

**PROCEDURE FOR STUDENT AND EMPLOYEE IMMUNIZATION PROTOCOL
FOR CLINICAL COURSES OR HEALTH CARE INTERNSHIPS**

Adopted: September 15, 2015

June 13, 2016

Effective: Immediately

This procedure derives from the requirements of the College Policy on Student and Employee Immunization for Clinical Courses or Internships. The definitions contained therein apply equally to these procedures.

1. SCOPE:

1.1 This procedure applies to employees and students subject to the immunization protocols of the *Protocol d'immunisation du Québec*. Currently this includes the following programs of study:

- 140.B0 Biomedical Laboratory Technology
- 180.A0 Nursing
- 142.A0 Diagnostic Imaging Technology
- 142.C0 Radiation Oncology Technology
- 144.A0 Physical Rehabilitation Technology
- 388.A0 Social Services

1.2 The Contracts of Association agreed to between the College and hospital/clinical partners provide for the following College responsibility in regard to these programs:

« I. Respecter, pour chaque élève et pour le personnel d'encadrement, dans le cas des programmes de formation professionnelle ou technique qui le requièrent, les exigences de santé établies conformément aux recommandations et aux règlements en vigueur ainsi qu'à la Loi sur la santé et les services sociaux, selon les modalités prévues conjointement avec le ministère de l'Éducation, du Loisir et du Sport. En aviser par écrit, avant le début du stage, l'établissement de santé et de services sociaux. ».

2. SPECIAL PROGRAM CONSIDERATIONS:

As it is not feasible to know where specific students will be placed for their clinical or internship components with sufficient lead time to ensure that they receive appropriate vaccinations and are immune prior to beginning the clinical stage, all students in the program must follow the recommendations of the *Ministère de la Santé et des Services Sociaux (MSSS)* and the *Direction de la Santé Publique (DSP) de Montreal-Centre* articulated in the *Protocole d'immunisation du Québec (MSSS)*.

- 2.1 Student Health Services will provide the Immunization Coordinator with the information to be put in the information package regarding the immunization protocols to all students accepted into programs 140.B0, 180.A0, 142.A0, 142.C0, 144.A0, 388.A0. The information package directs the students to start their immunization process with a CLSC nurse.
- 2.2 Students must provide Student Health Services with photocopies of all official proofs of vaccinations after each visit.

- 2.3 Students who will have clinical placements will be identified in the College's Omnivox system. The Department Chair will verify that this information is accurate.
- 2.4 The Immunization Coordinator will verify the immunization status of students based on the documents submitted by the students. The student is responsible for his/her original documents and provides Health Services with photocopies. The student will be charged a 5.00\$ fee for each request for a photocopy and will have their request processed within a maximum of 30 days.
- 2.5 The Immunization Coordinator will enter the immunization status of students, including expiration dates and missing vaccinations in Omnivox to make the information available to Department Chairs and students

3. CASES OF DISEASE OUTBREAK

In the event that an outbreak of a communicable disease, for which the student or employee was not immunized, the student or employee may be denied access to the clinical site. Employees that are not immune by choice and not of necessity will be placed on unpaid leave for the course component affected by the outbreak.

4. CASES OF REFUSAL TO BE IMMUNIZED

- 4.1 Students who refuse to be or are unable to be immunized must submit a written declaration as per the policy and they must meet the College Nurse. If a student eligible for immunization refuses to be immunized, then the student will be informed of the health risks involved by the College Nurse. A record of this meeting will be kept. If the student continues to refuse immunization after this meeting, then that student must request a meeting with the Department Chair for alternate arrangements. At this meeting the student will be informed of the possible consequences of non-immunization regarding her/his ability to graduate from the program. Alternate arrangements, if possible, will be offered to the student.
- 4.2 Employees who refuse or are unable to be immunized must submit a written declaration to their Sector Dean. Employees eligible for immunization who refuse to be immunized will be sent information on health risks associated with their decision by the College Nurse and offered an opportunity to meet with the College Nurse. Employees who continue to refuse immunization must discuss possible alternate workload assignments with their Department Chair and Sector Dean. If no alternate workload assignments are possible, the Employee's assigned workload or course assignment may be reduced and will be accompanied by appropriate salary adjustments.

5. SPECIAL HEALTH CONDITIONS OR PREGNACIES

- 5.1 Students who are not fully immune in compliance with their program's needs, and who have special health conditions, become pregnant, or whose health condition changes must make appropriate arrangements with the College Nurse to ensure their safety in the immunization process. The student must also meet with their Program Coordinator to discuss the possible impact regarding graduation on time, and matters related to their Standing and Advancement in the program flowing from learning activities rendered inaccessible by not being fully immunized.
- 5.2 Employees who are not fully immune according to the needs of their assigned workload, and who have special health conditions, become pregnant, or whose health condition changes must make appropriate arrangements with the College Nurse to ensure their safety in the immunization process, unless they are being followed by another qualified medical professional. The employee must contact their Department Chair as soon as possible to consider alternative work arrangements if necessary. If the need for alternative work arrangements cannot be provided, the employee must consult Human Resources to review options, including preventive leave.

6. SPECIFIC PROCEDURAL RESPONSIBILITIES:

6.1 Dean responsible for the program of study:

- 6.1.1 Ensure that each program of study has an up-to-date Contract of Association for each Clinical Site, as required.

6.2 Department Chair and Clinical Coordinator:

- 6.2.1 Inform the College Nurse of any communicable disease outbreak on a Clinical Site or the presence of a patient recently diagnosed with tuberculosis. Inform Sector Dean of any program disruptions that may result.

- 6.2.2 Students who will have clinical placements for disciplines that require immunization will be identified in the College's Omnivox system. The Department Chair is responsible for verifying that this information is accurate and available to the College Nurse at the appropriate time (normally June 15).

- 6.2.3 Make sure program pamphlets and the College web site properly indicate to applicants' immunization expectations.

- 6.2.4 Consult Clinical Site partners when necessary to negotiate alternatives for non-immunized individuals on a case by case basis.

6.3 College Nurse

For Nursing, Diagnostic Imaging, Radiation Oncology, and Biomedical Laboratory technologies:

- 6.3.1 Ensures with the Department Chair that students are properly informed of immunization policy and procedures during welcome week or at another relevant time.

- 6.3.2 Communicates with faculty regarding immunization needs and procedures.

- 6.3.3 Meets with individuals who refuse immunization as per the immunization policy.

6.4 Immunization Coordinator

- 6.4.1 Ensures that students that are admitted to the College are informed of the immunization policy and procedures as appropriate.

- 6.4.2 Informs the Department Chair of students who have not complied with immunization protocols at least 20 days prior to clinical placements.

- 6.4.3 Documents immunization needs of faculty and staff

- 6.4.4 Informs the Department Chair and Sector Dean of any individual who does not meet immunization protocols for an assigned clinical site

6.5 College Employee

- 6.5.1 An employee who is not compliant with immunization requirements according to their assigned workload has the responsibility of informing the College Nurse and Department Chair.