

# Seasonal Influenza Immunization Rates at Long-Term Care Homes



Information is to be completed and submitted by each long-term care home to their respective public health unit by December 15.

Instructions on how to complete this form can be found on the reverse page. Please also refer to the Q&As.

Influenza Season Reporting Year	2014/2015	Master No. (to be completed by Health Unit)	
Name of Long-Term Care Home:			

**STAFF** – Data entered below should reflect seasonal influenza immunizations provided to staff by **December 15**. Staff refers to employees (**permanent or temporary/full-time or part-time**) on payroll, licensed independent practitioners, adult students/trainees, volunteers and contract workers.  
**Please note that all categories, with the exception of adult students/ trainees, are now mandatory.**

	Categories	Employees on payroll (required)	Licensed independent practitioners (required)	Volunteers (required)	Other contract staff (required)	Adult students/trainees (optional)	TOTAL
A)	Number at this healthcare facility as of November 1, 2014 <b>(for establishing the denominator)</b>						
B)	Number <b>immunized</b> this season (out of those included in row A)						
C)	Number <b>unimmunized</b> with documented medical exemption						
D)	Number of all others unimmunized or immunization status is <b>unknown</b> (criteria B or C do not apply)						

E)	<p><b>To calculate your facility specific staff influenza immunization rate:</b></p> $= \frac{\text{\# immunized (Total Row B)}}{\text{\# at this healthcare facility as of Nov 1 - \# of staff with medical exemptions (Total Row A - C)}} \times 100$ <p><b>Remember: staff counted in the numerator MUST be included in the denominator (see example on reverse page).</b></p>
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F)	<p><b>Question:</b> Does your facility have a mechanism that ensures unimmunized staff and students starting work at any time during the influenza season are routinely offered influenza immunization? <b>Please check one:</b> Yes <input type="checkbox"/> or No <input type="checkbox"/></p>
G)	<p><b>Question 2:</b> Does your facility have a seasonal “vaccine or mask” health care worker influenza immunization policy in place for this influenza season? <b>Please check one:</b> Yes <input type="checkbox"/> or No <input type="checkbox"/></p>

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Please return the completed form to your local public health unit by no later than December 15.

*The Influenza Prevention and Surveillance Protocol for Ontario Long-Term Care Facilities (1999) and the Influenza Surveillance Protocol (revised 2012) for Ontario hospitals* recommend immunization of HCWs prior to peak influenza activity.

The protocol applies to all persons who carry out activities in long term care homes. Although the protocol does not apply to family or visitors, the ministry strongly recommends including them in your immunization program to ensure their safety along with the patients they are visiting.

## Definitions:

**Numerator:** The numerator is the top number of an equation. For the purpose of this form, the numerator is equal to the total sum of immunized staff this season. Add together the number of immunized staff (Row B) from the 5 categories and record the total sum. **The total sum for Row B is your numerator value.**

**Denominator:** It is critical that the numerator and denominator are based on the same population. Therefore, whoever is counted in the numerator must be included in your total staff population in the denominator.

For the purpose of reporting, the denominator is the total number of per staff category as of November 1 (you may select another point in time. e.g. day in October or November). Add together the number of staff from the 5 categories and record the total sum.

The number of unimmunized staff due to a medical exemption is also taken into consideration when calculating the denominator. Add together the number of staff from the 5 categories and record the total sum.

**The denominator value is the total sum of Row A minus the total sum of Row C.**

Your facility's staff seasonal Influenza Immunization coverage rate can be calculated by taking the numerator and dividing it by the denominator.

In other words:

$$\frac{\text{\# of immunized staff (numerator)}}{\text{\# of staff at this facility as of Nov 1 - \# with medical exemptions (denominator)}} \times 100 = \frac{\text{TotalRowB}}{\text{TotalRowA - C}} \times 100$$

**Long-Term Care Homes:** Facilities licensed or created under the *Long-Term Care Homes Act, 2007*.

For more information visit: [http://www.e-laws.gov.on.ca/html/source/regs/english/2010/elaws\\_src\\_regs\\_r10079\\_e.htm](http://www.e-laws.gov.on.ca/html/source/regs/english/2010/elaws_src_regs_r10079_e.htm)

**Medical Exemption:** Influenza vaccine should not be given to people who have had anaphylactic reaction to a previous dose or to any of the vaccine components, with the exception of egg allergy. Note: According to the National Advisory Committee on Immunization, most egg-allergic individuals can safely receive the influenza vaccine as long as proper risk assessment is completed.

