December 9 is the Deadline for Influenza Vaccination Program and Annual Hospital Training Compliance

The Influenza Vaccination Program and Annual Hospital Training are two important ways we ensure the safety of our staff and patients, and continue to meet regulatory requirements. All NYP employees and physicians are required to participate in these two programs.

- **Any employee who has not completed the Annual Hospital Training or the Influenza Vaccination Program by 5:00 pm Friday, December 9 will be locked out of all NYP software systems that require sign-on. This means you will be unable to open your PC or laptop and will not be able to access any of the Hospital software.** Your manager can tell you which compliance requirement you are missing.

- If you are not compliant by December 9, and are locked out of the NYP software system, you can ask the IT Help Desk to restore your access to complete the training. If you do not complete the training by the end of your shift, you will again be locked out of the system the next day.

- When you are compliant with both the Annual Hospital Training and the Influenza Vaccination Program, your NYP software access will be restored. If you have questions, please speak to your manager.

**Annual Hospital Training**

- NYP employees, house staff, physicians, and university employees can access AHT16 by clicking [here](https://pod.nyp.org) or by logging into the Learning Center on the Infonet under the Employee Resources tab and clicking on the Me tab.
- Please use the most up-to-date web browser to access AHT16.
- All NYP employees are required to take this training, unless hired or re-hired after January 1, 2016. **All Graduate Staff are required to take this training regardless of date of hire.**
- For questions related to AHT16, contact AHT411@nyp.org. For technical assistance, contact the NYP Service Desk at servicedesk@nyp.org or by phone at 746-HELP. If you forgot your password and need to reset it, please go to [https://pod.nyp.org](https://pod.nyp.org)

**Influenza Vaccination Program**

- If you have not completed the Influenza Vaccination Program you may either:
  - Visit a Workforce Health and Safety Clinic immediately to be vaccinated, or
  - Decline the vaccine by [clicking here](https://pod.nyp.org). You must complete the online educational course, print the certificate, and take the certificate to a Workforce Health and Safety Clinic to complete the declination.

- Employees who received the flu vaccine from outside of the Hospital must submit an Influenza Vaccine Outside Documentation Form to be considered compliant. Please make sure the Outside Documentation Form is completed in full, including Date of Administration, Vaccine Name, Dose Administered, and Administering Licensed Healthcare Provider’s Name.

- Employees or physicians, including those with a medical contraindication to the vaccine, who decline the vaccine will be required by the NYS Department of Health (DOH) to wear a surgical mask in areas where patients are typically present. The “masks on” and “masks off” dates will be determined by the NY State Health Commissioner based on regional flu activity.

Thank you for your support of these important initiatives and for helping NYP fulfill its promise of **We Put Patients First.**