

# Q FEVER PRE-SCREENING AND VACCINATION FORM

## Instructions

This form should be used to record the details of Q fever screening and vaccination. It is designed to record all the information required by the different organisations involved in Q fever screening on a single form, removing the need for completion of multiple different forms for different organisations.

### Completion:

The form should be completed by the medical staff carrying out the testing and vaccination.

### Explanation of form contents:

#### 1. *Personal Details*

- Series Number: This is an optional number used by an organisation (eg meat processor) to track individuals going through a screening and vaccination program.
- Employer: The employer name, if the testing and vaccination is funded by the employer. Employers may wish to produce copies of this form with their name already printed in this space.
- Occupation Group: The occupation of the person being tested and vaccinated. This is required by State Health Departments to administer Commonwealth funded vaccination programs. If 'Other' please specify the person's occupation.

#### 2. *Blood test*

- Test result: Result should only be recorded as positive or negative. If an equivocal result is obtained, further re-testing should be performed until a definitive decision can be made (taking all available information into account). If no skin-test results are available, only definitive positive blood test results should be recorded.
- Pathology serial number: An optional reference number issued by the pathology laboratory.
- Q Fever Register File Reference: This number is issued over the Internet once the blood test results have been entered into the Q Fever Register. This should only be completed if the person has signed a Q Fever Register consent form, and the information has been submitted to the Register on the Internet.
- Pathology Results: These should be attached to this form and filed by the doctor. A copy may also be kept by the employer. It is not necessary to send a copy of the pathology results to the State Health Department or the Q Fever Register.

#### 3. *Skin test*

- Test result: This should only be recorded as positive or negative. Other information should be used to assist making a definitive conclusion in the case of equivocal results.
- Diameter of induration: Recorded in millimetres.
- Q Fever Register File Reference: This number is issued over the Internet once the skin test results have been entered into the Q Fever Register. This should only be completed if the person has signed a Q Fever Register consent form, and the information has been submitted to the Register on the Internet.
- Induration palpated by employee: To ensure that people tested understand why they may not be vaccinated, they may be asked to feel the skin test induration at the time it is read, if positive. This is optional, depending on the testing organisation.

#### 4. *Vaccination*

- Vaccine batch number: This should be entered in the form B0980-##### (where # represents any digit)
- Q Fever Register File Reference: This number is issued over the Internet once the vaccination has been entered into the Q Fever Register. This should only be completed if the person has signed a Q Fever Register consent form, and the information has been submitted to the Register on the Internet.
- Uncommon reactions: These should be reported to CSL on the number given.

#### 5. *No vaccination*

- Reason why the person was not vaccinated.

#### 6. *Release authority*

- If information on this form is to be released to a third party (other than those listed below under Distribution), it is necessary to first seek a written release authority from the person. The date on which any release authority was received should be recorded, and a copy of the authority filed with this form.

### Distribution:

1. One copy of the form should be retained by the medical practitioner carrying out the testing and vaccination, and filed in the patient's records.
2. If the testing and vaccination is organised by an employer (eg a meat processor), one copy should be retained by the employer, and filed in the employee's medical record.
3. If the person has signed a consent form to be included in the Australian Q Fever Register, details from the consent form and this form should be added to the Register over the Internet. Q Fever Register File Reference Numbers, reported during entry of the data on the Internet, should be entered into the appropriate spaces on this form. Once the data is entered, the original consent form, and a copy of this form, should be sent to the Register office. Organisations with no Internet access should mail the original consent form and a copy of this form direct to the Q Fever Register Office.

### Contact:

**Australian Q Fever Register**  
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