers engaged under an arrangement with an employment agency or workforce labour company,  
  but does not include a person who is engaged as a health service employee under the Hospital and Health Boards Act 2011.  
  For the avoidance of doubt, this Health Service Directive will apply to any new Contractors and any Contractor who is currently employed or engaged to perform services within Hospital and Health Services and whose contract is to be renewed or extended. For contracts formed under an SOA tendered or established prior to 1 |
Evidence of vaccination or proof that an individual is not susceptible to the specified VPDs

<table>
<thead>
<tr>
<th>Evidence of vaccination or proof that an individual is not susceptible to the specified VPDs</th>
<th>Acceptable evidence of vaccination or that an individual is not susceptible to the specified VPDs includes one of the following:</th>
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<tbody>
<tr>
<td></td>
<td>• Record of vaccination</td>
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<td>o Vaccine record book with details of vaccine given and clinic attended.</td>
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<td>o Letter from a medical officer, infection control practitioner or vaccine service provider with details of vaccine given.</td>
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<td>• Record of immunity</td>
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<td>o A pathology testing result.</td>
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<td>• Other forms of acceptable evidence</td>
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<td>o Completion of vaccine preventable disease evidence certification form by the candidate's treating medical practitioner, registered nurse or occupational health provider.</td>
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<td>o Letter from a medical practitioner, vaccine service provider or other health professional acceptable to the HHS.</td>
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VPD specific recommendation information is contained in the Guideline for the Vaccination of Healthcare Workers.

Statutory declarations from the individual concerned are not to be accepted.

Queensland Health entities

Queensland Health is comprised of HHS and the Department of Health. A move or transfer between, for example, a HHS and the Department, or from one HHS to another, is a move between Queensland Health entities.

Student

Any person who is a student of a school, university, TAFE, or other secondary or tertiary education provider undertaking work experience or placement within Hospital and Health Services.

Vaccination

The administration of a vaccine; if vaccination is successful, it results in immunity.

For further information, please see *The Australian Immunisation Handbook* as updated from time to time.

Verified Supply

A vaccine supply shortage verified as such by the Immunisation Program, Communicable Diseases Branch, the Department of Health as notified to the Chief Executives of HHS by the Chief Health Officer and Deputy Director General, Prevention Division. The end of a verified supply shortage will be notified using the above process.

Volunteer

An individual who supports Hospital and Health Services either through direct contact with patients/clients or other activities without financial gain or reward.

VPDs

Vaccine preventable diseases

For further information, please see *The Australian Immunisation Handbook* as updated from time to time.
7. Approval and Implementation

Protocol Custodian
Dr Sonya Bennett
Executive Director
Communicable Diseases Branch

Approving Officer:
Mr Michael Walsh
Director-General

Approval date: 20/09/2017
Effective from: 01/10/2017

8. Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Prepared by</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1.0</td>
<td>01/07/2016</td>
<td>Communicable Disease and Infection Management</td>
<td>New document</td>
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<tr>
<td>2.0</td>
<td>19/07/2017</td>
<td>Communicable Disease and Infection Management</td>
<td>Amendment to exempt HHS compliance with screening requirement for contractors, students and volunteers due to vaccine shortage. Amendment to VPD recording to increase clarity.</td>
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