

Port Gamble S'Klallam
Health Clinic Procedure
for
Employee TB, Immunity Status and Immunization Screening

- 1) Employee presents at the clinic with the Employee TB & Immunization Screening Form (See Appendix 1 in the policy) that they obtain from Human Resources as a new hire. Blank copies of the form will be kept at the reception desk to be used as needed.
- 2) Field clinics for employees to be grandfathered in under the policy will take place as soon as possible. These clinics will begin with priority staff who work with elders and children:
 - Health Services Programs
 - Family Services Programs
 - Education Programs
 - Maintenance staff
 - IT staff
 - Probation/Courts staff
 - Police Department staff
 - Natural Resources staff
 - Tribal Administration staff

The policy has already been implemented with the Early Childhood program staff and will continue as new employees are hired.

- 3) All employees are to be assessed for Measles, Mumps and Rubella (MMR) vaccinations and immunity testing, Varicella vaccinations and immunity testing, Hepatitis A & B vaccinations and immunity testing, Tetanus, diphtheria and acellular pertussis (Tdap) and Tetanus/diphtheria (Td) vaccinations. The need for Influenza (Flu) vaccine and historical doses will be assessed, keeping in mind that the flu given annually in the Fall up to the end of June.

- 4) Clinic staff will check for the client's vaccination, immunity testing & TB testing history in the clinic electronic health record (EHR), WA State Immunization Information System (WAIIS), formerly known as Child Profile, and on paper copies of childhood/adult vaccinations scanned in to the EHR record. If clients say they have records at home – ask them to bring them in to the clinic when they return to have their TB skin test (TST) read.
- 5) If we have documented vaccine doses not listed in the EHR and/or in the WA State Immunization registry, those doses will be added in to the EHR with a follow up check to assure that the doses have been reliably populated in the WA State Registry. If not, call IT and report it.
- 6) If there is no vaccine documentation or limited vaccine information is available, titers will be drawn to check for MMR immunity, Varicella immunity and Hepatitis A & B immunity.
- 7) If the client has not had the Tdap vaccine, Hepatitis A vaccine series or Hepatitis B series – these vaccines will be offered keeping in mind that some employees job requirements will stress the importance of being vaccinated with these vaccines (e.g. employees who are at risk of being exposed to client's body fluids due to their work duties).
- 8) A TB skin test will be placed with the patient to return in 48 to 72 hours to have the (TST) read by nursing staff. Clients who do not have a documented TB skin test result on file will be required to complete the 2 step test TST. They will be advised to return in 1 week to have the second TST placed.
- 9) Positive TST's require an evaluation by a medical provider the same day the TST is read with possible orders for a Quantiferon test and/or a chest x-ray. For clients with no health insurance who need an x-ray or a Quantiferon test, clinic staff will check with the Health Services Director to determine if the health services program will cover the cost.
- 10) Document all TST results, Titers, and vaccine declinations in the WA State Immunization Registry (WAIIS) and the EHR. Quantiferon tests & results can also be documented in the WA State registry.
- 11) After the nursing staff have completed their documentation of screening tasks, vaccinations or labs drawn, give the

“Employee Immunization and Tuberculosis Screening” form to the Health Officer (Dr. Lindquist) for his final review and recommendations.

- 12) If the employee declines to receive vaccination(s) or immunity testing, then they must sign the “Declination of Vaccination” form after it is explained and they have read the declination form. Completed forms will be scanned into the employee’s medical record & a copy will be kept in a locked file in the Clinic Managers Office. This is in addition to declinations being documented in WAIIS and the EHR. (See Appendix 2 of the policy).
- 13) If clinic staff have questions about vaccines required, TST requirements and what immunity tests are needed, please see Holly Blanton., RN or Dr. Scott Lindquist. Also, Holly and Adele Stokes will be available to enter vaccine history information into the EHR system.¹

¹ Procedure created 6/1/16 (HB)