

**Duke University School of Medicine (SoM)
Employee Influenza Vaccination Policy and Procedure
July 2014**

Frequently Asked Questions

1. When will the SOM flu vaccine policy be available and where can I find it?

The School of Medicine's influenza Employee Influenza Vaccination Policy is located on the School of Medicine website <http://medschool.duke.edu/flu vaccinepolicy> .

2. How will employees be notified about the policy?

The School will announce the new Employee Influenza Vaccination Policy by email to all faculty and staff, in the School's newsletter, and through managers and supervisors.

3. Who will be required to be vaccinated?

According to the School of Medicine (SoM) policy, all School of Medicine regular and non-regular rank faculty (with the exception of Consulting, Adjunct, and Emeritus) with primary faculty appointments in Clinical Departments and all staff whose positions are in the organizational units of a Clinical Department or the following SoM Institutes, Centers, Programs and Offices are required to receive a flu vaccination in 2014:

- Duke Translational Medicine Institute (all entities)
- Duke Cancer Institute
- Brain Imaging and Analysis Center
- Heart Center
- Center for the Study of Aging and Human Development
- Medical Physics Program
- Duke Office of Clinical Research

Flu vaccination is strongly encouraged but remains voluntary for SoM Consulting, Adjunct, and Emeritus faculty, all post-doctoral researchers (associates and scholars), and all faculty and staff in the Basic Science departments and all other institutes and centers not listed above.

House staff should adhere to the Duke University Health System flu vaccination policy. Faculty and staff leased in any amount to the PDC should adhere to the PDC's vaccination policy.

Students in the School of Medicine should adhere to the flu vaccination policy specific to students.

4. When will exemption forms be available and where can I find them?

Those individuals wishing to submit a medical or religious exemption form can find the forms on the School of Medicine website at <http://medschool.duke.edu/flu vaccinepolicy>.

5. Can I self-declare a medical exemption to the influenza vaccine?

No. Medical exemptions must be documented by your healthcare provider on the medical exemption form.

6. Where can I find a list of dates and locations where I can receive my free flu vaccine?

A list of dates and locations where employees can be vaccinated can be found at <http://duke.edu/flu/shots/>

7. Can I get my flu vaccination somewhere other than Duke?

SoM faculty and staff may receive the vaccine at locations other than those provided through the DUHS Healthcare Worker Flu Vaccination Program. If vaccinated elsewhere, SoM faculty and staff must provide the required documentation evidencing such to Employee Occupational Health by scanning and emailing to EOHWflu@duke.edu or via Fax to 919-681-0555. Employees should keep their original documentation until verifying that vaccination status has been updated in OESO's database. Acceptable proof of vaccination is a document signed and dated by the professional who administered the vaccine. A form for reporting external vaccination can be found on the School of Medicine website at <http://medschool.duke.edu/flu vaccine policy>. Anyone with questions should call the Flu Program Nurse at Employee Occupational Health at 919-684-3136.

8. Can employees who are not required to be vaccinated still receive a free vaccination at Duke?

Yes. While only School of Medicine faculty and staff indicated above in Question 3 are required to be vaccinated, all School of Medicine employees are encouraged to be vaccinated. All School of Medicine employees can receive a free flu vaccination on the dates and at locations listed online at <http://duke.edu/flu/shots/>

9. What are the consequences associated with non-compliance of this policy?

For those staff required to be vaccinated, flu vaccination is a condition of employment. For faculty required to be vaccinated, non-compliance could result in denied access to Duke Medicine EMR and clinical facilities and/or an impact on performance evaluations.

10. Who should I contact if I have questions?

Contact your supervisor or department/center/institute business or HR manager if you have questions regarding the School of Medicine's flu vaccination policy.