1. Guiding Principles

This procedure is to be read in conjunction with the WA Country Health Service (WACHS) Pre-Employment Health Assessment Policy and Operational Directive OD 0388/12 Health Care Worker Immunisation Policy.

The procedure and flowchart describes the Pre-Employment health assessment process for all employees, including but not limited to new staff, agency, locum and staff transferring from other WACHS or DoH sites who will be employed by WACHS Great Southern (GS).

The recruitment paperwork will not be submitted to the Regional Director for approval by WACHS GS Human Resources until the Pre-Employment health assessment process is complete.

This procedure is relevant to all appointments. Existing employees who are applying for a new position will also require a N10 to be completed if the previous N10 is greater than 12 months old. A new N10 is also required if there is a significant change in the employment category.

2. Procedure

- Manager sends N10 documentation to recommended applicant(s)
- Recommended applicant completes N10 documentation, attaches serology records and returns documentation to manager
- Manager reviews the documentation to ensure it is complete:
  - if not complete, returns to applicant for additional information
  - if complete, emails to gs.pre-employment@health.wa.gov.au
- Part A is assessed by the OSH Designated Officer
- Part B is assessed by the Infection Control Designated Officer
- As part of assessment process, if N10 documentation is incomplete, it will be returned to the manager for follow up with the applicant
- Once assessment of the N10 form is confirmed as complete, recruitment documentation is progressed by HR Designated Officer

See Appendix 2 – Pre-Employment Health Assessment Procedure Flowchart
3. Roles and Responsibilities

4.1 Manager

- Download N10 (PEHA) form from HSS website, to ensure currency.
- Send N10 (PEHA) and Health Care Worker Vaccination and Screening Declination forms to the recommended applicants - see appendix 1 for suggested communication template.
- Checks recommended applicant’s N10 (PEHA) form to ensure all sections of Part A and Part B are complete and that the applicant has signed the declaration and attached relevant serology evidence.
- Email the completed N10 (PEHA) form for recommended applicant(s) to gs.pre-employment@health.wa.gov.au.
- Complete and send recruitment paperwork to gshr.consultant@health.wa.gov.au for delegated authority approval.
- All recruitment processes that do not go via WACHS GS Human Resources require the N10 to be submitted by the manager to the gs.pre-employment@health.wa.gov.au.
- For assessment prior to the appointment commencing, e.g. agency and locum.

4.2 OSH Designated Officer

- Review Part A of N10 (PEHA) form.
- Liaise with Manager if issues are identified that may affect the applicant’s ability to perform the inherit requirements of the position safely and conduct a risk assessment where required.
- Refer the applicant for further medical assessment if required.

4.3 Regional Infection Control Nurse

- Review Part B of N10 (PEHA) form.
- Interpret immunisation and serology records with reference to OD 0388/12.
- Provide managers with advice regarding further serology and/or immunisation required prior to appointment to comply with OD 0388/12.
- Maintain confidential WACHS GS Staff Immunity Database.
- Ensure the WACHS GS Staff Immunity Database is accessible for viewing by relevant senior staff.

4.4 HR Designated Officer

- Confirm N10 PEHA process is complete via review of Pre-Employment Register prior to recruitment progressing.
4. Definitions

<table>
<thead>
<tr>
<th>WACHS</th>
<th>WA Country Health Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS</td>
<td>Great Southern</td>
</tr>
<tr>
<td>MPS</td>
<td>Multi-Purpose Site</td>
</tr>
<tr>
<td>HSS</td>
<td>Health Support Services (Shared Services Provider)</td>
</tr>
<tr>
<td>N10</td>
<td>Pre-Employment Health Assessment form</td>
</tr>
<tr>
<td>PEHA</td>
<td>Pre-Employment Health Assessment</td>
</tr>
<tr>
<td>OD</td>
<td>Operational Directive</td>
</tr>
<tr>
<td>MP</td>
<td>Mandatory Policy</td>
</tr>
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<td>OSH</td>
<td>Occupational Safety and Health</td>
</tr>
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<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>DoH</td>
<td>Department of Health</td>
</tr>
<tr>
<td><strong>Recommended Applicant</strong></td>
<td>Those applicant(s) who are being offered appointment to a vacancy (via N1, N5, M3)</td>
</tr>
</tbody>
</table>

5. Compliance

It is a requirement of the WA Health MP0031/19 Code of Conduct that employees “comply with all applicable WA Health policy frameworks.”

A breach of the Code may result in Improvement Action or Disciplinary Action in accordance with the WA Health MP0040/16 Discipline Policy or Breach of Discipline under Part 5 of the Public Sector Management Act (WA).

