

Q

**Australian
Q Fever
Register**

User's Manual

for users without Internet access

April 2015

CONTENTS

Contents	2
Introduction	4
Quickstart Guide	5
Checking a Person's Status	5
Running a Screening and Vaccination Program	6
Getting Access to the Register	7
Registering an Organisation	7
Registering a User	7
Access without the Internet	8
Submitting Data	9
Submitting data to the Register	9
Personal Details and Consent Form.....	9
Submitting Test Results and Vaccination Details	10
Submitting Q Fever Disease Information	11
Querying the Register	12
Finding a Person's Q Fever Register Number	12
Finding a Person's Status	13
Special Procedures	14
Fixing Mistakes	14
Deleting Records.....	14
Removing a User's Access	14
Removing an Organisation's Access	14
Getting Help	15

User's Manual.....	15
Web Site	15
On-Line Help.....	15
Email Support.....	15
The Australian Q Fever Register Help-Line	15
Contact Details	16
Appendices – forms for download	17

INTRODUCTION

The Australian Q Fever Register is owned by the Australian Meat Processor Corporation (AMPC: www.ampc.com.au). It was established to assist users to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace.

It consists of a database containing the immune status details of individuals, as determined by testing or vaccination. The database can be accessed by registered users over the Internet.

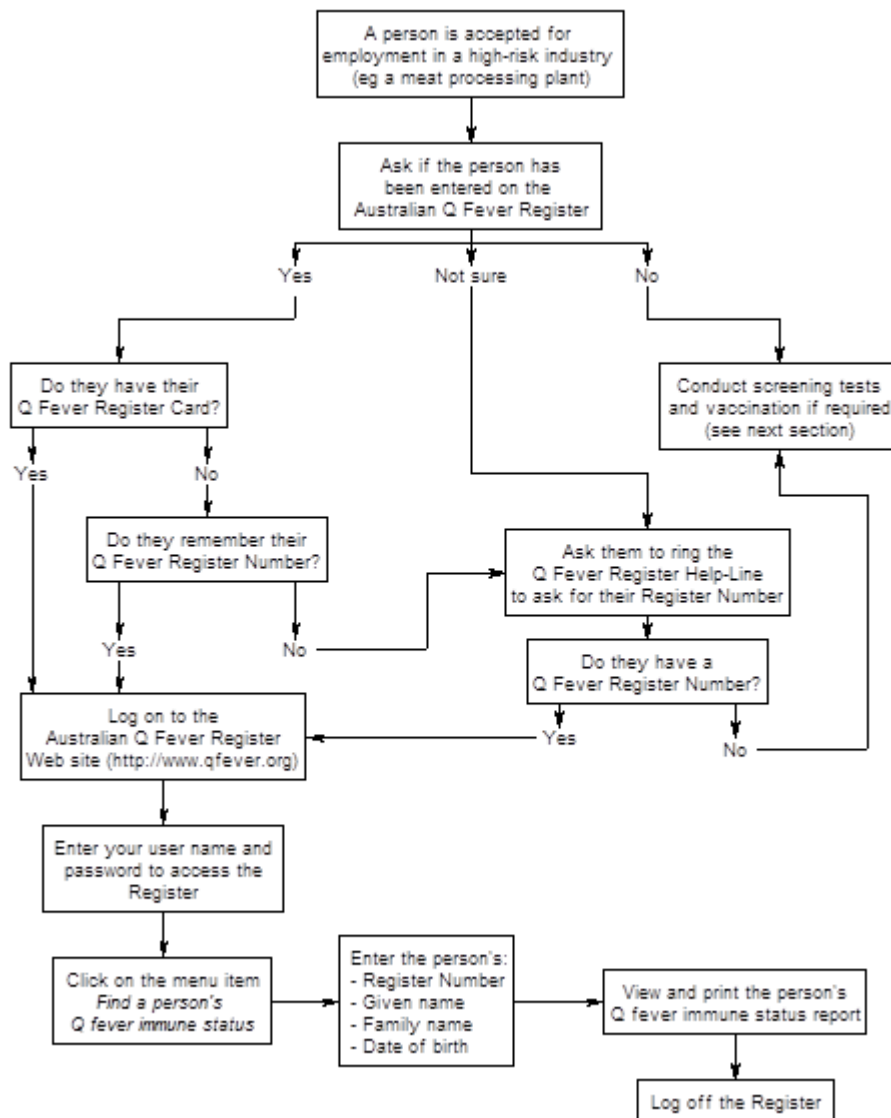
This manual explains the use of the Register, and includes sections on how to submit data to the Register, and how to retrieve data from it. The Register is designed to be quick and simple to use, however, as it manages personal information, privacy and security are key considerations. Users are asked to ensure that they closely follow all the procedures described so that the Register can operate effectively, and people whose details are entered onto the Register can be assured that the Register poses no threat to their privacy.

