

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES A:	Influenza Immunization	POLICY: 2.017
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POINT PERSON:	Director of Infection Prevention
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APPROVED:	Superintendent	DATE: MAY 30, 2023
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SELECT ONE:	☒ New policy attachment	☐ Minor/technical revision of existing policy attachment
	☐ Reaffirmation of existing policy attachment	☐ Major revision of existing policy attachment

I. INFLUENZA IMMUNIZATION

- A. Infection Prevention annually schedules Public Employees Benefit Board (PEBB) influenza immunization clinics for state employees. Non-state employees, contractors, visitors, volunteers, and students may only receive immunization at a PEBB clinic if the insurance carried by the person requesting immunization is accepted by the PEBB provider.
1. Influenza immunizations given during PEBB clinics are recorded by IPEH and documented in the employee health file.
 2. An employee who desires a copy of their immunization record must submit a request to the PEBB clinic vendor directly.
- B. Infection Prevention shall provide influenza immunization to staff at no cost under standing orders from the Chief of Medicine or designee. A copy of these standing orders shall be displayed in the Infection Prevention department.
- C. Staff who are immunized at a location other than a PEBB clinic or Infection Prevention must submit proof of immunization to Infection Prevention.
1. Proof of influenza immunization may include a primary medical provider note, receipt from a pharmacy, statement of insurance benefit service, or other clinic-provided documentation.
 2. Documentation submitted must include name of the vaccination recipient, specific vaccination given, date of the vaccination, and the provider.
- D. Staff who wish to decline the influenza vaccine must complete the OSH declination form provided as part of the required annual influenza training and submit the form to Infection Prevention by March 1 of each flu season.

II. INFLUENZA IMMUNIZATION TRACKING

- A. Infection Prevention shall track vaccination and declination rates during the influenza season as per National Health Safety Network (NHSN) requirements and distribute reports to:
 - 1. Hospital management on a regular basis during the influenza season; and
 - 2. NHSN and Oregon at the end of each influenza season.
- B. Declination information shall be reviewed by Infection Prevention annually to plan for future interventions, educational needs, etc.
- C. The Director of Infection Prevention shall prepare an annual influenza plan outlining interventions designed to increase immunization acceptance and compliance with this policy.
- D. Managers must monitor staff compliance with influenza immunization and declination.