



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 6205.02
AUG 15 2012

J-3B

SUBJECT: Staff Seasonal Influenza Immunization Policy

References: See Enclosure 1

1. **PURPOSE.** This Instruction, in accordance with the authority in References (a) through (d), and pursuant to the requirements and recommendations of References (e) through (o), establishes policy and procedures, and provides additional guidance for the immunization of staff members against influenza. For the purposes of this Instruction, staff members include Federal employees, contractors, military personnel, students, and volunteers working in applicable Medical Treatment Facilities (MTFs) within the National Capital Region (NCR).
2. **APPLICABILITY.** This Instruction applies to the Joint Task Force National Capital Region Medical (JTF CapMed) Headquarters (HQ), Walter Reed National Military Medical Center (WRNMMC), Fort Belvoir Community Hospital (FBCH) [hereafter, WRNMMC and FBCH are referred to as MTFs], and the Joint Pathology Center (JPC).
3. **POLICY.** Influenza (the “flu”) is a contagious respiratory illness caused by various strains of influenza virus. Flu seasons are unpredictable and have the potential to impact Department of Defense force readiness and mission accomplishment. In the U.S., influenza-related illnesses result in over 25 million reported cases, over 150,000 hospitalizations due to serious complications, and over 30,000 deaths annually. Immunization is the primary method for preventing influenza and its complications (References (e) and (f)). Healthcare workers are at high risk for acquiring influenza and for transmitting the disease to others -- including their patients. Annual influenza immunization is the most effective preventive measure. The Centers for Disease Control and Prevention Advisory Committee on Immunization Practices and The Joint Commission have recommended that all healthcare personnel be immunized (References (g) through (j)). Active duty military members have long been required to receive annual influenza immunizations (References (e) and (f)). The DoD now requires Federal employees in direct patient care roles to receive seasonal influenza immunization as a condition of employment (Reference (f)). The Joint Commission also requires that hospitals track the compliance of healthcare staff with seasonal influenza immunization requirements and determine the reasons for immunization refusal (Reference (j)). It is JTF CapMed policy that all applicable MTF personnel who come into contact with patients on a regular basis receive seasonal influenza

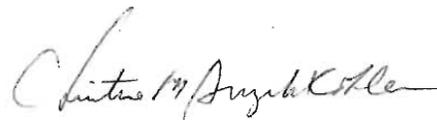
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immunization to decrease the risk of transmitting influenza to patients and fellow staff members (see the job series listed in Enclosure 3).

4. PROCEDURES. See Enclosure 2

5. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed website at www.capmed.mil.

6. EFFECTIVE DATE. This Instruction is effective for non-bargaining unit employees upon its publication to the JTF CapMed public website. For bargaining unit employees, it is effective upon completion of statutory bargaining obligations.



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By direction of the Acting Commander

Enclosures

1. References
2. Procedures
3. Healthcare Personnel Descriptors Subject to Seasonal Influenza Immunization

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force National Capital Region Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DASG-HCA Memorandum of August 10, 2011, Implementation Instructions for Seasonal Influenza Vaccination Program (IVP)
- (f) ASD(HA) Memorandum of April 4, 2008, Policy for Mandatory Seasonal Influenza Immunization for Civilian Health Care Personnel Who Provide Direct Patient Care in Department of Defense Military Treatment Facilities
- (g) Centers for Disease Control and Prevention, "Prevention and Control of Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices (ACIP), 2010," MMWR 2009; August 6, 2010/Vol. 59/No. RR-8
- (h) Centers for Disease Control and Prevention, "Prevention and Control of Influenza: Recommendations of the Advisory Committee on Immunization Practices (ACIP), 2009," MMWR; August 28, 2009/Vol. 58/No. RR-8
- (i) Centers for Disease Control and Prevention, "Influenza Vaccination of Health-Care Personnel: Recommendations of the Healthcare Infection Control Practices Advisory Committee (HICPAC) and the Advisory Committee on Immunization Practices (ACIP), 2006," MMWR; February 26, 2006/Vol. 55/No. RR-02
- (j) The Joint Commission, Standard IC.02.04.01, *Comprehensive Accreditation Manual for Hospitals: The Official Handbook*, January 1, 2012
- (k) JTF CAPMED D-5103.04, "Immunization Delivery Optimization Work Group Charter," April 18, 2012
- (l) Army Regulation 40-562, "Immunizations and Chemoprophylaxis," September 2006
- (m) Bureau of Medicine and Surgery Instruction 6230.15A, "Immunization and Chemoprophylaxis," September 29, 2006
- (n) Air Force Joint Instruction 48-110, "Immunization and Chemoprophylaxis," September 29, 2006
- (o) Coast Guard Commandants Instruction M6230.4F, "Immunization and Chemoprophylaxis," September 29, 2006

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ENCLOSURE 2PROCEDURES1. GENERAL

a. Oversight of the Seasonal Influenza Immunization Program within the NCR is the responsibility of the Immunization Delivery Optimization (IDO) Work Group. The IDO Work Group is the JTF CapMed executive oversight committee and point of contact for all matters related to immunizations and chemoprophylaxis (Reference (k)).

b. Every effort should be made to provide well-formulated and accurate education regarding the benefits of seasonal influenza immunization to all staff and to answer to the greatest extent possible all questions and concerns that may arise under this program.