QUICKSTART GUIDE

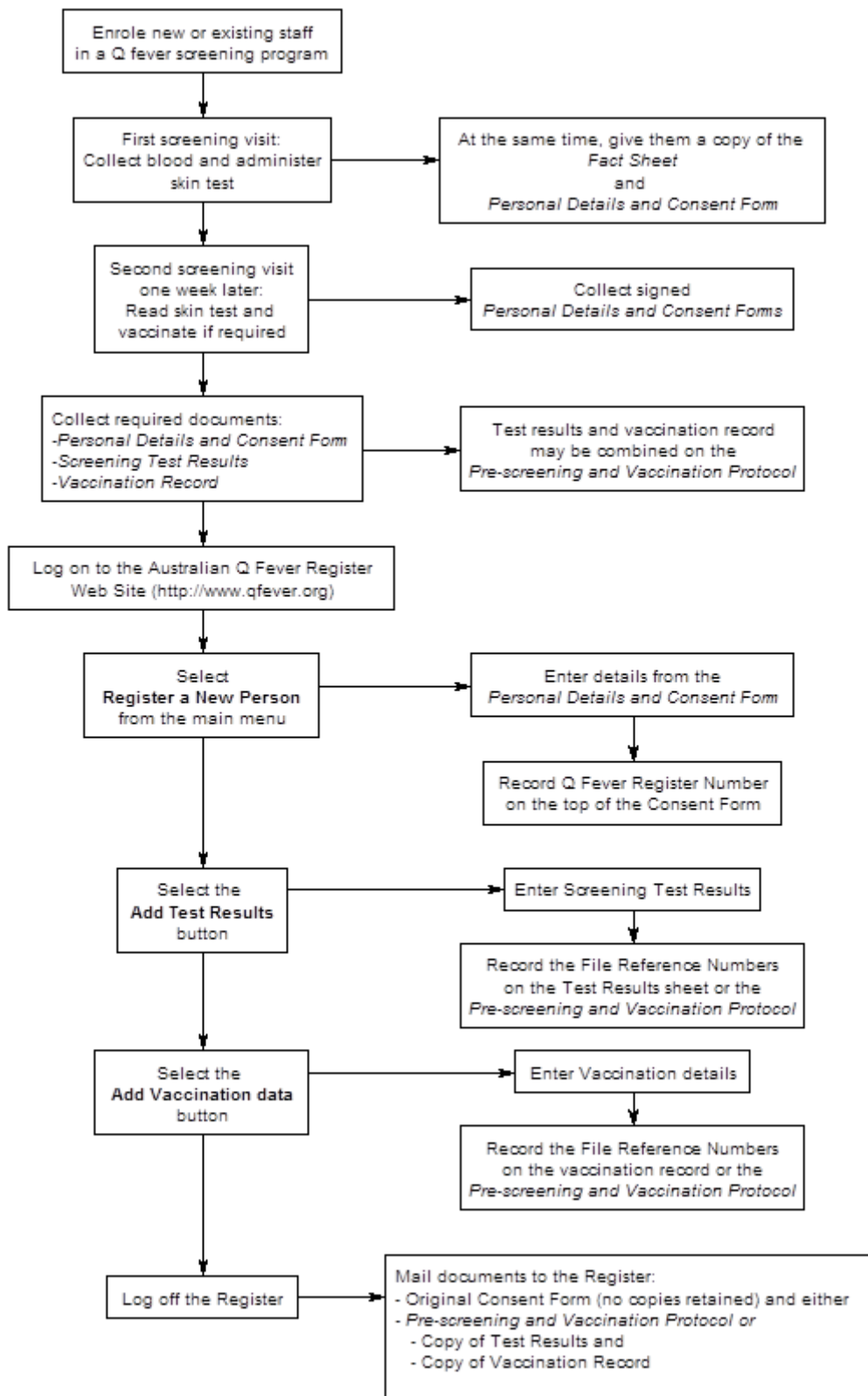
This section will get you started using the Register for the common procedures. Follow the flow chart for the task you want to do.

Checking a Person's Status

You usually need to check a person's status when they are first employed in a high-risk workplace. You may also want to check their status before they participate in a screening program.



Running a Screening and Vaccination Program



GETTING ACCESS TO THE REGISTER

Registering an Organisation

The Register provides information to help protect people in at-risk groups from contracting Q fever. The Register is therefore designed to be available to organisations working with people in these at-risk groups. The main organisations requiring access to the Register are meat processors and medical practices that provide screening and vaccination services to people at risk of exposure to Q fever. Other organisations may be provided access if required, for example state government health departments who directly provide screening and vaccination services.

In order for an organisation to access the Register, it must complete the **Application for Access to the Register** form (Appendix A) and mail it to the Register. All parts of this form must be completed. The form should be signed by a person who has been authorised by the organisation's board of directors to sign on their behalf. The Terms and Conditions of access to the Register are attached to the form, and these should be read before signing. The terms and conditions aim to;

- Encourage the submission of all available relevant information from consenting individuals to the Register
- Ensure that data on the Register is of the highest quality
- Protect the privacy rights of individuals whose data is on the Register
- Protect the privacy rights of organisations seeking access to the Register

When the Application is received and approved, it gives the organisation the right to access the Register. However, an organisation must also nominate one or more individuals within the organisation to use the Register on behalf of the organisation. The **Application for Access to the Register** should therefore be accompanied by one or more **User Registration** forms, as described below.

