

Standard Operating Procedure (SOP)

Mandatory Health and Immunization Screenings for Clinical Staff

This SOP details the requirements for **mandatory health and immunization screenings for clinical staff**, encompassing the procedures for initial and periodic health evaluations, necessary immunizations, documentation and record-keeping, compliance monitoring, confidentiality protocols, and guidelines for managing non-compliance. The objective is to ensure the health and safety of clinical staff, patients, and the healthcare environment by preventing the transmission of infectious diseases through verified immunization and health status.

1. Scope

This SOP applies to all clinical staff, including full-time, part-time, temporary, and contract healthcare workers involved in patient care.

2. Responsibilities

- **Human Resources (HR):** Ensure all staff undergo required evaluations and immunizations.
- **Occupational Health Department:** Administer evaluations, maintain records, and report compliance.
- **Clinical Supervisors:** Monitor staff compliance and enforce requirements.
- **Clinical Staff:** Participate in evaluations and submit required documentation.

3. Procedures

1. **Initial and Periodic Health Evaluations**
 - Initial health screening prior to start of clinical duties.
 - Annual or as-required health reevaluations according to policy.
2. **Mandatory Immunizations**

Vaccine/Screening	Requirement	Frequency
Measles, Mumps, Rubella (MMR)	Documentation of 2 doses or serologic evidence of immunity	Upon hire
Varicella (Chickenpox)	Documentation of 2 doses or serologic evidence of immunity	Upon hire
Hepatitis B	3-dose series and post-vaccination serology	Upon hire
Influenza	Annual vaccination	Annually
Tetanus, Diphtheria, Pertussis (Tdap)	1 dose in adulthood, then Td booster every 10 years	Per guidelines
Tuberculosis (TB)	Baseline and periodic screening per TB risk classification	Upon hire & as required
COVID-19	Per current health authority recommendations	Per guidelines

3. **Documentation and Record-Keeping**
 - Maintain confidential staff immunization and health records in accordance with privacy laws and institutional policy.
 - All records to be stored securely and accessible only to authorized personnel.
4. **Compliance Monitoring**
 - Occupational health/HR to conduct regular audits.

- Supervisors to receive compliance reports and follow up with staff as needed.

5. Confidentiality

- All personal health information will be handled in accordance with HIPAA and institutional privacy policies.
- Disclosure is limited to what is strictly required for employment and safety purposes.

6. Management of Non-Compliance

- Staff failing to comply will receive formal notification and counseling.
- Continued non-compliance may result in work restrictions, suspension, or termination, in alignment with HR policy.

4. Review and Revision

This SOP will be reviewed annually or as required by law and updated accordingly. All staff will be informed of changes.

5. References

- CDC Immunization Guidelines for Healthcare Personnel
- Occupational Health and Safety Administration (OSHA) Regulations
- Institutional Health Policy Documents