

## **Frequently Asked Questions About Duke University Health System's Healthcare Worker Flu Vaccination Policy**

Last revised 07/31/14

### **Q: What is the new deadline for healthcare worker flu vaccination policy compliance?**

A: The deadline for policy compliance is Monday, November 17, 2014.

### **Q: What if I want to submit a medical or religious exemption?**

A: It is preferred that applications for medical and religious exemptions be received by Friday, October 17, 2014. However, medical and religious exemption applications will continue to be accepted until the deadline for policy compliance, Monday, November 17, 2014. Please note that applicants must complete the approval consideration process, including appeals if any, and be approved by November 17, 2014 in order to avoid beginning the corrective action process.

### **Q: I was vaccinated at my primary care doctor's office/local pharmacy. How do I get my policy compliance documented in the reporting system?**

A: Thank you for getting vaccinated! There are several options for evidencing policy compliance when vaccinated outside of the Duke Employee Health (EOHW) structure. The key is having formal documentation from the practice/organization that provided the vaccination. We cannot accept solely a personal attestation of vaccination. But, we accept a wide range of formal documentation from the practice/organization as long as it includes your name, the practice/organization's name and location, the medical provider who vaccinated you and his/her signature and date of administration. This could be on a prescription pad, official practice/pharmacy stationery, an after visit summary, or on Duke's Outside Vaccination reporting form available at: <http://duke.edu/flu/duhs>. Fax your documentation to EOHW at (919) 613-3518 (this is a fax-to-e-mail number), e-mail to [eohwflu@dm.duke.edu](mailto:eohwflu@dm.duke.edu) or fax to general EOHW fax (919) 681-0555.

### **Q: On my individual OESO online training page, under the section labeled "Influenza Policy Compliance," it says I'm "incomplete." How do I interpret that message?**

A: There are two possible interpretations.

1) If you are a Duke University Health System or PDC member/employee, you are required to be vaccinated against influenza or have an approved medical or religious exemption by November 17, 2014. Also, certain employees/faculty and all students in the Schools of Medicine and Nursing are required to be vaccinated. "Incomplete" means you have not yet achieved documented compliance through either vaccination or an approved exemption.

2) You are School of Medicine faculty or staff who do not require a vaccination and have not received one. As above, you must receive an exemption or a vaccination to be listed as "complete." The OESO system is not capable of changing the compliance coding for SoM faculty and staff who are not required to be vaccinated. Please direct any questions you may have about your requirements related to the influenza vaccine to your manager/supervisor or HR representative.

**Q: I work with an individual who is working under a contract with my entity. He/she is employed by an outside company. What is my responsibility as his/her Duke supervisor regarding his/her flu vaccination policy compliance?**

A: If you are managing the contractual relationship with the company, you are responsible for validating that the contracted individual's employing company understands Duke's position on healthcare worker influenza vaccination and the compliance deadline each year. You are not responsible for verifying the individual's compliance with the policy. The employing company is responsible for doing that and for maintaining the necessary documentation to evidence such. The DUHS or Duke SoM contract manager may choose to audit the company's documentation of policy compliance.

**Q: Can we provide the flu vaccine to visitors and patients' family members during the employee flu vaccination blitz?**

A: We cannot vaccinate visitors and family members using the employee vaccine supply. However, we do want them to get vaccinated. Please refer them to their own Primary Care Provider and/or to local pharmacies such as Target and CVS. By returning to their own PCPs, documentation will be available in their own health records.

**Q: If we are providing peer-to-peer vaccination, do we have to wear gloves?**

A: If you are administering an injection, wearing gloves is not a requirement as blood/body fluid exposure risk is minimal unless you have an open area

on your hands. However, you must wash your hands or use hospital-approved hand foam between each encounter.

**Q: What if I wait until November 17, 2014 to be vaccinated?**

A: Employees who are vaccinated after Tuesday, November 11, 2014 will likely NOT appear on the OESO compliance reports on November 17, 2014 as there is approximately a three-day data lag between the EOHW database and that of OESO. Therefore, evidence of vaccination in the form of a copy of the employee's consent form for the vaccine, if vaccinated by EOHW, or an official document from the vaccinating provider will need to be presented to the employee's manager in order to document compliance. The manager can then share the documentation with EOHW via fax at (919) 681-0555. The compliance report will then be updated within a few business days.

**Q: What if I do not work in a Duke University Health System healthcare facility?**

A: Effective August 1, 2013, all healthcare workers who provide care, treatment or services in a DUHS facility or a community home-based setting are required to be vaccinated annually against influenza. This revision to the DUHS Healthcare Worker Flu Vaccination Policy and Procedure purposely extends the impact of our Flu Vaccination Policy beyond our employees who work in clinical environments to those who work in non-clinical environments such as off-campus offices. The policy change further protects our patients and team members and allows us to extend a broader safety net around our community. The flu can impact anyone regardless of their work location.

**Q: Where can I find the Healthcare Worker Flu Vaccination Policy?**

A: The policy is available online at the following address:

<https://egrc.duhs.duke.edu/default.aspx?requestUrl=..%2fGenericContent%2fRecord.aspx%3fid%3d205843%26moduleId%3d65>

Requiring health care workers to receive a flu vaccination is in line with scientific, evidence-based recommendations and is supported by:

- o The American Academy of Pediatrics
- o The American College of Physicians
- o The American Medical Directors Association
- o The American Public Health Association
- o The Association for Professionals in Infection Control and Epidemiology
- o The Infectious Diseases Society of America

- o The National Foundation for Infectious Diseases
- o The National Patient Safety Foundation

Regionally, the vast majority of our peer hospitals/health systems require their workforces to be vaccinated against the flu.

**Q: Are contractors, vendors and volunteers included in the policy?**

A: Yes, if they are working within one of Duke Medicine's clinical facilities.

**Q: Does this policy also apply to School of Medicine Employees?**

A: [The Duke SoM has its own flu vaccination policy](#), which requires vaccination for faculty and staff in clinical departments and in certain institutes and centers.

[Download a list of SoM-specific FAQs.](#)

[Download the SoM flu vaccination policy.](#)

**Q: Does this policy apply to guest speakers?**

A: No, as they would not be considered healthcare workers.

**Q: When will the exemption/vaccination forms be available to download, and where will we be able to find the forms?**

A: The forms are available online.

You can download the following: [Medical Exemption Application](#), [Religious Exemption Application](#), [Outside Vaccination Reporting](#).

The following forms are available in Spanish: [Religious Exemption Application](#), [Outside Vaccination Reporting](#)

**Q: Can I self-declare a medical exemption to the influenza vaccine?**

A: No, medical exemptions must be documented by your healthcare provider on the application form for a medical exemption. This is the same process used for the last two years.

**Q: How will new hires apply for medical or religious exemptions?**

A: The process for application for religious or medical exemption for new hires will start with the pre-hire health screening. Employee Health staff can help the employee find the answers to his or her questions.

**Q: Who should I contact if I have additional questions about the policy?**

A: First, ask your manager. If you have additional questions, submit them to [stoptheflu@dm.duke.edu](mailto:stoptheflu@dm.duke.edu). The Universal Flu Vaccination Work Group will respond within 72 hours. Questions will be used to continue to build on the FAQs, as we intend for this to be a dynamic document.