Dear Residents and Fellows,

The GW Hospital has established an Influenza Vaccination Policy that requires all employees, medical staff members, allied health professionals, affiliated house staff, volunteers, students, contractors, and all vendors who work for, provide services to or otherwise do business with the GWUH while on Hospital premises to be vaccinated annually against influenza in advance of each flu season, unless they are eligible for and have an approved medical contraindication or an approved religious restriction.

In order to ensure that all residents and fellows are in compliance with this policy, the following process is in effect:

1. All residents and fellows are to provide documentation of immunization or obtain approval of exemption by the GW Hospital Medical Director by no later than December 1, 2013.

2. Residents and fellows who are not in compliance by December 1, 2013, will receive a Letter of Deficiency from the Associate Dean for Graduate Medical Education informing them that they have shown deficiency in the competency of professionalism.

3. Residents and fellows will have one (1) week after receiving the Letter of Deficiency to provide documentation of immunization or obtain approval of exemption by the GW Hospital Medical Director.

4. If any resident or fellow is not in compliance one week after receiving the Letter of Deficiency, s/he will be placed on administrative leave without pay (which means the resident or fellow will not be permitted to work in the program or to see patients).

Many of you have already received your flu shot from Employee Health with your annual health clearance, and this has been documented. If you have not received your flu vaccine, you may obtain it from the Hospital Employee Health Office, Monday through Friday, 8 am to Noon or 1 pm to 4 pm.

If you received your flu vaccine from another provider, please provide proof of vaccination to Employee Health by December 1, 2013. Your proof of vaccination must include the following: name, date, proof of influenza vaccination, location and name of provider.

If you require an exemption for medical contraindication or on the basis of religious belief, please obtain the Influenza Vaccination Exemption Request Form from Employee Health. You will need to complete the form, attach supporting documentation, and return it to the Employee Health office in time to obtain approval by the GW Hospital Medical Director by December 1, 2013. If the exemption is granted, you may be required to take other measures to reduce the risk of flu transmission during the flu season.

Thank you for your cooperation.