Registering a User

An organisation must nominate one or more Users who will access the Register. For a meat processor, a User will normally be a person who is responsible for occupational health and safety at the site (eg, an OH&S nurse). In a medical practice, a User may be

a doctor, nurse or administrative staff. An organisation may nominate more than one User, so that when one person is not present, another will still be able to access the Register. However, except at large sites, there should be no more than two or three Users.

Each of the individuals within an organisation nominated as a User must complete a **User Registration** form. This form includes a *Secret Question* and *Answer*. Select one of the questions and write the answer in the space provided. This will be used to identify the user during telephone queries.

If the site has Internet access, the User should request a username to be used when logging on to the Register Web site. Users should read the Terms and Conditions of access to the Register before signing the form.

Once completed the **User Registration** form(s) should be sent along with the **Application for Access** to the Register.

Access without the Internet

The Register is designed to be accessed using the Internet, and all users are strongly encouraged to use this method of access. You can also access the Register by phone or by mail if you do not have Internet access. You can find out about a person's status by phoning the Register help-line. You can submit data to the Register by mailing or faxing it to the Register.

Important note: Using the Internet, most operations of the Register are automated, making it fast and inexpensive to operate. Telephone and mail access put an increased load on staff, making the system more expensive. Users are therefore strongly encouraged to access the Register using the Internet wherever possible. The Register offers no guarantee that telephone and mail access will be provided indefinitely and heavy staff workloads may mean that running costs have to be passed on to users in the future.

SUBMITTING DATA

Submitting data to the Register (without internet access)

Submitting data to the Register involves:

- Collecting the data, by completing the *Personal Details and Consent Form*, and the *Pre-Screening and Vaccination Form*.
- Sending the completed forms to the Register by mail or fax. For the *Personal Details and Consent Form*, the signed original must be sent to the Register, and no copies kept by any organisation other than the Register. For the other documents, copies may be sent to the Register.

Four types of data may be submitted to the Register:

- Personal details
- Screening test results
- Vaccination records
- Disease confirmation information

Personal Details and Consent Form

- **Gender:** Male or Female
- **Given name:** This is the name chosen by the person's parents. In Western cultures, this is a person's first name. In some Asian cultures, this may be the name which normally comes last.
- **Other names:** These are other names, usually middle names. This may be left blank if the person has no middle names.
- **Family name:** This is the last name, for Western cultures. In some Asian cultures, it may normally be written first.
- **Date of Birth:** This is written in digits, with or without a leading 0, and using four digits for the year. For example, 3rd November 1965 would be written as 3/11/1965
- **Address:** This is the first lines of the person's postal address. Don't write the town / suburb, state or post code in this box, as they are entered separately. Normally, this is a house number and street name (eg 39 Camellia Way), but it may include:
 - unit numbers (2/43 Smith Parade)
 - post office or other box numbers (PO Box 23, RMB 2892)

- several lines of additional address information (eg a business name, floor or suite number of a building, house name, rural location).
- **Town / Suburb:** Be careful of the spelling as this will be checked against Australia Post's postcode database and rejected if incorrect.
- **State:** Select the abbreviation from the drop down list. If the address is overseas, use **OS**.
- **Postcode:** This space must contain four digits for Australian addresses.
- **Country:** This defaults to **Australia**, but you can delete this and type a different country in cases where the person's normal postal address is overseas.
- **Secret Question:** Select one of the questions from the drop down list.
- **Answer:** This is the answer to the selected secret question.
- **Job type:** Select from the drop down list.
- **Consent to be contacted:** A person may tick the box on the consent form, indicating that they are willing to be contacted for further research

Submitting Test Results and Vaccination Details

The easiest way to record Screening Test Results is to use the *Pre-Screening and Vaccination Form*. This contains all the information required by the Register, as well as other organisations (eg for the employer's and Doctor's records, or for State Departments of Health)/ This form contains information about both screening tests and vaccinations. If you use this form, you can photocopy it and submit a copy to the Register with the original of the Personal Details and Consent Form.

If the Pre-Screening and Vaccination Form is not used, it is still possible to send screening test and vaccination results to the Register. All that is needed is some form of official record of the test results (eg a copy of the pathology results) and the vaccination (a copy of a vaccination certificate). These documents must be appropriately authorized (eg signed by a medical practitioner).

Screening tests always consist of both a blood test and a skin test and both results are required before you submit the data to the Register.

If only blood test results are available (for instance the person did not return for the skin test to be read), the blood test result can be entered on its own only if:

- the result is positive, and
- The result is unequivocal, (ie, the medical staff interpreting the result are confident that the result is truly positive, without the need for a skin test to confirm the result).

The information required about each test consists of the date that the test was performed, and the test result (either positive or negative).

