April 2021

Update – Immunisation compliance process for Higher Degree by Research (HDR) students

The purpose of this notification is to highlight responsibilities and updated processes for requesting and monitoring immunisation compliance for HDR students at increased risk of acquisition or transmission of a vaccine preventable disease (VPD) due to their UQ research or work activities.

Change summary

A new centralised process was implemented within UniTask on 16th December 2020 to manage all new immunisation/disease screening requests for students, including HDR students. All occupational immunisation records require verification by the central Immunisation Record Team (IRT).

Certain staff, as outlined below, are responsible for initiating this process via my.UQ using the Student Immunisation Evidence Process UniTask request.

Roles, Responsibilities and Accountabilities

Immunisation requirements for HDR students are project dependent and can change over the period of their candidature. **Academic principal advisors** developing proposals for HDR projects must consider as part of the project development, whether the prospective HDR candidates will be subject to specific occupational immunisation requirements relevant to the position or project. As project activities change, risk assessments must include consideration of any new immunisation requirements.

**Example 1** - HDR students interacting in clinical facilities with patients, including Queensland Health facilities, must provide proof of immunity against measles, mumps, rubella, pertussis, varicella and hepatitis B as well as screening for TB.

**Example 2** – Evidence of relevant immunisation or screening must be submitted prior to starting work with human blood, body fluids or tissue; animal work; raw sewage; or working on a research project with human or zoonotic infectious pathogens that have a vaccine available.

Refer: [Table 2: UQ Occupational Immunisation/Screening Requirements for UQ Workers, Prospective Workers, HDR and other Research Students](#).

At enrolment, the **principal advisor or supervisor** must inform the HDR student of any UQ requirements for immunisation and must ensure a **Student Immunisation Evidence Request** is initiated via my.UQ for their individual research students. UQ safety network staff can also initiate immunisation requests for individual students.

The staff member who is initiating a request for research students must nominate a **Key contact** who is responsible for tracking compliance – this should be the principal advisor, supervisor or their delegate. The initiator of the request as well as the Key contact can monitor the status of the case in **my.UQ** and **UQ Reportal**.

What happens within the rest of the process?

Students will need to wait for the **Student Immunisation Evidence Request** email which contains instructions and is triggered by staff initiating the process as above. Emails can be viewed by staff on

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1 The immunisation record team (IRT) is comprised of a small team of immunisation nurses and administration staff and is based within the Health, Safety and Wellness (HSW) Division.
student Trim files if necessary. Students will also be able to access the upload link from their my.UQ notifications dashboard after the staff member has initiated the request.

Once the students have followed the steps to get their immunisation/screening documentation, the Complete and action button in these emails will take them to the Student Immunisation Evidence Request task in my.UQ, where they will be prompted to upload their evidence.

The Immunisation Records Team (IRT) will assess and verify their documents. If anything is outstanding, the students will receive automatic notifications and can view the requirements in the email or via my.UQ.

It remains the responsibility of the Key contact (principal advisor, supervisor or their delegate) to monitor non-compliance and follow up with non-compliant students prior to exposure to an increased risk of vaccine preventable disease.

Support
Please refer to the Systems Training Hub and the CRM Frequently Asked Questions (FAQs are also included on system forms) for help with this process.
If you have specific questions, please don’t hesitate to contact the Immunisation Records Team.