



## State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES  
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### ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

**DATE ISSUED:** December 23, 2003

**REVISED DATE:** May 28, 2015

**SUBJECT: Administrative Bulletin 3:26  
Onsite TB Testing and Required Vaccinations for State Psychiatric  
Hospital Employees**

The attached revised Administrative Bulletin is being forwarded for your review, action if necessary, and distribution to staff as appropriate. Please be advised that each recipient of this order is responsible for being familiar with the content and ensuring that all affected personnel adhere to it.

  
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Lynn A. Kovich  
Assistant Commissioner

LAK:pjt

## **DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES**

### **ADMINISTRATIVE BULLETIN 3:26**

**DATE ISSUED:** December 23, 2003

**REVISED DATE:** May 28, 2015

**SUBJECT: Onsite TB Testing and Required Vaccinations for State Psychiatric Hospital Employees**

#### **I. STATEMENT**

All Division of Mental Health and Addiction Services (DMHAS) state psychiatric hospitals shall comply with Departmental requirements for employee health services, which mandate that pre-employment physical examinations and other laboratory/diagnostic testing be contracted out to a vendor. The exception to this requirement is TB skin tests, Hepatitis B and Influenza vaccines, which may be given to employees by hospital staff on site. Hospitals shall choose whether these are offered to staff on site or through a contracted vendor off grounds. This bulletin does not preclude the hospitals from offering other vaccines or testing, when medically indicated appropriate and DMHAS approval is received.

#### **II. SCOPE**

This bulletin applies to all DMHAS state psychiatric hospitals.

#### **III. PROCEDURES**

##### **A. Tuberculin Skin and TB Blood Tests**

1. All new employees of DMHAS hospitals shall receive a two-step tuberculin skin test prior to employment, unless documentation of prior testing indicates that this is not necessary. As an alternative to the skin tests, the hospital may also arrange to have employees receive TB blood tests (also called interferon-gamma release assays or IGRA).
2. Tuberculin skin tests shall be administered by employee health nurses or other qualified professionals in the DMHAS hospitals.
3. DMHAS hospitals shall adhere to established standards for tuberculosis surveillance programs in health care facilities.
4. In accordance with these standards, hospital employees shall comply with their hospital's policy/procedure for annual or periodic tuberculin skin tests.

5. Hospitals shall ensure that appropriate follow-up testing and/or other procedures are followed after employees receive the tuberculin skin tests.

#### **B. Hepatitis B Vaccine**

1. DMHAS hospitals may offer Hepatitis B vaccinations to employees on site or through a contracted vendor off grounds, depending on operational needs.
2. Employees shall be provided with information about the risks associated with Hepatitis B infection and the benefits/risks of receiving the Hepatitis vaccine series when they are offered the vaccine.

#### **C. Influenza Vaccine**

1. In order to comply with The Joint Commission requirements and CDC guidelines, hospitals shall offer flu vaccinations to employees on site during the flu season. Hospitals shall arrange this through a contracted vendor or by having staff nurses provide the vaccinations, unless employees choose to obtain the vaccine through their primary health care provider.
2. The hospitals shall have programs to educate staff on the effectiveness of flu vaccination programs. Hospitals shall obtain a signed declination from employees who refuse the flu vaccine for other than medical contraindications.

#### **D. Measles and Rubella Vaccinations**

1. Hospitals shall follow CDC guidelines and state law in offering measles and rubella vaccinations to new employees who do not have immunity. However, no current employees will be required to be tested or vaccinated.
2. When undergoing their pre-employment physical and testing, all new employees will be required to bring in proof of presumptive immunity from measles and rubella, obtained from medical records or their primary health care provider. If an employee who does not have immunity based on CDC standards (e.g., all employees born in 1957 or later must have proof of having had the disease or appropriate vaccination or appropriate titers demonstrating immunity), he/she shall be asked to make arrangements to be vaccinated for measles and rubella through their primary health care provider.

3. If a new employee does not have health insurance that covers this testing and vaccination, he/she will be offered vaccinations through the hospitals' pre-employment health services vendors.
4. If a prospective employee cannot produce proof of immunization and refuses the offer for vaccination, he/she must sign a declination form in order to be considered for employment.
5. Hospitals shall educate current employees about the importance of immunization for measles and rubella, which can be done through health fairs and informational brochures.

#### **E. Employee Health Records**

1. Hospitals shall maintain confidential employee health records which shall document their TB testing and required vaccinations.
2. The employee records shall specify the employees who do not have immunity (e.g., are titer negative) and who decline vaccination.

  
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Lynn Kovich, Assistant Commissioner  
Division of Mental Health and Addiction Services