

Title: **Procedure for Special Vaccination of Employees against Viral Hepatitis B**

Validity and effectiveness: On the day of the Dean's signature

Article 1
Initial Provisions

This Dean's measure lays down the procedure for carrying out a special vaccination against viral hepatitis B for employees of the Faculty of Medicine in Hradec Králové (hereinafter also 'the Faculty') in accordance with Act No. 262/2006 Coll., Labour Code, as amended, Act No. 258/2000 Coll., on the protection of public health, as amended, Government Regulation No. 361/2007 Coll. on health conditions at work, as amended, and Decree No. 537/2006 Coll. on vaccination against infectious diseases, as amended (hereinafter 'the Decree on vaccination against infectious diseases').

Article 2
Scope of Validity

This Measure shall be binding on all staff members of the Faculty to the extent of their function and job classification.

Article 3
Responsibility and Obligation

1. Employees in managerial roles of all levels (hereinafter 'the manager') shall be, to the extent of their duties, responsible for ensuring that at the workplace in their competence the hazardous work referred to in Article 4(1) shall be carried out only by employees who have undergone a special vaccination or who fulfil the conditions of immunity in accordance with Article 9(2) of the Decree on vaccination against infectious diseases, where no specific vaccination is carried out (see Article 4(5)). The responsibilities of the managers referred to in this paragraph and the obligations set out below shall also apply to non-medical employees (e.g. cleaning staff).
2. An employee who carries out hazardous work as referred to in Article 4(1) shall be required to undergo a special vaccination against viral hepatitis B if they do not meet the conditions when the vaccination is not required.
3. The manager must communicate to the employee the risk factors associated with the job and must communicate to them the type of vaccinations and work-related examinations they are required to undergo and allow them to do so.
4. The employer is obliged to reimburse the employee who is subject to the examination and vaccination for any loss of earnings.
5. In the case of the performance of employees' tasks by several employers in a single workplace, the manager shall ensure cooperation, coordination and compliance with

information obligations in the framework of risk exchange pursuant to Article 101(3), (4) and (5) of Act No. 262/2006 Coll., Labour Code, as amended.

Article 4

Vaccination against Viral Hepatitis B

1. The manager shall ensure that the employee is specifically vaccinated against viral hepatitis B if:
 - a) the employee's job classification is linked to the risk of exposure to biological material,
 - b) the employee works at a workplace with a higher risk of developing infectious diseases, if they are active in diagnosing and treating of individuals they are supposed to care for.
2. A position at risk of exposure to biological material as referred to in Article 4(1)(a) is a position classified in category 2R, 3 or 4 for the biological agent factor according to Article 37 of Act No. 258/2000 Coll., on the protection of public health and on the amendment of certain related laws, as amended.
3. Workplaces with a higher risk of developing infectious diseases as referred to in Article 4(1)(a) and (b) according to the Decree on vaccination against infectious diseases are departments of surgical branches, departments of hemodialyzation and infectious departments, internal departments including departments for long-term patients and departments carrying out invasive procedures, departments of anaesthesiology and resuscitation, intensive care units, laboratories working with human biological material, blood service establishments, stomatology departments, pathological-anatomical departments, forensic medicine departments, psychiatric departments and departments of emergency medical services, as well as retirement homes, homes for people with disabilities, special regime homes and asylum shelters.
4. The employee shall be in the cases referred to in Article 4(1) obliged to undergo special vaccination against viral hepatitis B through the application of three doses of the vaccine.
5. A special vaccination is not required for an employee with a past case of the viral hepatitis B disease, for an employee with a documented antibody titer against HBsAg exceeding 10 IU/litre, and for an employee who has previously demonstrably received a valid hepatitis B virus vaccine. Any of these facts shall be demonstrated to the employer by a certificated written confirmation.
6. The antigenic composition of vaccines is determined by the Ministry of Health.
7. The vaccine for the special vaccination referred to in Article 4(4) and its application shall be paid from the national budget.
8. Any costs incurred by the employee to issue the certificate referred to in Article 4(5) shall be borne by the employer.

