

Step-By-Step Process to Creating, Implementing, and Evaluating an Employee Influenza Vaccination Policy in a Long-Term Care Facility (LTCF)

Phase 1: Creating an employee influenza vaccination policy in a LTCF

X	Steps:
	Create a stakeholder group to ensure buy-in (consider including: CEO, CMO, Infection Prevention, Director of Nursing, Quality Director, Human Resources, Compliance, Legal, staff representatives, Union leaders, family representatives, and patient representatives)
	Review rationale for creating an employee influenza vaccination policy in your LTCF with stakeholder group, including current recommendations from AMDA and other professional societies
	Review examples of employee vaccination policies
	Stakeholder group should agree on components of an employee vaccination policy <ul style="list-style-type: none"> • Determine if employee vaccination will be a condition of employment for new hires and/ a requirement for existing staff • Determine if you will allow exemptions, what exemptions will be acceptable, and processes for obtaining exemptions, including who will preside over waivers • Determine whether or not your facility will establish a masking policy • Determine if the policy will include all staff, volunteers, contractors, and students • Determine vaccination deadlines • Determine who will enforce the policy • Determine consequences for non-compliance • Determine contingency plan if there are vaccine shortages or delays
	Make sure the policy is reviewed and approved by your legal team
	Create a communication plan for all staff
	Create a tracking plan and determine how you will measure success
	Determine if the vaccine will be offered onsite, during all shifts, by a staff member or a contractor, for free, and whether vaccine will be offered to family members of staff

Phase 2: Implementing an employee influenza vaccination policy in LTCF

X	Steps:
	Ensure that stakeholder group agrees on an implementation timeline and strategy
	Designate someone to oversee the program (if your facility has high turnover, consider designating deputies)
	Clearly communicate the new policy to all staff, and periodically communicate updates throughout the season
	Identify and activate facility immunization champions (e.g., facility leadership, Medical Director, CNA leader)
	Begin staff education and engagement efforts
	Integrate policy into onboarding process for new staff members
	Establish onsite flu clinics. For best practice policies for hosting a temporary flu clinic, please reference this checklist and corresponding documents

Phase 3: Tracking and evaluating an employee influenza vaccination policy in a LTCF

X	Steps:
	Implement a tracking process
	Explore integrating tracking system into payroll or other existing system
	Explore integrating with state Immunization Information System (IIS)
	Periodically evaluate and communicate staff vaccination levels to the staff, residents, and families (results can be displayed in signs or progress thermometers around the facility to cultivate competition between departments)
	Consider tracking other data, such as impact on staff turnover rates, absenteeism, and outbreaks
	Create a plan for tracking compliance of new staff members
	Evaluate program success and make recommendations for improvements prior to the next flu season
	Explore being recognized for your policy and hard work on a national honor roll

For additional considerations, ideas, and resources, refer to the full document: [Guidance for Leaders/Administrators in Post-Acute and Long-Term Care Facilities Who Plan to Improve Staff Influenza Vaccination Compliance through Vaccination Requirement Policies](#)

