



Staff Member Influenza Vaccination Program Policy

1. Purpose

The purpose of the *Staff Member Influenza Vaccination Program Policy* (the policy) is to reduce the risk of staff members from acquiring and transmitting influenza, a notifiable infectious disease. This policy mandates the requirements for the WA health system and their staff members with regard to the annual influenza vaccination.

Influenza is a highly transmissible acute respiratory infection, and can cause severe illness or death, especially in people at high risk. Vaccination is the only way to specifically protect oneself against influenza and its complications.

This policy supports recommendations within the following guidelines documents:

- Australian Technical Advisory Group on Immunisation, [Australian Immunisation Handbook](#)
- National Health and Medical Research Council in collaboration with the Australian Commission on Safety and Quality in Health Care, [Australian Guidelines for the Prevention and Control of Infection in Healthcare 2019](#).

This policy aligns with the following legislation:

- *Public Health Act 2016*
- *Work Health and Safety Act 2020*.

This policy is a mandatory requirement for Health Service Providers under the *Public Health Policy Framework* pursuant to section 26(2)(c) of the *Health Services Act 2016*.

This policy is also a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

2. Applicability

This policy is applicable to WA health entities.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

3. Policy Requirements

WA health entities must plan and implement an influenza vaccination program across their service each year which aims to increase influenza vaccination uptake by staff members. Influenza vaccination programs must:

- provide no cost for influenza vaccinations to all staff members
- promote influenza vaccination to staff members
- promote the mandatory requirement for staff members to complete the staff member vaccine consent form
- facilitate staff member completion of the staff member vaccine consent form
- monitor staff member compliance to complete the staff member vaccine consent form
- provide access to staff influenza vaccination clinics where staff can complete the staff member vaccine consent form and receive an influenza vaccine
- facilitate and ensure the staff member vaccination is recorded. .

Staff members of the WA health system must complete the staff member vaccine consent form (available via HealthPoint) by 30 June each year, to either:

- consent to the influenza vaccination
- decline the influenza vaccination, or
- state that they have already received the influenza vaccination elsewhere in that calendar year.

4. Compliance Monitoring

The Communicable Disease Control Directorate, on behalf of the System Manager is responsible for monitoring and reporting WA health entities compliance to the Health Executive Committee on the following:

- staff member compliance of staff member vaccine consent form completion by WA health entity and occupational group
- staff member influenza vaccination coverage by WA health entity and occupational group.

Following reporting to the Health Executive Committee, the Communicable Disease Control Directorate will publish the data on the Department of Health website by the end of the calendar year.

The System Manager may also request additional information on the influenza vaccination programs to ensure alignment with policy requirements.

5. Related Documents

The following documents are mandatory pursuant to this policy:

- [VaccinateWA Staff member vaccine consent form \(WA Health staff only\)](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- Staff vaccination program coordinators can access the information pack via [WA Health Staff Influenza Immunisation Program information and registration](#)

- For support using VaccinateWA, staff can access the program Handbook through the Quick Links banner on [VaccinateWA \(SharePoint\)](#).

7. Definitions

The following definition(s) are relevant to this policy.

Term	Definition
Influenza	Under the <i>Public Health Regulations 2017</i> , influenza is a notifiable infectious disease.
Notifiable infectious disease	An infectious disease that, when diagnosed, requires health providers to report to the WA Department of Health, under the <i>Public Health Act 2016</i> section 90 and the <i>Public Health Regulations 2017</i> .
Staff member	Pursuant to section 6 of the <i>Health Services Act 2016</i> , a staff member of a Health Service Provider means <ul style="list-style-type: none"> • an employee in the health service provider • a person engaged under a contract for services by Health Service Provider. An Employee pursuant to section 3(1) of the <i>Public Sector Management Act 1994</i> is a person employed in the Public Sector by or under an employing authority, which, for the purposes of this policy is the Department of Health.
Staff member vaccine consent form	The online form used by WA health entity staffmembers to: <ul style="list-style-type: none"> • consent to the influenza vaccination • decline the influenza vaccination, or • state that they have already received the influenza vaccination elsewhere in that calendar year.
Staff vaccination program coordinators	Staff members in charge of a WA health entity staff vaccination program.
WA health entities	WA health entities include: <p>(i) Health Service Providers as established by an order made under section 32 (1)(b) of the <i>Health Services Act 2016</i>.</p> <p>(ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.</p>
WA health system	The WA health system is comprised of: <p>(i) the Department;</p> <p>(ii) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and</p> <p>(iii) contracted health entities, to the extent they provide health services to the State.</p>

8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Director

Directorate: Communicable Disease Control Directorate

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9. Document Control

Version	Published date	Review date	Amendment(s)
MP 0132/20	30 March 2020	March 2023	Original version
MP 0132/20 v.2.0	4 May 2022	April 2025	Policy review and amendments as listed below. <ul style="list-style-type: none">• Included new <i>Work Health and Safety Act 2020</i> and removed <i>Occupational Safety and Health Act 1984</i> in the Purpose section.• Updated link to the staff member vaccine consent form in the Related Documents section.
MP 0132/20 v.3.0	30 May 2024	April 2025	Amendments as listed below. <ul style="list-style-type: none">• Purpose section refined and updated.• Applicability section updated to include the term WA health entities.• Policy requirements section refined.• Compliance Monitoring section refined and updated.• Related document: 'VaccinateWA Staff member vaccine consent form' hyperlink updated.• Supporting Information hyperlink replaced for the VaccinateWA SharePoint site.• WA health entities added to definitions. Influenza, Notifiable infectious disease and Staff member definitions refined and updated.

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	30 March 2020

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