

ACCEPTABLE DOCUMENTATION OF IMMUNISATION RECORDS

FACT SHEET

All students seeking clinical placement within **Greater Western Area Health Service** are required to comply with the **PD 2007_006, Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases** and provide proof of their compliance to policy prior to placement.

NSW Health has determined what is **acceptable** as **suitable evidence** of protection against these specified (vaccine) preventable diseases and **how** this information is to be provided.

IMMUNISATION/VACCINE RECORDS CAN INCLUDE:

1. Photocopies of Vaccine Record Card/s*

Vaccine documentation on the cards must include:

- the **date** of the vaccine and the **signature/stamp of the provider** (Registered Nurse/Doctor who gave the vaccine); **or**,
- the signature of a Registered Nurse/Doctor who has sighted the original records having signed the card with wording indicating they have sighted the original documentation
- Batch numbers are requested if possible. While batch numbers may not be available for vaccines given in past years, batch numbers for vaccines given in recent years should be able to be retrieved and documented. Batch numbers are required as they identify the vaccine given
- Hepatitis B serology results to include numerical result as per policy requirement

2. Photocopies of General Practice/clinic 'print outs' with immunisations documented

3. Photocopies of serology results indicating immunity where specified as acceptable by the policy. **Note:** *Serology is not accepted for diphtheria, tetanus, and pertussis or at this point in time tuberculosis.*

4. Photocopies of past Tuberculin Skin Test (TST, Mantoux) documentation and if result 'positive', copy of CXR report undertaken post TST

5. All records must be clear and able to be understood. Records documented in languages other than English may need to be transcribed into English by accredited person

***Definitely unacceptable:** Partial documentation eg. dates and/or vaccine entries on Vaccine Card without signatures

The Greater Western Area Health Service personnel have no authority to obtain copies of your health records from another Area Health Service, hospital facility or GP on your behalf. These institutions will not release your records to us as this contravenes privacy laws. Nevertheless you are entitled to a copy of your own health records. You will need to contact them personally to forward photocopies of these records to you. **Do not send any originals of documents.**