



Methods and Strategies Used to Collect Healthcare Personnel Influenza Vaccination Data

Reported by selected acute care hospitals during the 2012-2013 influenza season

Counting Healthcare Personnel (HCP) and Collecting Vaccination Status Data

General strategies that can apply to all HCP are listed. Strategies specific to certain HCP groups are indicated in brackets.

Created or adapted existing lists, databases, or software systems (e.g., PeopleSoft®)

Counting HCP

- Used lists or databases of HCP organized by facility departments or units, type of work schedule (full-time, part-time, or per diem), or by dates of employment that can be updated as HCP are hired or terminated.
- Used lists or databases created for other administrative purposes: administration of annual tuberculosis skin tests, HCP visits to the occupational health clinic, staff orientation, when ID badges were obtained, or during payroll audits.
- Utilized software that functions as a time clock or reviewed time spent in facilities recorded through ID badges.
- Identified licensed independent practitioners (LIPs)¹ by cross-checking list from credentialing or medical offices with payroll records to determine who was not on the facility payroll [LIPs].
- Identified credentialed LIPs and determined whether they performed procedures at the facility during the influenza season (e.g., reviewed surgery schedules or examined patient rosters to determine where LIPs worked) [LIPs].
- Obtained LIP list from the software system of an affiliated facility (e.g., a sister facility within a healthcare system) [LIPs].

Identifying and tracking vaccination status

- Distributed vaccination status forms or surveys several times to HCP in-person, via e-mail, postal mail, or online and established a deadline to return forms or surveys.
- Adapted existing forms (e.g., modified an influenza/pneumococcal vaccination form from state health department).
- Used separate forms for influenza vaccination consent and declination and tracked vaccination status based on forms.
- Used a single comprehensive form for HCP to indicate influenza vaccination received at the facility, outside of the facility (including where vaccination was received), medical contraindications, and declinations (including reason for declination, if desired).
- HCP completed vaccination status form after data collector administered influenza vaccination (the data collector and healthcare worker could each keep a copy of the form).
- Scanned documentation of vaccination received elsewhere into electronic record system so all vaccination information for HCP is kept in one place (e.g., iPad system).
- Used facility ID badge number of HCP to update software program as soon as vaccination was administered.
- Ensured that HCP followed facility vaccination policies for different HCP groups (e.g., informed schools that nursing students must receive influenza vaccination before working in facility).

Follow-up to obtaining vaccination or information from completed forms or surveys

- Allowed HCP to return forms or surveys via postal mail, e-mail, or FAX.
- Placed several telephone calls and sent memorandums and e-mails reminding non-responding HCP to obtain vaccination at the facility or return vaccination status documentation.
- Asked department directors, Human Resources staff, or managers to follow-up with HCP who were not vaccinated or did not return vaccination status information.

Examples

- Mailed forms or surveys to HCP since several worked per diem, part-time, and evening schedules.

- Mailed survey letter (including facility vaccination statistics) and form to HCP along with their paychecks.
- Placed a letter regarding influenza vaccination in an orientation package for new HCP at facility.
- Enabled HCP to complete electronic vaccination status form at any computer in facility.
- Obtained approval from facility to review immunization records for HCP in software system.
- Cross-referenced list or database of HCP working at facility with HCP receiving influenza vaccination to determine unvaccinated HCP.
- Created Excel spreadsheet for each healthcare worker that included vaccination status (vaccinated at facility, vaccinated elsewhere, medical contraindication, declination, or unknown), type of HCP, department of facility, dates of employment, and type of work schedule.
- Created Excel spreadsheet mirroring NHSN data entry screen to allow facility to calculate own vaccination rates.
- Placed telephone calls to physicians' offices to obtain information for non-responding HCP [LIPs].
- Medical director sent a letter to non-responding HCP [LIPs].

Worked with colleagues to obtain data on HCP working at the facility

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| <ul style="list-style-type: none"> ➤ Human Resources or Payroll Department ➤ Department/unit directors and facility administration ➤ Occupational or Employee Health (for number of vaccinated employees) ➤ Information Technology ➤ Other workplaces, offices, or managers of HCP ➤ Medical staff coordinator or medical staff office at facility [LIPs; Adult Students/Trainees] ➤ Credentialing offices, accreditation groups, or licensure boards [LIPs] | <ul style="list-style-type: none"> ➤ Other medical facilities (e.g., affiliated or sister facilities) [LIPs] ➤ Schools [Adult Students/Trainees] ➤ Student coordinators, student education groups, heads of student groups [Adult Students/Trainees] ➤ Clinical instructors or other student instructors/preceptors [Adult Students/Trainees] ➤ Volunteer coordinators/program managers for facility [Adult Volunteers] ➤ Central volunteer office of healthcare system [Adult Students/Trainees; Adult Volunteers] ➤ Admitting department [Adult Volunteers] ➤ Research department [Other Contract Personnel (OCP)²] |
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Examples

- Sent a letter along with vaccination status survey and asked LIPs to return this to the credentialing office [LIPs].
- Worked with medical office managers to send proof of vaccination for LIPs vaccinated outside of facility [LIPs].
- Instructors distributed and collected vaccination status forms from students [Adult Students/Trainees].
- Human Resources department created list with assistance from volunteer director [Adult Volunteers].
- Volunteer department director contacted volunteers individually to determine vaccination status [Adult Volunteers].
- Human Resources compiled vaccination status information submitted by contracting agencies [OCP].
- Obtained vaccination status information from occupational health provider with whom facility has a contract [OCP].

Used personal knowledge of colleagues to count HCP and determine vaccination status

- Data collector identified HCP and gathered vaccination status data through personal knowledge (e.g., familiarity with some or all individuals who work in facility).
- Data collector gathered information and/or administered influenza vaccination during the hiring process, while conducting medical clearances or physical exams, or during influenza vaccine promotion activities.
- Called or e-mailed HCP directly regarding vaccination status.

Examples

- Provided advance notice to HCP about vaccination reporting requirements and asked them to keep documentation if vaccinated outside of the facility.
- Offered vaccination and/or collected vaccination status information during staff or department meetings, grand rounds, facility rounds, volunteer activities, and lunch.
- Organized clinics for LIPs to receive vaccine and complete consent forms [LIPs].

¹Licensed Independent Practitioners (LIPs): Non-employee physicians, advanced practice nurses, and physician assistants only who are affiliated with the healthcare facility, but are not directly employed by it.

²Other Contract Personnel (OCP): Persons providing care, treatment, or services at the facility through a contract.

Note: These data were taken from semi-structured interviews conducted during February to May 2013 with staff members from 46 acute care hospitals as part of an evaluation of the implementation of the HCP Influenza Vaccination Summary Measure.