

Staff vaccination and immunisation

Standard operating procedure (SOP) | WRK-SOP-003

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Replaces	None (new document)
Standards and criteria supported	Standard 2E, criterion 2E.3
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Check each staff member's vaccination status before the first clinical shift.
2. Offer the required vaccinations listed for the area they work in.
3. Record each dose and the date of the next due dose.
4. Check status again each year.

Stop and get help straight away if: a staff member works in a clinical area without a required vaccination and without a recorded exemption.

1. Purpose

To protect staff and patients by keeping required vaccinations current for each role [EC].

2. Scope

Applies to	All workforce members in clinical or patient-facing roles
Locations	All services
When	At appointment, then yearly, and on any new requirement
Does not apply to	Vaccines the staff member chooses for personal travel

3. Definitions and abbreviations

Term	Meaning in this SOP
Required vaccination	A vaccination set by the organisation for a role, based on national guidance
Exemption	A written decision by occupational health that a vaccination is not suitable for the person

4. Background and rationale

Vaccination protects staff and the patients they treat. A current list is the only way to show that the protection is in place.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Occupational health lead	Sets the required list and reviews exemptions	Occupational health
Human resources lead	Checks status at appointment	HR administration
Line managers	Do not roster a staff member without a current status	Management

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Vaccination record for each staff member	Current	Reviewed each year
Required vaccination list for each role	Current, approved by occupational health	Dated within the last 12 months

7. Safety and infection prevention

- A person without immunity to a required vaccine is not placed in an area where that infection is a known risk.

8. Before you start

- Confirm the required list for each role.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Check status.	- Compare the record with the required list for the role. - Mark each vaccine as current, due or missing.	A missing dose is a risk, not an admin task.
2	Offer the vaccine.	- Offer each missing or due vaccine at occupational health. - Give the staff member the information on the vaccine.	Offer is documented, even if refused.
3	Record the dose.	- Enter the dose, batch number and date. - Set the next due date.	Batch numbers are needed if a reaction happens.
4	Handle refusal or exemption.	- If refused, record the refusal and the risk discussion. - If exempt, occupational health records the exemption with a review date.	A refusal must be recorded, and the staff member's role must be reviewed.

Decision points

- If a staff member refuses a required vaccine, the service manager decides on a change of duties to a non-exposed role.

10. Special situations

Situation	What to do
Outbreak	Occupational health advises on urgent vaccination of staff in the affected

Situation	What to do
	area.

11. Problems and escalation

- A staff member without a required vaccine in a clinical role is reported to the chief executive.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Staff with required vaccinations current	100%	Yearly	Occupational health lead	Escalate to chief executive
Refusals with a recorded discussion	100%	Yearly	Occupational health lead	Review the role

13. Records

Record	Where it is kept	Kept for
Vaccination record	Occupational health file	Employment plus 40 years

14. Training and competence

- Occupational health staff are trained in the vaccination schedule and in recording doses.

15. Related documents

ID	Title	Relationship
WRK-POL-003	Occupational health, safety and wellbeing policy	Policy this procedure supports
WRK-SOP-002	Occupational exposure and needlestick response	Uses the same records

16. Evidence

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. The required list set by the ASF Expert Committee against national guidance.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval