Hepatitis B Vaccine Administration Process

Step 1
• If new hire position qualifies as "At Risk" for blood or OPIM exposure based on the Exposure Control Manual, have the employee read the Hepatitis B information handout and complete the Acceptance or Declination Form. Common "At Risk" positions include: Director of Health Services, Medication Aide, Caregiver, Housekeeping and Laundry Staff and Maintenance. The new hire employee should keep the information handout.

Step 2
• If the new employee has already had the series (all 3 injections), there is no reason to proceed beyond completion of the Acceptance or Declination Form.
• If they have had 1 to 2 injections they can either accept or decline the remaining series.
• If they are undecided at this time or they decline, have them sign the declination and inform them they can elect the series at any time during their employment as long as they are working in an "At Risk" position.

Step 3
• Complete the pharmacy order form and fax the request for 1 dose of Hep B vaccine. Make sure the pharmacy labels the injection with the employee’s name. Order the pre-filled syringe. The current cost of one dose is approximately $55.00 and will be billed to your house supply. Alert the medication aide that it has been ordered and needs immediate refrigeration.

Step 4
• Schedule an appointment with the community RN for administration. Must be within 10 days of acceptance. We recommend scheduling the injection during the employee’s shift if possible.

Step 5
• Record vaccination schedule in the personnel tracking system for the next injection in 30 days. Set your reminder with enough time to schedule the injection with the nurse and to notify employee. The vaccine schedule is: first dose within 10 days of assigned duty, second dose 30 days after first dose, third dose 150 days from the second dose (0, 30, 180 day schedule).

Step 6
• Have the RN complete the lower section of the Acceptance/Declination form and place document in the employee personnel folder, under the health tab.