

## DEAKIN MEDICAL CENTRE - FLU VACCINATION PROGRAM 2014

## Staff (self funded) vaccinations

1. You are able to process payment at the front desk of Student Life if you wish to pay using Deakin Card / EFTPOS

Contact the <u>medical centre</u> on campus to book an appointment with the nurse for vaccination a doctor's appointment is not necessary. The <u>online appointment system</u> is available for all campuses also at deakin.edu.au/services/medicalservices When attending your appointment ensure you take your receipt details as proof of payment.

2. NOTE: If your Division / Faculty are paying, following the instructions below.

## Division / Faculty funded vaccinations - internal procedure

- 1. Complete the Staffing Vaccination Form on page 2 of this document or download it from deakin.edu.au/studentlife/health/bookingforms/
- 2. Fill in the form, be sure to include:
  - a. Number of staff being vaccinated
  - b. Your Faculty / Division and Campus
  - c. Account code to be charged
  - d. Contact name, phone and email.
- 3. Email dsl-sbs@deakin.edu.au (Student Life)
- 4. We will confirm your staff vaccination order via email and forward your vouchers via the internal mail. Journals will be completed at the end of each month. Please note vaccine orders are placed according to voucher requests, there will be no refund for excess vouchers. Please encourage your staff to utilise the vouchers ordered
- 5. When your vouchers are received please provide these to the named staff members and ask them to make an appointment with the Medical Centre, they must take their voucher to the appointment. NOTE: Medical Centre staff are unable to provide the vaccination unless a voucher or receipt for payment is provided to them at the time of vaccination, so please ensure your staff are aware of this process.

**Please note:** The Flu vaccinations composition can vary each year therefore seasonal Flu vaccine is recommended annually. Immunity from flu wanes over time and a new vaccination is required to boost your antibody levels and ensure you are covered for the current flu strains. The influenza vaccine for the Australian 2014 influenza season contains the following three virus strains

A (H1N1): an A/California/7/2009 (H1N1) - like virus, 15  $\mu$ g HA per dose A (H3N2): an A/Texas/50/2012 (H3N2) - like virus\*, 15  $\mu$ g HA per dose

B: a B/Massachusetts/02/2012 - like virus, 15 μg HA per dose

## Staff vaccination form

Please complete this form and	d email dsl-sbs@deakin.edu.au.	
Faculty /Division		
Campus (please tick) 🔲 Wa	aurn Ponds 🗖 Burwood 📮 Waterfront 🛭	☐ Warrnambool
Contact name	Ext	
Number of staff to be vaccina	ated:	
Approval Details		
I understand that I will be cha	rged for the number of staff to be vaccin	ated as stated above.
vaccination is the responsibili	ccination vouchers have been distributed ty of the staff member and the staff men ges to be allocated to the following accou	nber's Division / Faculty. I
Authorised by:		
Name:		
Signature:	Date:	_//20
Position:	(Supervisor /	Budget Centre Head)
Approved (Student Life Staff)		Staff)
Deakin Medical Ce	entre contact informatio	n
Geelong Campus at Waurn Ponds Student Life, Level B, Building jb		ext. 71221
Geelong Waterfront Campus	Health and Wellbeing Centre: D2.170 ext. 79312  John Hay Building (D) (Open Tuesday – Thursday)	
<b>Melbourne Campus at Burwood</b> Life)		ext. 46300 (ask for Student
Warrnambool Campus	Building B, Lower Level	ext. 33256
Email:	Need to ask a question about flu vaccination?	

CRICOS Provider Code: 00113B

Email us on askanurse@deakin.edu.au

For any queries regarding this form, please contact Student Life Business Services on x72892