The information required about vaccination is the date of vaccination and the batch number. The batch number should be entered exactly as it appears on the vaccine bottle (ie B0980#### where # represents a digit). The batch number is required unless information from old records is being used, and it is impossible to determine which batch of vaccine was used.

Submitting Q Fever Disease Information

When a person has Q Fever, data may only be entered into the Register when the diagnosis has been confirmed by laboratory testing. Diagnoses made solely on the basis of clinical signs and history are not adequate proof that the person has had Q Fever.

The data required is the date on which the diagnosis was confirmed and the type of test used to confirm the diagnosis (skin or blood). You will need to submit a document containing this information to the Register – either a pathology test result, a doctor's certificate, or both.

QUERYING THE REGISTER

The main purpose of the Register is to find out the Q fever immune status of a person. To do this, you need the four pieces of information to identify an individual:

- Their Q Fever Register Number
- Their given name
- Their family name
- Their date of birth

Finding a Person's Q Fever Register Number

A person's Q Fever Register Number acts like a key to the information on the Register. Without this number, you can't access the information. If you want to access the information, you have to ask the person for their Register Number. When a person gives you their number, they are consenting to you accessing the information.

IMPORTANT:

Just like a real key, the system is no longer secure if the number falls into the wrong hands. You should therefore treat a person's Q Fever Register Number as private information, and you must not keep a paper or electronic copy of anybody's number, nor reveal their number to anybody else.

Everybody who is entered onto the Register is issued with a Q Fever Register card, which includes their status (at the time of issue) and their Register Number. If a person has their Q Fever Register card, they can tell you their number from the card.

If a person doesn't have their card on them, and can't remember their number, you should ask them to phone the Q Fever Register Help-Line (1300 QFEVER) to find out what their number is. Once they identify themselves with their secret question and answer, they will be told their number, which they can then give to you. You may not request a person's number on their behalf – staff of the Register will only provide Q Fever Register Numbers directly to the person concerned.

Finding a Person's Status

To find a person's status, you can call the Australian Q Fever Help-line. You will be asked to identify yourself as a registered User of the system, which means you will have to provide your name, and the answer to your secret question. Once you have confirmed that you are authorized to use the Register, you can find out details of a person on the Register. You will be asked for the following details:

- Q Fever Register Number
- Given name: This may not be the first name in some cultures
- Family name: This may not be the last name in some cultures
- Date of birth

If all the details are correct, you will be told the person's status and the details held in the Register.

If all the details do not match exactly, the Register will not provide any information. Please make every effort to ensure the details (order of names, spelling, date or birth etc) are correct.

The Q Fever Status Report contains the following information:

- Full name
- Date of birth
- Q fever status. This may be:
 - **Vaccinated,**
 - **Confirmed Exposure** (where there has been a positive test result but no vaccination recorded),
 - **Tested Negative** (where there has only been negative test results), or **Incomplete Record** (where a Register entry exists, but no vaccination or test results are present).

You may request a copy of the Status Report to be faxed, mailed or emailed to you, if required.

SPECIAL PROCEDURES

Fixing Mistakes

If you discover a mistake in the data on the Register, you should contact the Register on the Register Help-line to explain the problem and ask that it be corrected. The Register staff will then make any changes necessary.

Deleting Records

If a person wishes to have their record removed from the Register, they should ring the Register Help-Line.

Removing a User's Access

If a user stops working for an organisation, or changes their area of responsibility and no longer works with the Register, their user account will be deleted, to prevent unauthorised access to the Register data.

As soon as an existing user no longer works for the organisation or no longer has responsibility for the accessing the Register, the Organisation should contact the Register to inform the staff of the change. A new User may be nominated on the **User Registration** form at the same time, if required.

As a check, any users who have not accessed the Register for at least 6 months will be contacted to check if they are still eligible to be Registered users. If not, their accounts will be deleted.

Removing an Organisation's Access

If an Organisation no longer wishes to participate in the Register, an authorised representative should contact the Register and inform staff of this decision.

GETTING HELP

User's Manual

This User's Manual has answers to most of the common questions about the operation of the Register. A hard copy is issued to each organisation authorised to access the Register. A copy is also available for download from the Australian Q Fever Register Web Site, in Adobe Acrobat (.pdf) format.

Web Site

The Australian Q Fever Register Web Site contains a range of resources to help users. In addition to a copy of this User's Manual, there is also a link to Frequently Asked Questions (FAQ) about Q fever and the Register. The Register itself contains links to help as described below. The Web site address is: <http://www.qfever.org>

On-Line Help

While using the Register, some pages contain links to help pages. These provide information on the procedure currently being undertaken.

Email Support

If none of the other options are able to answer your question, you can always Email the Register office with your questions. The address is help@qfever.org

The Australian Q Fever Register Help-Line

The Australian Q Fever Help-Line provides assistance to users of the Register, as well as providing Q Fever Register Numbers to individuals. The Help-Line operates during Eastern Australian standard business hours. The number for the Help-Line is 1300 QFEVER (1300 733 837).

