

Vaccination Procedures

Section 1 - Purpose and Scope

(1) These procedures are intended to give effect to the uniform implementation of the Vaccination Policy.

Section 2 - Procedures

Immunisation Schedule

(2) University staff identified in the Vaccination Policy as having the potential to be at increased risk of exposure to a vaccine-preventable disease will be required to undertake the relevant immunisation schedule for their role.

(3) SCU Health Clinic practitioners

- a. MMR (combination vaccine for Measles, Mumps and Rubella)
- b. DTPa (triple antigen vaccine for Diphtheria, Tetanus and Pertussis (whooping cough))
- c. Varicella (Chickenpox)
- d. Hepatitis B
- e. Strongly recommended annual influenza vaccine

(4) SCU Health Clinic administrative staff, counsellors, clinical supervisors and others

- a. MMR (combination vaccine for Measles, Mumps and Rubella)
- b. DTPa (triple antigen vaccine for Diphtheria, Tetanus and Pertussis (whooping cough))
- c. Varicella (Chickenpox)
- d. Strongly recommended annual influenza vaccination and Hepatitis B

(5) School based technical and teaching staff

- a. Hepatitis B
- b. Strongly recommended annual influenza vaccination

(6) Facilities and Maintenance Staff

- a. DTPa (triple antigen vaccine for Diphtheria, Tetanus and Pertussis (whooping cough))
- b. Hepatitis B
- c. Strongly recommended annual influenza vaccination

(7) First Aid Officers

- a. DTPa (triple antigen vaccine for Diphtheria, Tetanus and Pertussis (whooping cough))
- b. Hepatitis B
- c. Strongly recommended annual influenza vaccination

(8) Students on Placements - in certain clinical settings where vaccinations are required

- a. MMR (combination vaccine for Measles, Mumps and Rubella)
- b. DTPa (triple antigen vaccine for Diphtheria, Tetanus and Pertussis (whooping cough))
- c. Varicella (Chickenpox)
- d. Hepatitis B
- e. Strongly recommended annual influenza vaccine. Students may also be required to undertake additional vaccination and/or screening as per the policy directives of the host organisation e.g. Tuberculosis

(9) Staff and students who are identified by their Manager/Supervisor as having any exposure to blood, body tissue, infectious disease and/or zoonotic pathogens (depending on duties and or subject)

- a. Hepatitis B
- b. DTPa (triple antigen vaccine for Diphtheria, Tetanus and Pertussis (whooping cough))
- c. MMR (combination vaccine for Measles, Mumps and Rubella)
- d. Varicella (Chickenpox)
- e. Rabies
- f. Q Fever
- g. ABL
- h. Any vaccinations as required following advice from relevant Manager/Supervisor and the Manager, Workplace Health and Safety.

(10) Staff undertaking international travel

- a. Staff to complete the immunisation schedule as advised by International SOS. Please note that some vaccinations are required up to 8 weeks prior to travel.

How to arrange vaccinations

(11) Vaccination against the following infectious agents is available through the [SCU Health Clinic](#)

- a. Diphtheria / Tetanus / Pertussis
- b. Hepatitis A
- c. Hepatitis B
- d. MMR (Measles, Mumps and Rubella)
- e. Meningococcal Type A, C, W and Y combined
- f. Polio
- g. Typhoid
- h. Varicella (chickenpox)
- i. Human Papillomavirus (HPV)

(12) Where immunisation is necessary due to the risk of exposure or exposing others to infectious diseases, the cost of immunisation of employees will be met by the School or Administrative Unit as long as the immunisation is undertaken.

(13) Where a staff member is unable to get to a SCU Health Clinic or requires a vaccination not supplied by the Clinic, the immunisation can be arranged by the staff member at a local General Practitioner. The School or Administrative Unit will reimburse the cost of vaccination less the Medicare rebate.

Records

(14) The treating medical provider is legally required to maintain confidential records of all immunisations and should be advised immediately of any adverse reactions from such immunisations.

(15) Evidence of immunisation is required to be provided by the employee to [HR Services](#) and the relevant School or Administrative Unit.

(16) HR Services is required to maintain confidential information on those employees who have had immunisations as part of their work or study and for providing reminders as required.

Further Assistance and Advice

(17) Clinical assistance and expert advice are available from the [SCU Health Clinic](#).

(18) Additional advice can be obtained from the [Work Health and Safety team](#).

Status and Details

Status	Historic
Effective Date	21st July 2017
Review Date	21st March 2019
Approval Authority	Vice Chancellor
Approval Date	20th July 2017
Expiry Date	19th April 2020
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services