

Staff Awareness: Prophylactic Immunisation Procedure Checklist

Assessment Type: Staff Interview

Risk Rating: Essential Measure

Instructions:

- Interview **three health care personnel**.
- Ask each person whether they are aware of the **procedure for accessing prophylactic immunisations** for high-risk infections (e.g., Hepatitis B, Tuberculosis, etc.).
- **Score 1** if the staff member is aware; **Score 0** if they are not.
- If fewer than three staff are available, mark the unused rows as **Not Applicable (N/A)**.

Staff Interview Responses

Staff Member Aware of Procedure (1/0/N/A) Comments

Staff Member 1 _____

Staff Member 2 _____

Staff Member 3 _____

Scoring Summary

Total Score Max Score Compliance %

____ / 3 3 ____ %

Additional Comments / Recommendations

- Were staff able to identify **where to go** or **whom to contact** for immunisations?
- Is there a **written policy, notice, or training** provided to support awareness?

Auditor Name & Title: _____

Signature: _____

Date: _____