



## Immunisation Policy and Procedure

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## 1. Introduction

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### 1.1 Policy statement

North West Surrey Integrated Care Services (NICS) values its staff and regards their health and safety as paramount. In the context of this policy, NICS recognises the risk from infectious diseases that may be acquired in the course of work and in the importance of staff preventing spread to patients and clients and will ensure that employees, patients and visitors to the organisation are protected so far as is reasonably practicable from these diseases.

The primary purpose of this policy is to reduce the risk of transmission of vaccine-preventable infection (as far as reasonably practical) from an infected healthcare worker-to-patient. (The transmission of diseases from patient-to-worker is covered separately under the Infection Control Policy).

Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work (Health and safety at Work Act 1974). Immunisations are not mandatory for staff under NICS policy however by declining vaccination you may be putting yourself and others at risk.

### 1.2 Status

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

### 1.3 Training and support

NICS will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

## 2 Scope

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### Who it applies to

This policy applies to all prospective and existing NICS staff and contractors who may have direct patient contact through their work. This includes:

- i. All clinical staff involved in direct clinical care e.g., doctors, nurses, pharmacists and healthcare assistants. This also applies to all non-registered clinical staff such as vaccinators in our Covid vaccination clinics and phlebotomists.
- ii. All non-clinical staff who have social contact with patients e.g., receptionists, administrators, management.



### 3 Duties and Responsibilities

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The Clinical Lead for the organisation will undertake responsibility for carrying out Infection Prevention Control audits.

The Chief Executive Officer and the Nominated Individual for the organisation hold ultimate responsibility for ensuring this policy and procedure is adhered to.

### 4 Policy and Procedure

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This section outlines the recommendations for NICS staff and those who employ seconded staff, such as Primary Care Networks.

All staff as part of the onboarding process will complete a health declaration and a declaration of their immunisations through Medwyn Occupational Health.

As part of the onboarding process, NICS HR team will register all new employees and will assign them a health questionnaire and an immunisation declaration. Staff will receive an email and unique access code to complete this through the Medwyn online system. If staff are unable to provide evidence of their immunisations, Medwyn Occupational Health will liaise with staff to either arrange a blood test to check immunity or arrange immunisation.

***Note: If staff have to attend an appointment at Medwyn Occupational Health clinic in Dorking, mileage or travel expenses will be reimbursed. Receipts must be obtained and submitted through HR.***

#### 4.1 Where immunisation would not be mandatory:

##### ***Healthcare Worker category A***

- Non-clinical staff who do not have direct patient contact

***Note: It is recommended that category A staff participate in the uptake of the annual flu vaccine.***

#### 4.2 Where immunisation would be mandatory:

##### ***Healthcare Worker category B***

- ***All Registered clinical Staff who have regular contact with patients and who are directly involved in patient care***
- ***Staff involved in the handling or processing of human blood, serum or tissue specimens.***
- ***Clinical duties or fieldwork outside of the NICS premises e.g., patients' homes***
- ***Non-registered clinical staff such as vaccinators and phlebotomists***

***Note: It is also expected that front line healthcare workers participate in the uptake of the annual flu vaccine.***

#### 4.3 Standard Immunisations which will be offered for category A

- MMR (Measles, Mumps, Rubella)



- Evidence of BCG Scar Check

#### 4.4 Standard immunisations required for all staff in category B

- Hepatitis B
- MMR (Measles, Mumps, Rubella)
- Evidence of BCG Scar Check

***Please note: Evidence is not required for Varicella; however, all staff are to declare whether they have had chicken pox during their lives***

#### 4.5 Staff declining

For category B staff, the immunisations are mandated however for any clinical staff who have direct patient contact and wish to decline on religious or other personal reasons, this must be discussed with the appointing manager and NICS Clinical Director

Immunisations are not mandatory for Category A staff but are strongly recommended, particularly staff who have patient contact in their day-to-day roles. For non-clinical staff who decline any immunisations, an immunisation waiver form must be completed and retained on file. *(Please refer to form SR-07 in the Safer Recruitment and Onboarding Policy)*

#### 4.6 Covid 19 Vaccinations

At present Covid vaccinations are not mandatory for any staff however we will be guided by any relevant legislation regarding this. We strongly recommend the Covid vaccination for all our staff. Covid vaccinations will be offered to all our staff or alternatively, staff can obtain their vaccination through their own GP.

Staff can discuss any concerns regarding the Covid vaccination with NICS Clinical Director.

### 5 Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Safe Recruitment Practices REGULATION19 CQC	Clinical Lead	Record of staff immunisation	Quarterly	Monitored by Integrated Governance Committee

### 6 Policy Review

This policy will be reviewed by the management team every 3 years or earlier to meet with national guidance.

### 7 Associated Policies

- NICS Staff Handbook
- NICS Safer Recruitment and onboarding policy and Procedure
- NICS Health and Safety Policy



- NICS Infection, Prevention and Control Policy and associated procedures

## **8 Supporting References**

- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- CQC Regulation 12: Safe Care and Treatment
- Employment Statutory Code of Practice
- Health and Safety at Work Act
- Infection, Prevention and Control