CONTACT DETAILS

Australian Q Fever Register Help-Line: **1300 QFEVER** (1300 733 837)

Australian Q Fever Register Email: User assistance: help@qfever.org
Register information: info@qfever.org

Australian Q Fever Register Web site: **<http://www.qfever.org>**

Postal Address: Australian Q Fever Register
PO Box 1278
Toowoomba QLD 4350

Fax number: 07 4688 2699

Direct line (if calling from a mobile): 07 4688 2610

APPENDICES – FORMS FOR DOWNLOAD

Current versions of all forms and additional information can be obtained by visiting the Q Fever Register web site.

Appendix A – Personal Details and Consent Form

Appendix B – Pre-screening and Vaccination Protocol

Appendix C - Application for Access

Appendix D - User Registration Form

Appendix E - Register Fact Sheet

Appendix F – Information Release Authority



--

Australian Q Fever Register

PO Box 1278
Toowoomba QLD 4350

Personal Details and Consent Form

The Australian Q Fever Register is owned by the Australian Meat Processor Corporation (AMPC). Its purpose is to assist organisations to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. To be included on the Register, you must complete and sign this consent form. **Please do not leave any blank spaces – all the information is required. Give the completed form to your employer to register your details or send it to the Australian QFever Register with a copy of your medical evidence that confirms your Q Fever Status.**

Personal Details	Please print clearly - (Legal name only, as shown on birth certificate or passport)				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Phone number		
Name	_____		_____		_____
	<small>Given Name</small>	<small>Other Names</small>	<small>Family Name</small>		
Date of Birth	- -	Postal Address			
	<small>Day month year</small>	<small>Street number, name, PO Box, RMB, Flat number, etc</small>			
Town/Suburb	State		Postcode		Country

Identification	<input type="checkbox"/> Mother's maiden name (her name before she was married)? <input type="checkbox"/> Town where you were born? <input type="checkbox"/> Town where your spouse was born? <input type="checkbox"/> Your first pet's name?	
Security Question If you telephone the register, you will be asked this question to confirm your identity. Tick one of these four questions that nobody else is likely to know the answer to.	ANSWER Write the Answer to the question you ticked here.	

Type of Job	Please tick only one box that best describes your intended job.	
<input type="checkbox"/> Work in a meat processing plant	<input type="checkbox"/> Work with livestock or wildlife	
<input type="checkbox"/> Contractor or visitor to a meat processing plant	<input type="checkbox"/> Other	
Name of employer or Industry Group		

Previous Screening / Vaccination	<input type="checkbox"/> I believe I have previously been tested and/or vaccinated for Q fever	
Screening location <small>and / or name of GP</small>	Approximate Date <small>(month and year)</small>	/

I understand that:

- Information on the Register will only be used to check if I have been previously tested, vaccinated or infected with Q fever.
- Nobody can access my personal details on the Register without my permission.

Please read the information on the back of this page for more details before signing this form.

I have read and I understand the information on this form and I hereby consent to the inclusion of my personal details and information relating to my Q-Fever immune status in the Australian Q Fever Register.

Signed: _____

Date: / / _____

***A Q-FEVER CARD CAN NOT BE ISSUED UNLESS THIS FORM IS FULLY COMPLETED AND SIGNED**

Do Not send the information page (page 2 of this document) to the Register. It is for you to read.

Information page for Personal Details and Consent form (do not send this page to the Register)

I understand that:

- 1) The information that may be included on the register is: Name; Date of birth; Address; Type of job; Date of any Q Fever Vaccination administered; Date and results of any Q Fever tests performed; Date of laboratory confirmation of any diagnosis of Q Fever disease.
- 2) I will be issued with a Q Fever card which includes my Name; Date of Birth; Q Fever Register Number; Q Fever Immune status and the date the card was issued. I will also receive a copy of the information held by the Register and have an opportunity to correct any errors.
- 3) Employers (meat processors) will be able to access my personal information held by the Register for the purpose of confirming my immune status.
 - Employers can only access my information if they know my name, date of birth and Register Number.
 - Employers can only find my Register Number if
 - i) I tell them, or
 - ii) They electronically submit the information in this consent form to the Register using the Internet.
- 4) If I have been previously tested or vaccinated, my employer or doctor may contact the site at which the screening/vaccination took place and request copies of my relevant medical records.
- 5) The information on this form will be either submitted to the Register by my current employer (after which this signed original consent form will be lodged with the Register) or mailed by me directly to the Register. Information may be submitted, and my details accessed, over the Internet. Secure connections and passwords ensure that only authorised employers are able to submit information to or access information from the Register.
- 6) If I wish to know what details are recorded in the Register, my Register Number, to request a replacement Q Fever card, or correct errors in the Register, I may call the Q Fever Register Help-Line, and identify myself using my name, date of birth, and answering the Security Question selected on this form. I must supply appropriate documentation in order to make any changes or corrections to the Register data.
- 7) A copy of my Q Fever screening test results and Q Fever vaccination certificates will be sent to the Register and kept securely. No unauthorised person will have access to these documents.
- 8) I may request for my details to be permanently removed from the Register at any time by ringing the Register Help-Line.
- 9) Summary information including the total number of people in the Register that have been tested, vaccinated or diagnosed may be released publicly for the purpose of monitoring the disease, but such information will not contain the names or details of individual persons.
- 10) Information in the Register may be used for the purpose of research into Q fever, subject to clearance by an Ethics Committee. Researchers may then be provided with personal information allowing them to contact me for further information, if I have indicated on the form that I consent to being contacted for research purposes. Researchers may not disclose personal identifying information without my consent.
- 11) My personal information will not be released or sold for any commercial or marketing purpose. No information will be released to any government authorities except in the following circumstances:
 - where a government authority acts as a registered screening and vaccination service provider, or
 - where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health.

