MEMORANDUM

Occupational Health and Safety Division
The University of Queensland
Brisbane QLD 4072 Australia

To: UQ OHS Managers and Work Health and Safety Coordinators

From: Jim Carmichael,
Director, Occupational Health and Safety Division

Date: 28 February 2017

Re: Staff and RHD students in Queensland Health Clinical Facilities – Vaccination Requirements

Background
A Queensland Health directive (no. 01/16) relating to immunisation requirements for persons working in Queensland Health clinical facilities came into force during 2016. The directive includes mandatory vaccination requirements for six specified vaccine preventable diseases (VPDs). The directive requires University students and staff placed or working in Queensland Health clinical facilities to provide UQ with documented evidence of immunisation (or documented evidence that they are not susceptible) to the following diseases:

- measles, mumps, rubella
- varicella
- pertussis
- hepatitis B

Immunisation Process for Current Staff and RHD Students
Immunisation screening and vaccination appointments have been made available at the University Health Service (UHS), St Lucia campus and are available up until the end of March. Staff and RHD students who attend these sessions will not incur any direct personal expense. Those unable to attend the St Lucia UHS may attend their own medical practitioner but this option will incur upfront payment by the attendee for services provided by the GP. Expenses will be reimbursed by the Faculty or Institute finance department after all immunisation requirements are met and on submission of the completed immunisation form and relevant receipts for services received.

Notifications recently distributed by Faculties and Institutes provide staff with access to an immunisation screening form and a UHS registration form. These forms will assist the UHS to identify the relevant cost centre for each attendee. The UHS has been provided with Finance contact details for each of the relevant Faculties/Institutes to ensure appropriate billing by the UHS for services provided.

When completed, immunisation forms are returned to the relevant HR unit. Once received, the current management procedure/work flow should occur;
• The HR team makes a record confirming the worker has returned the completed immunisation screening form and then forwards the form to the OHS Division for compliance assessment.
• The HR team makes a record that the form has been forwarded to the OHS Division.
• OHS Division OHNA retains forms that are compliant and notifies the relevant HR unit.
• The HR team documents that compliance requirements have been met for the worker.
• OHS Division OHNA returns forms that are non-compliant to the relevant HR unit contact with instructions to be provided for the worker to meet compliance requirements.
• The HR team returns the form to the worker with instructions provided from the OHS Division.
• The HR team notes the form is non-compliant and has been returned to worker.
• Queries generated from this process should be forwarded to the Faculty/Institute OHS Managers/Safety Coordinators (WHSC) in the first instance.
• OHS Managers/WHSCs can contact the OHNA if it is a query they are not familiar with.

Compliant forms will be retained by OHS Division until an alternative solution to compliance monitoring and data entry is established by the University to manage this process (refer to “system development” paragraph below).

For future, or prospective staff – a separate form has been made available on the PPL to incorporate into HR recruitment and job offer documentation.

The Graduate School will be following the same process for RHD students but forms will be returned to the Graduate School and forwarded on to the OHS Division for compliance assessment. Invoicing by the UHS and pathology service provider for RHD students will be referred to the host Faculty/Institute finance contact as described above for staff.

Process for Future Staff
The University is required to ensure that prospective staff also have the appropriate immunisations in place. Vaccination requirements are identified and forms for new staff are available in the PPL (https://ppl.app.uq.edu.au/content/2.60.08-vaccinations-and-immunisation). HR Division has been notified of this change and will be developing information regarding these new requirements for future staff who will be working in Queensland Health clinical facilities.

System Development
The OHS Division is currently developing a proposal to streamline the immunisation compliance process and associated record keeping. This will assist all Schools, Institutes, and Faculties in meeting the ongoing requirements of the Queensland Health directive.
Until this process is established at the University, all Faculties and Institutes will need to ensure they record immunisation compliance for staff and RHD students at a local level, according to the process above.

Action required
• Determine if you have current staff/workers that may conduct work in Queensland Health clinical facilities e.g. student supervisors, RHD students, research staff.
• Familiarise yourself with the Queensland Health Directive (link above), plus the process outlined in this memo.
• Liaise with your HR team and post graduate administration office regarding the process and ensure that the relevant staff and RHD students are informed of the directive and the internal process.

Contact for Additional Information
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