INFECTION CONTROL: INFLUENZA VACCINATION

Policy #: CP288

NHPCO Standard(s): CES 13,14

Regulatory Citation(s): COPs 42 CFR 418.60, 10 NYCRR 794.3(d)(6)

POLICY

High Peaks Hospice (HPH) Clinical staff will comply with New York State regulations concerning influenza vaccination.

DEFINITIONS

“Personnel” for purposes of this policy, shall mean all persons employed by or affiliated with HPH, whether paid or unpaid, including but not limited to employees, members of the medical and nursing staff, contract staff, students, and volunteers, who engage in activities such that if they were infected with influenza, they could potentially expose patients to the disease.

“Patient” for purposes of this policy shall mean any person receiving services from HPH.

“Influenza vaccine” or “vaccine” for the purposes of this policy means a vaccine currently licensed for immunization and distributed in the United States by the Food and Drug Administration (FDA), for active immunization for the prevention of influenza disease caused by influenza virus(es), or authorized for such use by the FDA pursuant to an Emergency Use Authorization or as an Emergency Investigational New Drug.

“Influenza season” for the purposes of this policy shall mean the period of time during which influenza is prevalent as determined by the Commissioner of Health.

PROCEDURE

1. HPH will offer flu vaccinations to all staff including volunteers. Clinical staff must receive the vaccine or sign a declination statement with a statement that the staff member will wear a mask when visiting patients in their homes (which may be a private residence, nursing home, assisted living, hospice house, or hospital) during the flu season.
2. The influenza season is determined by the Commissioner of Health. Clinical supervisors will monitor the NYS Department of Health (DOH) website for this determination.

3. Documentation of flu vaccination status will be maintained and become part of each personnel record. Documentation of vaccination must include:
   A. A document, prepared by the licensed healthcare practitioner who administered the vaccine, indicating that one dose of influenza vaccine was administered, and specifying the vaccine formulation and date of administration;
   B. For HPH direct care personnel, an attestation by the agency that the staff and volunteers named in the attestation have been vaccinated against influenza for the current flu season, and that the agency maintains documentation of vaccination of those staff and volunteers;
   C. For personnel employed by a healthcare employer other than HPH providing services to HPH patients, an attestation by the employer that the employee named in the attestation has been vaccinated against influenza for the current influenza season, and that the healthcare employer maintains documentation of vaccination of those employees;
   D. For student personnel, an attestation by the professional school that the student named in the attestation has been vaccinated against influenza for the current influenza season, and that the school maintains documentation of vaccination of that student.

4. During the influenza season HPH shall ensure that all personnel not vaccinated against influenza for the current influenza season wear a surgical or procedure mask while in patient homes or healthcare facilities while on duty for the hospice, except that:
   A. Personnel required to wear a mask who provide speech therapy services may remove the mask when necessary to deliver care, such as when modeling speech, and
   B. For any patient who lip reads, personnel required to wear a mask may remove the mask when necessary for communication.

5. HPH shall supply such masks to personnel, free of charge.

6. Clinical supervisors shall make unannounced supervisory home visits to verify compliance with use of masks by those staff who decline the influenza vaccine.

7. Upon the request of the NYS DOH, HPH must report the number and percentage of personnel that have been vaccinated against influenza for the current influenza season.

LAST REVIEW DATE: BOD 11/17/15, LAST UPDATED: QAPIC/IDT 09/18/15, Comp Coord 09/01/18

BOARD APPROVAL: 11/17/15