For more information contact the Q Fever Register Help-Line or visit the Q Fever Register Web site:

Australian Q Fever Register Help-Line: **1300 QFEVER** (1300 733 837)

Or: **07 4688 2610**

Fax number: **07 4688 2699**

Australian Q Fever Register Web site: **<http://www.qfever.org>**

Postal Address: Australian Q Fever Register
PO Box 1278, Toowoomba QLD 4350

Information for Employers and Medical Practitioners:

Please give a copy of this form to all employees / clients involved in Q Fever screening and vaccination programs, along with a copy of the "Fact Sheet - Q Fever and the Australian Q Fever Register", and invite them to participate in the Register. Note that a signed consent form is required for submission of information to the Register, along with evidence of testing and vaccination status. More information is available on the web site or by contacting the Register Help-Line.

Detailed instructions for how to submit completed paperwork to the Register can be found on the Register web site or by calling the Register Help-Line.

Q FEVER PRE-SCREENING AND VACCINATION FORM

Personal Details (Please print clearly)		
Given Names		Family Name
Date of Birth / /	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Series Number
Employer		

Blood Test Please attach pathology results to this form		
Venipuncture Date / /		Pathology Service
Results interpreted by		Provider No. Date / /
Test <input type="checkbox"/> Positive <input type="checkbox"/> Negative	Pathology Serial Number	Q Fever Register File Reference
Result <input type="checkbox"/> Indeterminate		
Comment:		

Skin Test		
Date administered / /	By whom	Batch No. Expiry date / /
Results interpreted by		Provider No. Date read / /
Diameter of Induration	Result <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Indeterminate	Q Fever Register File Reference
Comment:		

Vaccination	Date given	Batch No	Expiry date	Register file ref no.
Complete vaccine (0.5ml)	/ /		/ /	
Vaccinator:	Provider No:		Signature:	
Spilt vaccine part 1 (0.1ml)	/ /		/ /	
Vaccinator:	Provider No:		Signature:	
Split vaccine part 2 (0.4 ml)	/ /		/ /	
Vaccinator:	Provider No:		Signature:	
Post vaccination adverse effects:				
Any post-vaccination adverse effects should be reported to bioCSL Medical Information on 1800 642 865				

Q Fever status	Tick status	Explanation
Confirmed exposure	<input type="checkbox"/>	Positive to blood or skin test, OR equivocal test results + reaction to vaccine split part 1
Vaccinated	<input type="checkbox"/>	Either complete vaccine in a single dose OR part 1 + part 2 of vaccine split dose
Historic exposure	<input type="checkbox"/>	Test negative with history of prior vaccination or exposure that cannot be documented. Requires signatures – see below
No status	<input type="checkbox"/>	Individuals who do not meet other criteria have an unresolved status and will not be entered onto the Register

Historic exposure		
I have reviewed this patient's case and believe he/she is likely to be immune to Q Fever because of prior vaccination or exposure despite returning negative or equivocal test results. I recommend this patient be issued a Q Fever card under the category Historic exposure .		
Doctor Provider Number	Date / /	Year vaccinated/exposed:
Signature		Patient signature

No Vaccination Please tick a reason if vaccination did not occur	
<input type="checkbox"/> Tested positive (blood or skin)	<input type="checkbox"/> Historic exposure (see above)
<input type="checkbox"/> Medically contra-indicated	<input type="checkbox"/> Employee refused

Please read the instruction sheet (following page) for more information on how to use this form. Once completed, send this page only back to the Register. Do not send the instruction page to the Register.

Instructions for the Q Fever Pre-Screening and Vaccination Form **(do not send this page back to the Register)**

This page provides detailed information to guide completion of the Q Fever Pre-Screening and Vaccination Form.

Who should complete this form:

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

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.

2. Blood test

- Test result: Result should be recorded as positive or negative or indeterminate. See below for advice on dealing with indeterminate test results.
- Pathology serial number: An optional reference number issued by the pathology laboratory.
- Q Fever Register File Reference: This number is displayed by the Register once results are entered into the Register through the web portal. 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 be recorded as positive or negative or indeterminate. See below for advice on dealing with indeterminate test results.
- Diameter of induration: Recorded in millimetres.
- Q Fever Register File Reference: See explanation under Blood test section.