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Categories: Please refer to the list below for detailed information on who should be counted at your facility.

Category	Ontario Hospitals and Long-Term Care Homes
<p><b>Employees</b> (on payroll)</p>	<p>This includes all persons who receive a direct paycheck from the reporting facility (i.e., on the facility's payroll), regardless of clinical responsibility or patient/resident contact.</p> <p>This category should not include staff on long-term leave (e.g. maternity, paternity, disability). Be sure to remove them from your denominator count (Row A) and do not include them in your numerator counts (Row B, Row C or Row D).</p>
<p><b>Licensed independent practitioners</b> (not on payroll)</p>	<p>This includes licensed practitioners such as physicians (MD), nurse practitioners (NP), or midwives who are affiliated with or have privileges at the reporting facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility).</p> <p>Facilities may use all licensed independent practitioners with privileges as the denominator, or may choose to count only practitioners who regularly work in the facility (e.g. excluding staff with courtesy privileges). If any type of practitioner is removed from the denominator, they cannot be included in the numerator.</p> <p>Licensed practitioners who receive a direct paycheck from the reporting facility should be counted under the <i>employees on payroll</i> category. Whereas licensed practitioners who do not receive a paycheck from the facility, yet are either affiliated or have privileges with the facility should be counted under <i>Licensed Independent Practitioners (not on payroll)</i> category.</p>
<p><b>Volunteers</b></p>	<p>This includes volunteers who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility).</p>
<p><b>Other contract staff</b></p>	<p>Facilities may also report on individuals who are contract personnel. Contract personnel are defined as persons providing care, treatment, or services at the facility through a contract who do not fall into any of the above-mentioned denominator categories. See appendix A for a list of contracted staff.</p>
<p><b>Adult students/trainees</b></p>	<p>This includes medical, nursing, or other health professional students, interns, medical residents, who are affiliated with the healthcare facility, but are not directly employed by it (i.e., they do not receive a paycheck from the facility), regardless of clinical responsibility or patient contact.</p> <p>It may be possible to count some student groups but not others. If your facility does not have reliable numbers of all types of students, it is acceptable to count specific types of students for whom you can obtain reliable counts. For example, your facility might be able to only count immunized nursing students, therefore the total student population that your facility reports would consist only of nursing students.</p>

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## Appendix A: Influenza Vaccination Summary: List of Contract Staff

The list below includes examples of contract staff who may work your facility. This is not an exhaustive list. It is noted that staff listed below can transmit influenza to patients/residents, families, and other staff members. Agency and traveling nurses represent a substantial portion of contract workers who provide direct patient care in organizations across the country.

### Contract Staff can include the following:

- Chaplains
- Dieticians
- Dialysis technicians
- EKG technicians
- EMG technicians
- Home health aides
- Laboratory: Phlebotomists
- Nurses (through agency and travel employers)
- Nursing aides
- Occupational therapists
- Patient care technicians
- Pharmacists
- Pharmacy/medication technicians
- Physical therapists
- Psychologists
- Psych techs/Mental health workers
- Radiology – X-ray technicians
- Recreational therapists/Music therapists
- Respiratory therapists
- Speech therapists
- Social workers/Case managers
- Surgical technicians
- Ultrasound technicians
- Admitting staff/clerical support/registrar
- Biomedical engineers
- Central supply staff
- Construction workers
- Dietary/food service
- IT staff
- Laboratory: technicians
- Landscapers
- Laundry staff
- Pharmacists
- Pharmacy/medication technicians
- Housekeeping (Please note many housekeeping staff are in patient rooms interacting with patients and visitors.)
- Maintenance staff/engineers
- Patient transporters
- Security staff

This form has been adapted from Centers for Disease Control (CDC) and Prevention, *The National Healthcare Safety Network (NHSN) Manual, Healthcare Personnel Vaccination Module: Influenza Vaccination Summary*, 2012.

See: <http://www.cdc.gov/nhsn/PDFs/HPS-manual/vaccination/HPS-flu-vaccine-protocol.pdf>