



Title:

Policy on Immunisation and Screening for the Faculty of Science

Version	1.0
TRIM file number	
Short description	A policy on immunisation/screening for all Faculty of Science staff and students.
Relevant to	All staff and students in the Faculty of Science who are involved in practice-based education activities (e.g. workplace learning placements, laboratory work, practical classes) and/or research activities that may expose them to vaccine-preventable diseases.
Approved by	Deputy Vice-Chancellor (Academic)
Responsible officer	Dean, Faculty of Science
Responsible office	Faculty Office
Date introduced	November 11, 2009
Date(s) modified	
Next scheduled review date	
Related University documents	Code of Conduct for Staff Biosafety Manual CSU Administration Manual Staff Vaccination Policy Student Charter
Refer to the Administration Manual for these documents http://www.csu.edu.au/adminman/	
Related legislation	NSW Health guidelines (<i>Occupational screening and vaccination of health care workers against infectious diseases</i> , Circular 2007_06), Occupational Health and Safety Act 1983 Australian Government Department of Health and Ageing <i>Australian Technical Advisory Group on Immunisation (ATAGI)</i>
Key words	policy, practice-based education, workplace learning, immunisation, students, staff.

1. PURPOSE

1.1 This policy outlines the requirements that apply to staff and students in the Faculty of Science, who may be exposed to a vaccine-preventable disease during practice-based education or research activities.

1.2 This policy is based on the following information:

- (a) CSU Staff Vaccination Policy (OCC08)
- (b) NSW Department of Health Policy (*Occupational screening and vaccination of health care workers against infectious diseases*, Circular 2007_06).
- (c) The Australian Immunisation Handbook, National Health and Medical Research Council.

2. SCOPE

This policy applies to all staff and students in the Faculty of Science.

3. PRINCIPLES

This policy is based on the following principles of CSU's code of conduct:

- (a) Engaging in conduct which is professional and which has regard to CSU's interests and policies and which does not bring CSU into disrepute;
- (b) A commitment to perform official duties with professionalism, care, skill, fairness and diligence and to exercise their given powers for the purposes for which those powers have been granted;
- (c) Treating students, staff and members of the public with courtesy, and with respect for their rights, duties and aspirations;
- (d) Employees and students are entitled to confidentiality and privacy with respect to information which is personal to them.
- (e) Employees have a duty to maintain the confidentiality, integrity and security of such information to which they have access in the normal course of their duties.
- (f) Employees should only release information that they are authorised to release in the course of their duties.
- (g) Employees should not release information in a manner which is misleading or which is likely to be misused.

4. CONFIDENTIALITY OF PERSONAL INFORMATION

- (h) Employees have a duty to maintain the confidentiality, integrity and security of such information to which they have access in the normal course of their duties.
- (i) Employees and students are entitled to confidentiality, integrity and security of such information to which they have access in the normal course if their duties.

5 STANDARDS AND REQUIREMENTS

5.1 Staff

Staff of the Faculty of Science are to abide by the following standards and requirements as applicable to their discipline:

- (a) Staff wishing to undertake practice-based education or research activities should ensure that they understand relevant occupational screening and immunisation policies and regulations and resultant obligations for undertaking those activities.
- (b) Staff must ensure prospective students are advised in writing prior to enrolment about the risks of contracting infectious diseases during practice-based education or research activities and made aware of policies and regulations from relevant authorities and provided with guidance to facilitate adherence to the associated obligations.
- (c) Staff coordinating subjects involving practice-based education or research activities where students may be exposed to vaccine-preventable disease, are to advise students through subject outlines (or course handbooks and manuals where they have been advised to refer to these documents) of the risks of contracting infectious diseases during practice-based education activities, make students aware of policies and regulations from relevant authorities and inform students of any consequences associated with failure to comply with these policies and regulations. Student may be provided with guidance as deemed necessary to facilitate adherence to the associated obligations.
- (c) Staff at CSU should only provide guidance and counselling to students about occupational screening and vaccination against infectious diseases within their scope of practice, professional knowledge and expertise. Staff should refer students to appropriate healthcare practitioners for advice that is beyond their scope of practice, professional knowledge and expertise.
- (d) Staff should maintain the confidentiality, integrity and security of student screening and immunisation information.
- (e) Staff should respect the rights of students when assisting them to adhere to policies provided by relevant government and private agencies.
- (f) Staff at occupational risk should be vaccinated, where a risk assessment of their occupation deems it necessary or it is recommended in accordance with the *Australian Immunisation Handbook* for those at risk. <http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook-home>

- (g) If non-immune staff are exposed to a vaccine preventable disease, post exposure screening and prophylaxis should be facilitated in accordance with guidelines in the *Australian Immunisation Handbook*.
- (h) Staff are required to follow infection control and husbandry protocols to minimise the number of potential pathogens in the environment and the potential for transmission of these. Particular attention should be given to zoonotic diseases in activities involving animal care.

5.2 Students

Students in the Faculty of Science are to abide by the following standards and requirements, as are applicable to their area of study and may need to comply with immunisation guidelines to be eligible to undertake practice-based education activities and, or to be registered for practice.

- (a) Prior to undertaking practice-based education or research activities where students may be exposed to vaccine-preventable disease students are expected to meet the immunisation obligations outlined in The *Australian Immunisation Handbook* and adhere to any obligations made known to them via their subject outline or course documentation.
- (b) Students must maintain accurate and up-to-date records of screening and vaccination and present evidence of these records to the University and relevant authorities in accordance with relevant regulations and policies. Failure to provide evidence of compliance with relevant regulations and policies will prevent the students from undertaking relevant practice-based education activities.
- (c) Students have the right to refuse to undertake screening and immunisation but may be unable to undertake practice-based education or research activities where they may be exposed to vaccine-preventable disease. This may preclude or delay students from undertaking requirements necessary for completing their course and subsequent practice.
- (d) Students refusing the right to undertake screening and immunisation and/or who are non-responsive to vaccination are to be advised to consult with qualified health professionals and undergo subsequent counselling with University staff about the implications for completing their course.
- (e) Students are required to follow infection control and husbandry protocols during all practice-based education or research activities to minimise the number of potential pathogens in the environment and the potential for transmission of these. Particular attention should be given to zoonotic diseases in activities involving animal care.
- (f) If a non-immune student is exposed to a vaccine preventable disease, post exposure screening and prophylaxis should be facilitated in accordance with guidelines in the *Australian Immunisation Handbook*.

- (g) Vaccination, screening requirements and associated costs are to be borne by individuals.
- (h) Students must comply with requirements of their Registration body and/or relevant professional bodies prior to participating in practice-based education and research activities.

Table of Amendments

Version number	Date	Short description of amendment