Article 5

Procedure for Vaccination against Viral Hepatitis B

1. Before a new employee is appointed, an employee changes a job classification, changes their job content or the conditions at the workplace change, the manager shall assess whether the employee should be subject to the special vaccination obligation within the meaning of the Decree on vaccination against infectious diseases.
2. In the case of the obligation to provide vaccination, the manager shall complete the form Application for a Special Vaccination against Viral Hepatitis B (see Annex, hereinafter referred to as 'the Application') and send the employee to the health service provider.

3. The employee shall be subject to vaccination by one of the following health service providers:
 - a) Department of Occupational Medicine of the University Hospital Hradec Králové, or
 - b) Department of Infectious Diseases of the University Hospital Hradec Králové, or
 - c) employee's general practitioner, or
 - d) other health service provider (institute of health).
4. The employee must provide the manager with a qualified certificate of:
 - a) having been vaccinated specifically against viral hepatitis B, or
 - b) the presence of anti HBsAg antibodies at a level higher than 10 IU/l in the body, or
 - c) having been vaccinated against viral hepatitis B with 3 doses of vaccine in the past, or
 - (d) past viral hepatitis B.

The manager shall immediately forward the document referred to in Article 5(4) (or, in the case of the vaccination records, a copy thereof) to the HR clerk setting up the employee's personal file.
5. The manager shall place the employee in a workplace with a higher risk of developing infectious diseases at the earliest upon submission of a confirmation of any of the facts referred to in Article 5(4)(b), (c), (d) or after a confirmed second dose of vaccine, as referred to in article 5(4)(a), provided that further vaccination is completed within the required period.
6. In view of the specificities of the Faculty departments, a breach of the obligations of the employee laid down in this Measure will be considered as a particularly gross breach of the obligations of the employee under the legislation relating to the work to be carried out. If the employee concerned fails to comply with the obligation under this Measure, the manager shall immediately notify the Dean of the Faculty of such a fact.

Article 6

Final Provisions

This Measure shall be valid and take effect on the date of Dean's signature.

Appendix: Application for a Special Vaccination against Viral Hepatitis B Form

In Hradec Králové on 7th December 2018

prof. MUDr. Jiří Mand'ák, Ph.D.

Dean of the Faculty



UNIVERZITA KARLOVA
Lékařská fakulta
v Hradci Králové

Application for a Special Vaccination against Viral Hepatitis B

Employer: Charles University, Faculty of Medicine in Hradec Králové, Šimkova
870, 500 03 Hradec Králové

Employee:
d.o.b.
home address

Workplace, job title

The stated employee will carry out work requiring special vaccination against viral hepatitis B according to Article 9 of the Decree No. 537/2006 Coll. on vaccination against infectious diseases, as amended.

On the basis of the above, I apply for

A. the performance and confirmation (record) of the special vaccination against viral hepatitis B pursuant to Article 9(2) of Decree No. 537/2006 Coll. on vaccination against infectious diseases, as amended

or

B. confirmation of compliance with one of the conditions when no special vaccination is carried out, as laid down in Article 9(2) of Decree No. 537/2006 Coll. on vaccination against infectious diseases, as amended.

In Hradec Králové on

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Signature of employee's manager





UNIVERZITA KARLOVA
Lékařská fakulta
v Hradci Králové

A. I confirm the vaccination against viral hepatitis B of the employee of Charles University, Faculty of Medicine in Hradec Králové, Šimkova 870, 500 03 Hradec Králové

Employee:
 d.o.b.
 home address

Workplace, job title

1st dose on physician's signature, stamp

2nd dose on physician's signature, stamp

3rd dose on physician's signature, stamp

B. I confirm that the employee fulfils any of the conditions under which special vaccination against viral hepatitis B is not carried out

- | | |
|------------------------------------------------------------|----------|
| 1. Antibodies anti HBsAg higher than 10 IU/l | YES – NO |
| 2. Valid vaccination against viral hepatitis B in the past | YES – NO |
| 3. Past viral hepatitis B | YES – NO |

On physician's signature, stamp

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