2. ACTIVE DUTY MEMBERS, FEDERAL EMPLOYEES, AND CONTRACTORS

a. All active duty members assigned or attached to JTF CapMed HQ, MTFs, or Centers shall undergo seasonal influenza immunization in accordance with References (e) and (f), unless exempted for medical or religious reasons. Active duty members requesting medical exemption from seasonal influenza immunization will be referred to the WRNMMC or FBCH Allergy Department for evaluation. Active duty members requesting religious exemption from seasonal influenza immunization will be referred to the WRNMMC or FBCH Pastoral Care Services.

b. Federal employees within the job series in Enclosure 3 shall undergo seasonal influenza immunization as a condition of employment unless exempted for medical (e.g., history of anaphylactic reaction to a previous dose of vaccine, history of Guillain-Barre Syndrome within six weeks of an influenza immunization, allergy to vaccine component) or religious reasons.

c. Contractors working in MTFs shall undergo seasonal influenza immunization in accordance with the terms of their contracts. Contracts containing job descriptions that parallel the personnel descriptors in Enclosure 3 will specify a requirement for seasonal influenza immunization.

d. Federal employees and contractors seeking medical exemption from the seasonal influenza immunization requirement will provide acceptable documentation of a medical contraindication to the WRNMMC or FBCH Occupational Health Department for review and approval. This documentation will be maintained by the Occupational Health Department. Federal employees and contractors seeking a waiver from the seasonal influenza immunization requirement based on religious objection will be referred to Pastoral Care Services for evaluation. Pastoral Care Services may recommend a waiver of the immunization requirement to the Chief of Staff. If a waiver based on religious objection is approved by the Chief of Staff, Federal employees and contractors will provide a copy of their waiver to Occupational Health where it will be maintained in the Federal employee or contractor's health record.

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e. Federal employees in the personnel descriptors in Enclosure 3 may NOT decline seasonal influenza immunization for other than medical or religious reasons.

f. Federal employees in the personnel descriptors in Enclosure 3 who fail to either receive a seasonal influenza immunization or provide documentation of receipt of immunization may be subject to adverse administrative or disciplinary action, up to and including removal.

g. Federal employees in personnel descriptors other than those in Enclosure 3 are strongly encouraged to receive a seasonal influenza immunization.

3. IMMUNIZATION TRACKING

a. Staff immunization compliance will be tracked electronically using the Armed Forces Health Longitudinal Technology Application (AHLTA) and the Defense Medical Human Resources System Internet. All immunizations will be properly entered and coded in AHLTA. Army staff immunizations will be entered into the Army Medical Protection System for readiness tracking. Marine Corps and Navy staff immunizations will be entered into the Medical Readiness Reporting System for readiness tracking. Air Force staff immunizations will be entered in the Aeromedical Services Information Management System for readiness tracking.

b. Federal employees and contractors who are required to receive a seasonal influenza immunization and who receive the immunization outside JTF CapMed facilities, must forward adequate documentation of the immunization to the WRNMMC or FBCH Preventive Medicine Department for entry into the AHLTA. This documentation must include the recipient's name, last four numbers of the recipient's social security number, date of the immunization, trade name of immunization, manufacturer of the immunization received, lot number of the immunization, and the name and location of the organization providing the immunization.

4. IMMUNIZATION REPORTING

a. Military personnel are considered assigned or attached to WRNMMC or FBCH, as defined by Navy Standard Integrated Personnel System and Medical Operational Data System, if they hold orders to one of the following unit identification codes:

<u>FACILITY</u>	<u>UNIT</u>	<u>UNIT NAME</u>
FBCH	DDAAFG	FT BELVOIR COMM HOSP CIVILIAN EMPL
	63086	NAVMEDSUP ELEM FT BELVOIR
	68920	WALTER REED NNMC S CAMP FT BELVOIR
	W07T31	WALTER REED MMC HHC FT BELVOIR
	W07T32	WALTER REED MMC CO A FT BELVOIR
	W07T33	WALTER REED MMC CO B FT BELVOIR