4. Indeterminate test results

- The Q Fever vaccine provider suggests that indeterminate test results be followed by re-testing OR by exposure of the subject to split dose vaccination using a small starting dose (5 µg or 0.1 ml) and checking for reaction and then moving to a second split dose of 20 µg (0.4ml).
- Details on these procedures may be found in the Australian Immunisation Handbook 10th Edition (2013) under Section 4.15. See www.immunise.health.gov.au

5. Vaccination

- Vaccination may be administered in one of three ways: single administration of a complete vaccine dose (25 µg or 0.5 ml) or by administration of one or two split doses of vaccine (for people with indeterminate test results).
- Vaccine batch number: Should be entered as displayed on the vaccine container.
- Q Fever Register File Reference: See explanation under Blood test section.
- Uncommon reactions: These should be reported to CSL on the number given.

6. Historic exposure

- A small number of people each year present with unverified history of prior vaccination or natural exposure and yet produce negative or equivocal test results on blood and skin tests.
- Explanations may range from forgetfulness where individuals may believe they have been vaccinated or exposed when in fact they have not, to the situation where individuals have been vaccinated/exposed and test negative because of the waning of immune reactivity over time.
- Vaccination is contraindicated if individuals have been previously vaccinated or exposed. Vaccination is required for protective immunity if individuals are testing negative because they have not been previously vaccinated or exposed.
- It is suggested that Doctors review these cases and discuss options and risks with individuals. Relevant information includes age of the patient and work/life history that may increase likelihood of prior exposure or vaccination.
- If the Doctor is confident that the patient is likely to have immunity despite a negative test, then the Doctor can recommend a classification of **Historic exposure**. This will allow the Register to enter the individual and issue a Q Fever card. This can only be done if the Doctor and patient sign the Historic exposure box acknowledging review and a considered decision.

7. No vaccination

- Reason why the person was not vaccinated.

8. More information

- Doctors may seek further information on this matter by calling the Register for referral to a health professional with expertise in Q Fever infections or by visiting the Q Fever website to review information including links to the Australian Immunisation Handbook and to technical information on the Q Fever vaccine provided by the vaccine manufacturer.

What to do with this form:

1. One copy of the form should be retained by the medical practitioner as part of the patient's medical record.
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. Information from a signed Personal Details and Consent Form and the Pre-Screening and Vaccination Form can be added to the Register over the Internet. Once the information is entered both forms should be sent to the Register office.
4. Organisations that do not have Registered Users or do not have internet access can just send the forms to the Register without entering information over the internet.

For more information, contact the Australian Q Fever Register on:

www.qfever.org

Email: register@qfever.org

Ph: 1300 QFEVER (1300 733837) or 07 4688 2610

Fax: (07) 4688 2699



Empty box for Organisation Number

Australian Q Fever Register

Application for Access to the Register

The Australian Q Fever Register is owned by the Australian Meat Processor Corporation (AMPC). Its purpose is to assist organisations to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. To access the Register, an Organisation must complete this application form, sign the declaration, and nominate one or more individuals as registered Users (on the User Registration Form). All the information on this form is required.

Organisation Details form with fields for Organisation Name, Address, Town/Suburb, State, Postcode, Organisation Type, and Approximate Size of Organisation.

The Terms and Conditions of Access to the Register, attached to this form, aim to:

- Encourage the submission of all available relevant information from consenting individuals on the Register
Ensure that data on the Register is of the highest quality
Protect the privacy rights of individuals whose data is on the Register
Protect the privacy rights of Organisations seeking access to the Register

Please read the Terms and Conditions attached to this form before signing.

I, the undersigned, hereby apply for access to the Australian Q Fever Register. I certify that I am authorised to sign this application for access to the Register on behalf of the above-named Organisation, and agree to be bound by the Terms and Conditions attached to this application. I further accept responsibility for ensuring that any employees of this Organisation who are granted access to the Register adhere to the attached Terms and Conditions.

Signed, Name (printed), Position

Date

Once this page is completed and signed it should be faxed or mailed to the Australian Q Fever Register accompanied by one or more User Registration Forms that provide the details of authorised Users.

Do not send the Terms and Conditions (pages 2 & 3 of this document) to the Australian Q Fever Register – these pages are intended to be read before signing.

Terms and Conditions of Access to the Australian Q Fever Register

(do not return pages 2 & 3 – the Terms & Conditions - to the Australian Q Fever Register)

1 Definitions applying for the purposes of these Terms and Conditions

- 1.1 **Register** means the Australian Q Fever Register
- 1.2 **User** means an employee of a registered Organisation who has been authorised by that Organisation and the Register to submit and retrieve data from the Register
- 1.3 **Organisation** means a legal entity under Australian law eligible to be granted access to the Register (ie, a registered meat processing plant, medical practice, or other Organisation as determined by the Australian Q Fever Technical Management Committee.
- 1.4 **Associated individual** means a person associated with the Organisation, for example, as an employee, contractor, visitor, client or patient.
- 1.5 **Consent form** means the Australian Q Fever Personal Details and Consent Form.
- 1.6 **Immune Status Documentation** means any documentation that provides reliable information on the Q Fever immune status of an individual, primarily vaccination certificates, pathologists' test results, or medical certificates.

