

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: RM-400.02 Hepatitis B Vaccination of Employees

EFFECTIVE DATE: April 2016

SECTION: Risk Management

REFERENCE POLICY: RM-400 OSHA Bloodborne Pathogen Exposure Control Plan

RESPONSIBLE Chief: Chief Compliance Officer

RESPONSIBLE COMMITTEE: Central Committee-Compliance

REVIEWED: 9/18, 5/13/2019, 07/11/2022, 03/10/2025

I. PURPOSE

The purpose of this procedure is to affirm that Carolina Family Health Centers, Inc. (CFHC, Inc.) complies with the Occupational Safety and Health Administration's (OSHA) guidelines for Hepatitis B vaccination of healthcare workers under the OSHA Bloodborne Pathogens standards, 29 CFR 1910-1030.

II. PROCEDURE

Employees with reasonable risk for contact with blood or other potentially infectious material during the performance of their jobs are considered to have occupational exposure and are at risk of infection. Occupationally exposed employees are required to provide documentation of Hepatitis B vaccination (dates of all three vaccines in the series), documentation of immunity (a positive Hepatitis B Surface Antibody titer), or a statement from a medical provider that the vaccine is contraindicated prior to employment.

CFHC, Inc. offers the Hepatitis B immunization series within 10 working days of an employee's initial assignment if the employee has not been previously immunized or has no immunity. The vaccine series is provided at no cost to the employee.

CFHC, Inc. is not required to provide the immunization under these conditions:

- The employee has been previously immunized;
- An antibody test reveals a protective titer (CFHC, Inc. is not required to determine pre-vaccine titers); or
- The vaccination is medically contraindicated.

If it is determined that an employee requires and accepts the vaccination, the Director of Human Resources notifies in writing one of CFHC, Inc. OSHA Safety Coordinators. The Safety Coordinator notifies the Front Office Supervisor that the employee is seen by a medical provider for vaccination and all charges are written off to CFHC, Inc. The employee is required to check in with a Front Office Associate to create an electronic health record. The electronic health record is used to document the administration of the vaccine (see *CLN-501P Ordering & Administering Injections, Immunizations & Oral Medications*). If an employee chooses to get the vaccine outside of CFHC, Inc., they are responsible for the cost.

The employee may decline the immunization, in which case he/she is required to sign the *Hepatitis B Vaccination Declination* form (see attachment). If the employee initially declines the Hepatitis B vaccination but later decides to accept the vaccination while still employed by CFHC, Inc., it is provided under the same conditions. The employee should make the request in writing to the Director of Human Resources.

The OSHA Safety Coordinator provides a copy of the North Carolina Immunization Registry (NCIR) report to the employee and the Director of Human Resources as documentation of the vaccine(s) was administered.

Documentation of the Hepatitis B immunizations and/or the declination form is filed in the employee's personnel health record kept in the Human Resource Department. Copies are supplied at the request of the employee or the former employee.

The Chief Compliance Officer (CCO) and or his/her designee audits personnel records for documentation of Hepatitis B vaccination or immunity at least twice a year and reports the findings to the Employee Investment Continuous Improvement Team.

II. ATTACHMENTS

- *Hepatitis B Vaccination Declination* form