

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 01, 2016**. Because issues of data entry, report access, and report clean-up will not be resolved instantaneously, we recommend that all managers **verify the accuracy of the staff rosters** for their area(s) of responsibility *prior to* the start of the vaccination campaign on September 15, 2016. Additionally, managers will be asked to submit reports on the status of employees listed as non-compliant on the OESO reports to the Universal Flu Vaccination Work Group on October 18th, 25th and finally on 31st. Additional details on this centralized reporting will be distributed in mid-October.

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 Online Training site](#) (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. 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 and in the online directory). 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. The designation of “complete” indicates that the individual is in compliance currently with the Healthcare Worker Flu Vaccination policy either by having been vaccinated or by having an approved exemption.

2. Run Influenza Vaccination Status Report for an Entire Work Area/Group:

- 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 came in to compliance with the policy (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. Once you have established access you will maintain it for future reviews.
- 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 and/or after benefits have ceased. 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 your HR representative to be sure all the necessary information needed to process this change has been submitted. 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 your HR representative).
- 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
 - 3. For PDC members/employees: Contact Tammy Berry (919-613-7650), Vice President
- e. If someone is missing from your report, send an email to safety@mc.duke.edu.
- f. **Note: Employees who are vaccinated outside of work even if vaccinated at a Duke Primary Care or PDC practice need to provide suitable documentation to EOHW. This compliance data will then be 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 the record has not been updated in the OESO safety management system 5 business days after the proper documentation was provided to EOHW, please contact EOHW (919.684.3136).**