

	 STANDARD ADMINISTRATIVE POLICY	
	Subject:	Volunteer Benefits: Hepatitis-B Vaccinations
	Reference Number:	SAP-DEP-008
	Effective Date:	23 February 2012
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this policy is to outline the provision of Hepatitis-B Vaccinations for volunteer personnel.

Scope:

This policy applies to all active volunteer personnel.

Definitions:

Active Personnel – personnel who regularly respond to emergency calls and/or regularly perform other duties for a fire, rescue, or emergency medical services station, either career or volunteer.

Policy:

- 1) All active volunteers are provided Hepatitis-B Vaccinations as desired.
- 2) To obtain a Hepatitis-B Vaccination, volunteers must obtain the necessary packet of information including the required Hepatitis-B Vaccination form. This packet may be downloaded from the forms section of the Albemarle County Fire Rescue website (www.ACFireRescue.org) or it may be picked up at the Fire Rescue Office. The information packet will include:
 - a) Hepatitis-B Vaccination information sheet
 - b) Hepatitis-B Vaccination form for the vaccination series
 - c) Hepatitis-B Vaccination – What you need to know data sheet.
- 3) The volunteer must present the Hepatitis-B Vaccination form, signed by his/her Chief or designee, to the Martha Jefferson Hospital Emergency Department at any time, no appointment/registration required. The best time to receive the shot is on Monday, Tuesday, Thursday, or Friday during the day shift.
- 4) The provider will administer the first vaccination injection and provide guidance as to when to return for the next shot in the series (the vaccination requires a total of 3 shots over a period of time – all administered by MJH.)
- 5) Titters/Boosters: The use/administration of Hepatitis-B titters and/or boosters is addressed on a case-by-case basis.