

Employee Health Services Sample Policy and Procedures

Title: Monitoring Smallpox Vaccination Site

Date: January 2003

POLICY

Health care workers (HCW) who receive the smallpox vaccination will not be furloughed from work. When a HCW receives the smallpox vaccination it is the policy of the Employee Health Services (EHS) to follow the Centers for Disease Control and Prevention (CDC) recommendation for:

1. monitoring the HCW's smallpox vaccination site daily from the time the vaccination is administered until the scab falls off;
2. covering the vaccination site loosely with gauze using first-aid tape to keep it in place and then covering with a semipermeable (or semiocclusive) dressing while the HCW works;
3. changing the bandage at least every three to five days;
4. wearing a shirt that covers the vaccination site.

PROCEDURE

- | | |
|------------|---|
| HCW | 1. Notifies EHS of intention to be vaccinated and anticipated date if in the military. |
| EHS | 2. Establishes schedule for HCW to have site monitored based on work schedule and availability of EHS staff. If EHS staff are not available, arrangement will be made on a case-by-case basis for the daily monitoring of the vaccination site. |
| HCW | 3. Reports as planned for daily vaccination site checks. Maintains Smallpox Vaccination Site Monitoring Log by bringing it to each visit. Submits Monitoring Log to EHS when monitoring is completed. |
| EHS | 4. Inspects site daily until the scab falls off. Documents appearance of site. Changes dressing as indicated every three to five days. Reports any unusual findings to the EHS medical director. Refers HCW as needed for appropriate medical management of any complications related to vaccine administration. Files Monitoring Log in HCW's health record. |

Employee Health Services

Smallpox Vaccination Site Monitoring Log

Name _____ Department _____ Emp ID # _____

Date of vaccine administration: _____ / _____ / _____ Provider of vaccine: _____

Day #	Date	Time	Condition of Site	Dressing Change	Other	Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Other: _____

Initials (sign initials and full name): _____

Note: The vaccine site monitoring policy and log were provided by a *Hospital Employee Health* editorial advisory board member.