

# Vaccination requirements

## Information for education provider student placement supervisors

1 July 2016

### Background

From 1 July 2016, a change to Queensland Health policy will require students placed in certain areas to provide documentary evidence they have been vaccinated for the vaccine preventable diseases (VPDs) of measles, mumps, rubella, varicella and pertussis.

The change applies to prospective employees, contractors, students and volunteers to be engaged in roles where there is contact that would allow transmission of a VPD via respiratory means.

Prior to engagement new students need to provide documentary evidence of vaccination for the diseases measles, mumps, rubella, varicella and pertussis or documentary evidence they are not susceptible to these diseases. It will also be a condition of ongoing placement to supply documentary evidence of follow up vaccinations and boosters for these diseases.

The requirements are outlined in Queensland Health's Human Resources Policy B1: *Recruitment and Selection* (QH-POL-212) and Health Service Directive *Vaccine Preventable Diseases Screening for Contractors Students and Volunteers and Reporting Requirements* and its associated protocol. Adherence with Queensland Health's policies is an existing condition of the student deeds held with Queensland Health and the new policy requirement will be included in any new student deed created on or after 1 July 2016.

The current requirement in relation to hepatitis B has not changed.

### Impact on student placements

Before a student starts a placement with Queensland Health they will be required to provide documentary evidence of vaccinations (or non-susceptibility) for these diseases to their education provider. This is a step of the orientation process

Students placed in Queensland Health prior to 1 July 2016 will not be affected. However new students placed on or after 1 July 2016, who may be engaged in an area where there is contact that would allow transmission of these diseases via respiratory means, will be subject to the policy.

Students undertaking semester two (2016) placements may have completed their orientation process before 1 July 2016. Those students do not need to re-do their orientation but should take steps to meet the policy requirements as soon as possible.

If a student intends to seek a placement with Queensland Health, prior to commencement of the placement, the student should check with the education provider about any requirements they may need to meet.

While on placement, if a student requires follow up vaccinations for any of the VPDs (e.g. the ten yearly pertussis booster), they will be required to obtain these vaccinations as a condition of their ongoing placement, and provide documentary evidence to the education provider that they have met this requirement.

### Education providers

Education providers include universities, TAFEs and other registered training organisations (RTOs).

An education provider's Student Placement Supervisors should, as soon as practicable, distribute the information sheet *Vaccination requirements for student placements in Queensland Health* to existing and prospective students who may be eligible to apply for a placement with Queensland Health. The information sheet contains information which will assist students to meet the policy requirements.

The roles to which VPD requirements apply are determined on a case by case basis using the VPD risk role checklist which is completed by the Student Placement Supervisor (and where required in collaboration with Queensland Health). Students unable or unwilling to provide acceptable documentary evidence must not be placed in roles to which VPD requirements apply.

From 1 July 2016 Student Placement Supervisors will be required to collect, verify and retain the necessary documentary evidence to confirm a student complies with this Queensland Health policy. This documentary evidence must be appropriately verified by the Student Placement Supervisor.

Students will not be able to commence their placement in a role to which VPD requirements apply unless they have provided the required documentary evidence as specified below.

Vaccination	Pre placement	Post placement
Hepatitis B	Minimum two doses	Third dose must be administered within six months of commencement.
Measles, mumps, rubella (MMR)	Minimum one dose	Second dose must be administered within three months of commencement.
Varicella (chicken pox)	Minimum one dose	Second dose (if required) must be administered within three months of commencement.
Pertussis (whooping cough)	One dose	One dose every 10 years.

Education providers may develop their own processes and procedures to collect the required documentary evidence. However, to assist, the following forms outlining the necessary documentary evidence are available on the Queensland Health website:

- vaccine preventable diseases evidence form – worker (where a student already holds records of their vaccinations)
- vaccine preventable diseases evidence form – doctor (where students do not have reliable records of their vaccination history, this form can be taken to the doctor or immunisation provider)

The Student Deeds Office of the Department of Health and student placement staff within the Hospital and Health Services may seek copies of the completed VPD risk role checklist and the student’s documentary evidence in order to fulfil internal compliance reporting requirements.

Most student placements will meet the criteria listed in the VPD risk role checklist. The checklist is published on [www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations](http://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations).

HR Policy B1 *Recruitment and selection* is available at [www.health.qld.gov.au/system-governance/policies-standards/doh-policy/](http://www.health.qld.gov.au/system-governance/policies-standards/doh-policy/) and the Health Service Directive *Vaccine Preventable Disease Screening for Contractors, Students and Volunteers* is available at [www.health.qld.gov.au/directives/docs/hsd/gh-hsd-047.pdf](http://www.health.qld.gov.au/directives/docs/hsd/gh-hsd-047.pdf)

## Contact

For further information on the program, please contact the Student Deeds Office, Department of Health:

Student Deed Office  
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For further assistance please contact the student placement staff within the relevant hospital and health service.