

Hepatitis B Vaccination Procedures

Background and Purpose

The State Labor Codes (Section 5193 of Title 8) required that persons who have a reasonable expectation of being exposed to blood on the job should be offered free Hepatitis B vaccinations by their employer. The District has identified specific job classifications that present an occupational risk to blood or other potentially infectious materials. These classifications are specified in the District's "Bloodborne Pathogen Exposure Control Plan" issued in January 2000 and approved by the Board of Trustees.

The Hepatitis B vaccination program simply calls for each campus and the DSC to identify the employees who are at risk and offer them the opportunity to accept or decline the free vaccination series. All new employees who are in the "at risk" classifications will be advised of their potential exposure at the time of hiring and will also be able to choose to accept or decline vaccinations for Hepatitis B. A record of their choice will be maintained in the employee's permanent employee file at the District Office.

The most efficient method of maintaining records to verify that the "at risk" employee accepted or declined vaccination and, if accepted has actually received the series of three vaccinations and the appropriate training, is the purpose of these procedures.

Procedures

Current At Risk Employees

The name and job classification of current at risk employees should be determined at each campus through the office of the Vice President of College Services. Each of these individuals should be advised of their potential exposure and given sufficient information to help them decide if they wish to accept or decline the Hep B vaccinations. Each at risk employee should complete the "Hepatitis B Vaccination Form" dated 11/22/00. This is one of the records to be maintained at District Human Resources.

Accepting the Vaccinations

The employees who accept the vaccination will be given a "Hepatitis B Vaccination Card" containing a record of their vaccinations. The accepting employee should then make an appointment with the Student Health Center on campus to obtain the free vaccinations. The *employee is responsible* for maintaining their vaccination record card until the final vaccination, in approximately 6 months. At the time of the final vaccination the "Hepatitis B Vaccination Card" will be surrendered to the Student Health Center who will forward it to the District Office for record keeping. The three dose series should be administered on a 6 month schedule as follows: second dose one month after the first dose, and the third dose five months after the second dose. If, in the opinion of the Student Health Center, post vaccination testing were required because of the continued high employee exposure to blood or body fluids, these tests would be scheduled in 1-2 months after the last Hepatitis B vaccination.

New Employees

All new "at risk" employees will be advised of their potential exposure during their orientation process and given the opportunity to accept or decline Hepatitis B vaccinations. If they accept, they will be given a "Hepatitis B Vaccination Card" and told to make arrangements with their campus Student Health Center for vaccinations. Once the series of three vaccinations (and possible post vaccination test) are completed, the Student Health Center will forward the "Hepatitis B Vaccination Card" to the District Human Resources Department for record keeping.

Funding

A special Hepatitis B vaccination fund has been set up to pay for these initial required vaccinations for existing employees. The most expedient procedure is for the Student Health Center to purchase the required doses from their suppliers using a Purchase Order specifically for Hep B vaccine identifying the appropriate account. The District Office will approve and pay for vaccination serum expenses as well as required post vaccination testing.

Training

An essential part of Hepatitis B exposure control is to properly train "at risk" employees of the potential hazards associated with their jobs. Because of the differing nature of specific jobs in the District, the following procedure should accomplish the required training:

Current At Risk Employees

Each "at risk" current employee should be advised of the exposure in the job to bloodborne pathogens and other infectious materials. The responsibility for providing such training rests with the employee's department supervisor. Any supervisor of "at risk" employees will have access to a Hepatitis B training video through the Student Health Center or the Risk Management Office and will require the employee to view the videotape and sign a "training completed form" to assure that they understand the exposures to bloodborne pathogens and prevention techniques. The details of the training requirements are outlined in the "Bloodborne Pathogen Exposure Control Program" as well as the record keeping procedure. The bloodborne pathogen training record should be maintained in the employees personnel file at the college department and training should be updated annually.

New Employees

A "Right to Know" training video on handling hazardous chemicals that includes potential exposure to bloodborne pathogens will be shown to new employees as part of their orientation. This introductory training must be supplemented for "at risk" employees by more complete training, in their department, usually within the first 10 days of employment. Again, records of training should be maintained at the department.