Tracking Flu Vaccine Compliance for Your Staff

There are two different ways to check an employee record for influenza vaccine compliance:

1. **Check the individual employee record:**
   a. Log into the OESO Safety Training via the OESO website (you will need your Net ID and password).
      i. Call OIT (919.684.2200) if you have a problem with the NetID and password
   b. At the top left of the screen is a link – “Check Employee Training”.
      i. When you click on this link, you will be prompted to enter an employee’s Duke Unique ID (note – this is different from the NetID – the Unique ID can be found on the back of an employee’s ID badge). Doing so will bring up the required training/activity and due dates for the employee (it will look the same as when you are logged in, except this particular employee’s name will be listed where your name was).
   c. Look for “Flu Vaccination Policy **Complete**” under the Employee Health Activity section at the bottom of the required training list.

2. **Run Influenza Vaccination Status Report:**
   a. An Influenza Status Report will show you the names of all staff in that department (based on organizational unit/cost center) and their current compliance with the influenza policy
      i. This will be reflected as the date they complied (i.e., received vaccine or exemption)
   b. See instructions about how to run a report
   c. **Note: access to reports is NOT automatic; you must be set up with the appropriate access.**
      i. Click here to read the process for getting access to safety/compliance/influenza reports.
   d. **Note: if someone is on your report who shouldn’t be:**
      i. Staff who have left employment at Duke will fall off reports within 45 days of termination. Manager should note that this person has left Duke and exclude them from the calculation of vaccination rate.
      ii. If an employee has moved to a different department, please contact payroll to be sure they have all the necessary information needed to process this change. The OESO database updates every night with a feed from the payroll database.
         1. Please allow 5 business days after payroll has made this change for this update to occur in the OESO database. If after five days this change is not showing, please send an email to safety@mc.duke.edu
      iii. If you don’t recognize the employee name on your report, do what is listed above in (ii – contact payroll).
iv. If you are questioning whether or not an employee should be a part of this influenza initiative, contact:
   1. For Health System employees: stoptheflu@duke.edu
   2. For School of Medicine employees: Contact Sue Budinger (919.613.8278), Assoc. Director, Research Operations, Office of Clinical Research

v. If you have an employee who is out on leave, the employee will remain flagged on the report and in his/her records until the policy is complete (this includes completing the policy after the employee returns from leave, even it is past the deadline of November 17, 2014).

e. If someone is missing from your report, send an email to safety@mc.duke.edu.

f. Note: employees with vaccine data from outside Duke (i.e., received at doctor’s office, local pharmacy) will need to have their data manually entered into the EOHW database. From there, the information will be downloaded into the OESO (reports) database. This is NOT an instantaneous process; please allow 5 business days after EOHW has received the proper documentation for this data to be reflected on the reports/in the employee record.

i. If your record has not been updated in the OESO safety management system 5 business days after you provided the proper documentation to EOHW, please contact EOHW (919.684.3136).

We anticipate this will be a busy time as employees and supervisors work hard to make sure all staff is in compliance with the HCW influenza vaccination policy by the due date of November 17, 2014. Because issues of data entry, report access, and report clean-up will not be resolved instantaneously, we recommend that all managers set a deadline of November 10, 2014 to run reports and determine who in their staff is not in compliance, and any issues that may need to be resolved.