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy]

7. Evaluation

Monitoring of compliance with this document is to be reported to the WACHS GS Regional Executive by WACHS GS Regional Director of Nursing and Midwifery. This should include percentage of new employees who have not completed an N10 prior to commencement AND new and existing employees with completed staff immunity records in the WACHS GS Staff Immunisation Database (expressed as a % of headcount).
Effectiveness of the process should also be evaluated routinely as part of reports of outbreaks of vaccine preventable disease in a health care setting in the GS.

8. Standards

National Safety and Quality Health Care Standards – 1.1e

9. Legislation

Occupational Safety and Health Act 1984 (WA)
Workers Compensation and Injury Management Act 1981(WA)

10. References

Australian Immunisation Handbook

All resources relating to Health Care Worker immunisation are located on the WACHS GS intranet / Infection Control / Staff Health

11. Related Policy Documents

WACHS Pre-Employment Health Assessment Policy

12. Related WA Health System Policies

WA Health OD0388/12 Health Care Worker Immunisation Policy
WA Health MP0033/16 Recruitment, Selection and Appointment Policy and Procedure
WA Health MP0040/16 Discipline Policy

13. Policy Framework

Employment
14. Appendices

Appendix 1: Sample Advice re PEHA Process to Applicants

Dear <Applicant>

PRE-EMPLOYMENT HEALTH ASSESSMENT

I am emailing/writing to confirm that you have been recommended for appointment to the <position name> < (PN00000) > with WA Country Health Service Great Southern.

Please find attached a Pre-Employment Health Assessment Form (N10). Undertaking a Pre-Employment health assessment is a standard condition of prospective employment with the WA Country Health Service Great Southern, and is part of the next stage of your recruitment process.

Should you not wish to participate in the Vaccination and Screening process (as per Part B of the N10 form) you will need to complete and return the attached Health Care Worker Vaccination and Screening Declination Form. Please note that this may affect your eligibility for appointment to some positions.

Can you please complete the attached N10 Pre-Employment Health Assessment form and scan, email and return a copy together with evidence of serology to me. Please ensure you have carefully read the form and completed it to the best of your ability and signed the declaration where required.

The information provided on the health assessment form will be kept confidential at all times. You will be contacted if further information or action is required.

Your start date in the position cannot be confirmed until your N10 and relevant serology evidence has been received and assessed by the relevant WACHS Designated Officers.

Kind regards

<Email signature>
Appendix 2: Flowchart of PEHA Process

WA Country Health Service – Great Southern
Pre-Employment Health Assessment Procedure Flowchart

Manager
Send N10 documentation to Recommended Applicant(s) (Appendix 1)

Recommended Applicant Completes N10 documentation Attaches Evidence Returns to Manager

Manager Reviews N10 form Is N10 complete?

Yes

Manager Email completed N10 docs to gs.pre-employment@health.wa.gov.au

No

OSH Designated Officer Return Form

OSH Designated Officer Review Part A Part A Complete?

Yes

OSH Designated Officer Assesses Part A of N10

No

Infection Control Designated Officer Review Part B Part B Complete?

Yes

Infection Control Designated Officer assesses Part B of N10 and records in staff immunity database

No

Human Resources Designated Officer Reviews N10 documentation and completes recruitment process

OSH Designated Officer Return Form
Appendix 3: Sample of Declination Form to be sent with N10

Following a review of my N10 Pre-Employment Health Assessment (PEHA), I understand under the Health Care Worker Immunisation Policy Operational Directive (OD) 0388/12, it is recommended I receive the indicated vaccines or be screened for vaccine preventable diseases or baseline assessment of tuberculosis (TB), which I have subsequently refused.

<table>
<thead>
<tr>
<th>Vaccine Preventable Disease</th>
<th>Disease specific information/fact sheet received (HCW to initial)</th>
<th>Vaccination declined</th>
<th>Screening declined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Diphtheria, Tetanus &amp; Pertussis (dTpa)</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Mantoux or QuantIFERON -TB</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Acknowledgement of declined screening

☐ I have been given the opportunity to be screened for vaccine preventable diseases as indicated. However, at this time I decline screening. I understand that if not immune I may be at risk of acquiring vaccine preventable disease.

☐ I may be exposed to TB in the course of my work. I have been given the opportunity to be screened for baseline assessment of TB status which I have declined. I acknowledge if I come from, or have worked in a high incidence country, I am at increased risk of developing active TB. If active disease develops, I may transmit infection to patients and others in the workplace.

An editable copy of this document is available on the WACHS Great Southern Infection Control Intranet Page.