

Status **Active** PolicyStat ID **15977438**



Origination 11/2013  
Last 06/2024  
Approved  
Effective 06/2024  
Last Revised 06/2024  
Next Review 06/2025

Owner Ashley Boudreau:  
Employee Health  
Nurse  
Area Employee Health

## Influenza Vaccination Policy and Procedure for MDIH / BBRV Personnel

### Purpose:

Protect and maintain a safe environment for MDIH/BBRV patients, employees, visitors and our community. Provide guidelines for administering and ensuring all MDI Hospital (MDIH) and Birch Bay Retirement Village (BBRV) Personnel receive or provide proof of immunization to Influenza or provide documentation of authorized exemption as per this policy and the State of Maine Immunization for Healthcare workers 10-144 code of Maine Rules chapter 264.

Personnel include but are not limited to, all staff, volunteers, medical staff, students, contracted personnel, clergy, licensed independent providers and allied staff. Personnel and employee may be used interchangeably throughout this document and is inclusive of all MDIH and BBRV Personnel.

### Policy:

The State of Maine Immunization for Healthcare workers 10-144 code of Maine Rules Chapter 264 (<https://www.maine.gov/sos/cec/rules/10/chaps10.htm>) lists Influenza as a Required Immunization, except as otherwise provided by law, whereby each Designated Healthcare facility in the State of Maine must require for all employees proof of immunization against. MDIH and BBRV requires this of all Personnel.

The Influenza vaccine will be offered free of charge on an annual basis to all MDIH and BBRV personnel. Personnel receiving the vaccine from an external source must provide proof of vaccination to the Employee Health Nurse. The Employee Health Nurse will also provide a copy of vaccination documentation to personnel or fax a copy to another facility if requested.

All Personnel regardless of vaccination status will be required to follow the facilities current masking

policy as outlined in the Transmissible Respiratory Illness Policy (found on The Pulse, Policies Site).

A date will be set annually whereby all personnel must address influenza vaccination either by receiving the vaccine, submitting proof of vaccination if received outside MDIH, or submitting documentation for authorized exemption (refer to Authorized Exemption of Influenza Vaccination Procedure below).

Authorized exemption once submitted will be kept on file with Employee Health. Employee Health Nurse will notify Human Resources and the Employee's Director of any personnel that does not have record of addressing influenza vaccination on file with Employee Health by the date set. **Personnel are not permitted employment and not permitted to work if not in compliance.**

## Responsibility:

It is the responsibility of all MDIH/BBRV Personnel to complete the Influenza Vaccination Policy requirements by the date set annually.

MDIH is responsible to supply vaccine in sufficient amounts to vaccinate all personnel. A high dose flu vaccine, when available, will be offered to Personnel aged 65 and older.

It is the responsibility of the Employee Health Nurse to manage the Influenza vaccination program. This includes scheduling and running vaccination clinics, educating personnel, tracking Personnel vaccination rate data, and completing all required reports to the department Directors, Senior Team, Human Resources, Infection Control and the State.

It is the responsibility of the Directors/Managers/Supervisors to ensure compliance within their departments/units.

It is the responsibility of the Infection Control Committee subgroup and Senior Team to determine the appropriate date to set annually for Influenza Vaccination Policy requirements to be complete, and the start and end of Active Flu Season.

The Infection Preventionist and/or the Employee Health Nurse, with the approval of the Infection Control Committee Subgroup, is authorized to enact changes to the program to accommodate special circumstances such as, vaccine shortage, novel Influenza virus and pandemic illness. Any changes will be based on evidence-based practice and State/National guidance.

## Vaccinations:

Vaccinations will be administered by an RN, LPN, a provider, MA or CNA. During a pandemic others may be authorized according to designation in collaboration with the CDC.

Influenza vaccination dates will follow current annual recommendations of the CDC and MDIH policy.

Personnel will be notified of dates, times and locations the vaccine will be available.

Each person receiving the vaccine will be provided with the opportunity to receive and read a copy of the current Vaccine Information Sheet (VIS), from the CDC.

Consent will be obtained before any personnel receive the vaccine.

Dosage is based upon the manufacturer's administration guidelines.

## Ongoing Plan for Current and Future Flu Season Vaccine Programs:

- Provide frequent vaccination clinics at sites convenient for MDIH personnel, including at least two roving clinics within the Hospital and/or BBRV.
- Provide vaccination for personnel through MDIH Health Centers.
- Provide vaccination for night and weekend shift workers during their shift by making request to the Nursing Supervisor on duty.
- Upon request the Employee Health Nurse will visit any department to administer vaccinations if three or more personnel are requesting the vaccine.
- Information about the annual Influenza vaccine program will be provided via e-mail, posted on The Pulse and will be sent to Department Heads to review with staff.
- Receiving the vaccine will continue to be part of the Thrive wellness program.

## Authorized Exemption of the Influenza Vaccination Procedure:

The prevention and control of influenza transmission is based on the current CDC recommendations that all persons over the age of 6 months receive an annual influenza vaccination. MDIH as an organization strongly encourages the receipt of influenza vaccine for those whom which it is not medically contraindicated, both to decrease the possibility of employees contracting or suffering from influenza, or passing the virus to others; including employees, patients of all ages from newborn to the elderly, residents, and our community population at large.

Personnel whom have a medical contraindication to receiving the influenza vaccine must obtain an authorized exemption in accordance with [22 MRS § 802 \(4-B\)](#) and submit it to the Employee Health Nurse in order to be eligible for employment and be permitted to attend work. Declining the influenza vaccination for a religious, philosophical reason is no longer authorized.

The only permissible exemption for Immunizations Required for Healthcare Workers by the State of Maine 10-144 Code of Maine Rules Chapter 264 is in accordance with [22 MRS § 802 \(4-B\)](#). As of 9/1/2021, the only permissible exemption from receiving a required immunization under this rule is a medical exemption. *A medical exemption is available by providing a written statement from a licensed physician, nurse practitioner or physician assistant (MD, DO, NP, PA) that in the physician's, nurse practitioner's or physician assistant's professional judgment, immunization against the disease(s) may be medically inadvisable (each disease must be listed). Personnel may obtain a Medical Exemption from Vaccination form from the Employee Health Nurse to complete with their Medical Provider when making a request for Medical Exemption. The medical exemption document must be submitted for review and record keeping to the Employee Health Nurse including any medical exemptions for a temporary delay in vaccination.*

# Compliance for Influenza Vaccination Policy and Procedure

All MDIH and BBRV personnel are expected to follow Organizational policies and procedures.

The Employee Health Nurse will send a list of personnel not in compliance with this policy by the annual date set to the Personnel's Director and to Human Resources. **Personnel will not be permitted employment and not permitted to work if not in compliance.**

Refer to other policies: Healthcare Personnel Immunization / Infectious Disease Screening Requirements; Transmissible Respiratory Illness Policy, Pandemic Influenza Plan.

## All Revision Dates

06/2024, 08/2023, 04/2022

## Attachments

[2024-2025 Influenza Vaccination Administration Form.docx](#)

## Approval Signatures

Step Description	Approver	Date
MEC Approval	Jennifer Abbott: Medical Staff Support Manager	06/2024
Employee Health Coordinator	Ashley Boudreau: Employee Health Nurse	06/2024
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