Procedure Title: Immunisation and Vaccination Compliance procedure

Parent Policy: Student Immunisation and Infection Risk Policy

Purpose:
The purpose of this procedure is to outline the process to be followed in order to satisfactorily complete and comply with the immunisation requirements as set out in the Faculty Vaccinations and Immunisation Guidelines document. Students of the Faculty of Medicine Nursing and Health Sciences who undertake clinical placements and fieldwork as part of their degree are required to comply with immunisation and testing as detailed under the Faculty’s Vaccination and Immunisation Guidelines.

It is a mandatory requirement that students complete all immunisation and testing requirements at the commencement of enrolment in their course of study.

Scope:
All Faculty of Medicine Nursing and Health Sciences students – new and existing who are required to undertake clinical placements and fieldwork as a course requirement.
Faculty staff

Process:
See Procedure Flow chart for details

Student Process Map

Step 1:
As part of the new to course enrolment procedure students are required to read and familiarise themselves with the Vaccination and Immunisation Guidelines.

Step 2:
Student to print off and take the Form 1 - Immuniation Compliance and Form 2 – Immunisation compliance - Influenza to the student’s doctor to commence the immunisation schedule.

Step 3:
Once the student has completed the required immunisation schedule the doctor is required to sign and date the completed Form 1 and form 2 - Immunisation Compliance.

Step 3a In the event of

Positive HepB and/or HepC result: Students are to print off Form 3 and attend the University Health Service to seek advice on their serological status.

Step 4:
The student is to provide the original approved Compliance statement to the Faculty/School/Department office for verification and record keeping. The Course Administrator will check that the form has been completed correctly and will
record the sighting of the Compliance Statement. The form will be initialled and stamped as confirmation of sighting and returned to the student.

**Step 5.**
The student is to keep the Statement of Immunisation Compliance to hand at all times. The Faculty will not keep copies on behalf of students.

**Supporting Documents**
Form 1 - Immunisation Compliance
Form 2 - Immunisation Compliance - Influenza
Form 3 - Immunisation Compliance - BBV Status (HepB and/or HepC)
Immunisation and Vaccination Compliance Policy
Student Procedure
Vaccination and Immunisation Guidelines

**Responsibility for implementation**
Dean
Deputy Dean, Education
Associate Dean (Learning and Teaching)
Heads of School/Department
Course coordinators
Course Administrators
Faculty Director
Director, Academic Programs

**Status**
New

**Key Stakeholders**
Dean
Deputy Dean (Education)
Associate Dean (Learning and Teaching)
CAPC
Course coordinators
Unit Coordinators
Academic and administrative staff
Students

**Approval Body**
Name: Faculty CAPC
Meeting:
Date:
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**Agenda item:**

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