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FACILITY	UNIT	UNIT NAME	(CONTINUED)
FBCH	W07TAA	US ARMY MED COMMAND NORTHERN RMC	
	W4NHA1	GLOBAL NETWORK NCR	
	W4NHA3	GLOBAL NETWORK ENT CMD	
	W6F135	MEDDAC STUDENT DET FT BELVOIR	
	W6F1AA	US ARMY MEDICAL DET FT BELVOIR VA	
	W6RC10	US ARMY WTU CO A CADRE FT BELVOIR	
	W6RC11	US ARMY WTU CO B CADRE FT BELVOIR	
	W6RC12	US ARMY WTU A (WARRIORS)	
	W6RC13	US ARMY WT PLT HQ CADRE	
	W6RC14	US ARMY WT HHC WARRIORS	
	W6RC15	US ARMY WT PLT COMPANY B CADRE	
	W6RC16	US ARMY WT CO B WARRIORS	
	W6RCAA	USA WARRIOR TR UNIT FT BELVOIR	
	WRNMMC	DDAAFF	WR NATIONAL MILITARY MEDICAL CTR
00168		W REED NAT MIL MEDICAL CEN	
3157A		NATNAVMEDCEN BETHESDA USMC UNITS DET	
31634		NATNAVMEDCEN BETHESDA PATIENTS	
39170		NATNAVMEDCEN BETHESDA CRTS FWD DET	
40213		NATNAVMEDCEN BETHESDA FH LEJEUNE DET	
40247		NATNAVMEDCEN BETHESDA COMFORT DET	
40254		DEPMEDS NATNAVMEDCEN BETHESDA DET	
4308A		NATIONAL CAPITAL REGION AS	
48459		NATNAVMEDCEN TRNG BETHESDA	
65491		NATNAVMEDCEN BETHESDA CRTS 10 AUG	
W2DH9L		NATIONAL NAVY STATION BETHESDA MD	
W2DH01		WALTER REED AMC CO A WASHINGTON DC	
W2DH02		WALTER REED AMC CO B WASHINGTON DC	
W2DH03		WALTER REED AMC CO C WASHINGTON DC	
W2DHAA		WALTER REED AMC BETHESDA MD	
W07T22		WALTER REED MMC CO A WASHINGTON DC	
W07T23		WALTER REED MMC CO B WASHINGTON DC	
W07T24		WALTER REED MMC STUDENT DET DC	
W07T25		WALTER REED MMC CADRE DET DC	

b. Immunization rates will be calculated as follows:

(1) Denominator: Number of active duty members and federal employees who are working in the healthcare facility for at least 30 working days during the flu season (i.e., between August 1 and March 31 of the following year), regardless of clinical responsibility or patient contact. Denominators are to be calculated separately for:

(a) All active duty and federal employees.

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(b) Licensed independent practitioners, including physicians (MD, DO), advanced practice nurses, and physician assistants.

(c) Students/trainees and volunteers.

(2) Numerator: Personnel in the denominator population who, during the flu season (i.e., between August 1 and March 31 of the following year), completes one of the following options. Numerators are to be calculated separately for each of these groups.

(a) Received an influenza immunization administered at the healthcare facility, or reported in writing (paper or electronic), or provided documentation that influenza immunization was received elsewhere; or

(b) Were determined to have a medical contraindication; or

(c) Declined influenza immunization; or

(d) Persons with unknown immunization status or who do not otherwise meet any of the definitions of the above-mentioned numerator categories.

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ENCLOSURE 3HEALTHCARE PERSONNEL DESCRIPTORS SUBJECT TO SEASONAL INFLUENZA
IMMUNIZATION

	Job Series
Baking	7402
Chiropractor/General Health Science Series	0601
Cooking	7404
Custodial Working	566
Dental Assistant Series	0681
Dental Hygiene Series	0682
Dental Laboratory Aid and Technician Series	0683
Dental Officer Series	0680
Diagnostic Radiologic Technologist Series	0647
Dietitian and Nutritionist Series	0630
Educational Therapist Series	0639
Environmental Health Technician Series	0698
Food Service Working	7408
Food Services Series	1667
General Food Preparation and Serving	7401
General Services and Support (Patient Transport)	3501
Health Aid and Technician Series	0640
Hospital Housekeeping Management Series	0673
Kinesiotherapy Series	0635
Laundry Working	7304
Manual Arts Therapist Series	0637
Medical and Health Student Trainee Series	0699
Medical Instrument Technician Series	0649
Medical Officer Series	0602
Medical Support Assistance Series	0679
Medical Technical Assistant Series	0650
Medical Technician Series	0645
Medical Technologist Series	0644
Nuclear Medicine Technician Series	0642
Nurse Series	0610

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HEALTHCARE PERSONNEL DESCRIPTORS SUBJECT TO SEASONAL INFLUENZA
IMMUNIZATION (CONTINUED)

	Job Series
Nursing Assistant Series	0621
Occupational Therapist Series	0631
Optometrist Series	0662
Orthotist and Prosthetist Series	0667
Pharmacist Series	0660
Pharmacy Technician Series	0661
Physical Therapist Series	0633
Physician Assistant Series	0603
Podiatrist Series	0668
Practical Nurse Series	0620
Prosthetic Representative Series	0672
Psychology Aid and Technician Series	0181
Psychology Series	0180
Public Health Program Specialist Series	0685
Recreation/Creative Arts Therapist Series	0638
Rehabilitation Therapy Assistant Series	0636
Respiratory Therapist Series	0651
Sanitarian Series	0688
Social Services Aid and Assistant Series	0186
Social Work Series	0185
Speech Pathology and Audiology Series	0665
Therapeutic Radiologic Technologist Series	0648