2 Purpose

The purpose of the Register is to assist Organisations to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. The function of the Register is to store and report information on the Q Fever immune status of individuals, in order to achieve the purpose as outlined above.

3 Standard Operating Procedures

The Organisation will adhere to the procedures and rules laid out in the *Australian Q Fever Register Standard Operating Procedures (SOPs)*, which form part of these Terms and Conditions. The SOPs are updated from time to time, and the latest version can be found on the Australian Q Fever Register Web site (<http://www.qfever.org>). All Users are informed when any changes are made to the SOPs.

4 Authorised Users

A registered Organisation will:

- 4.1 Nominate staff member(s) as authorised Users of the Register. Nominated staff members will normally be employed with responsibility for the Occupational Health and Safety of employees of the Organisation. Nominated staff members' details will be submitted to the Register using the User Registration Form.
- 4.2 Ensure that authorised Users comply with the requirements of these Terms and Conditions.
- 4.3 Ensure that the passwords used by authorised Users are kept secret, and will take all necessary steps to prevent non-authorised persons from accessing the Register.
- 4.4 Notify the Register within 7 days of the termination of employment of an authorised User, so their access rights can be removed. New nominations for authorised Users may be submitted at any time, however no more than two authorised Users per workplace will normally be permitted unless reasonable need for more Users is demonstrated by the Organisation.
- 4.5 Provide all necessary facilities and equipment to authorised Users to enable them to submit data to, and access data from the Register. This will include, where possible, internet access and E-mail. Where Internet access is not feasible, authorised Users may contact the Register using facsimile, telephone and mail. Note that the Register does not guarantee to support non-Internet access indefinitely.
- 4.6 Ensure that information from the Register is used only for the purpose for which it is intended.

5 Submitting data

- 5.1 Whenever information about the Q Fever immune status of an associated individual becomes known to the Organisation (through screening programs, vaccination programs, or notifications of disease), the Organisation will seek the individual's consent to enter such details on the Register.
- 5.2 Consent will only be considered to have been granted if the individual reads and signs the Australian Q Fever Register Personal Details and Consent Form. The Organisation should make every effort to explain the benefits and use of the Register to individuals. Individuals should be encouraged to provide their consent, but no individual should be compelled to participate in the Register.
- 5.3 When new immune status information is obtained about an individual who has previously provided signed consent, there is no need for further consent to enter the new information on the Register.
- 5.4 Where Internet access is available, authorised Users are responsible for entering the details provided on the Consent form and immune status information onto the Register.
- 5.5 Authorised Users shall take all reasonable measures to ensure accuracy of information entered onto the Register.
- 5.6 Where no Internet access is available, the Consent form and other immune status documentation will be mailed to the Register for data entry.
- 5.7 Where an Organisation holds information about the immune status of individuals, collected prior to the commencement of the operation of the Register, that Organisation shall request, for current employees and, where possible, for former employees, signed consent to submit such details to the Register. A signed Consent form is required before any data can be entered on the Register.

6 Storage and Handling of Records

- 6.1 Once the data from Consent forms has been entered onto the Register, the forms will be mailed to the Register. No copies will be made or kept by the Organisation.
- 6.2 Copies of Immune Status Documentation may be kept by the Organisation (in the individual's medical record), but a copy must also be submitted to the Register by mail after it has been entered onto the Register.
- 6.3 Medical records retained by the Organisation should be stored securely so as to ensure that they are accessible only to personnel authorised to do so, and are only used for the purpose for which they were collected.

7 Access

Authorised Users may access information held by the Register under the following conditions:

- 7.1 Access to information on an individual is only permitted with the consent of that individual.
- 7.2 Consent to access information shall be considered to have been granted if the individual informs the Organisation of their Q Fever Register Number, full name, and date of birth.
- 7.3 The Organisation shall not keep records of the Q Fever Register Numbers of individuals, nor reveal these numbers to any other individual or Organisation.
- 7.4 The Organisation shall ensure that any information on an individual that has been obtained from the Register is not available to third parties.

8 Use of Data

The Organisation shall ensure that data collected from an individual or obtained from the Register is used only for the purpose for which it was obtained, that is, to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace.

9 Research

Information on the Register may be used for Research into Q Fever under the following conditions:

- 9.1 Applications for use of Register data for research must be made to the Australian Q Fever Register Technical Management Committee, made up of industry, union, occupational health and safety and medical representatives. If approved, the request will then be evaluated by an appropriate Ethics Committee.
- 9.2 No individually identifying data will be released unless the individual has previously granted consent to be contacted for research purposes.
- 9.3 Organisations may be contacted to request their participation in approved research, but they are under no obligation to do so.
- 9.4 A written record of all requests for use of the Register for research will be kept by the Technical Management Committee.

10 Discrimination

The Organisation will ensure that no individual is discriminated against in any way, on the basis of the presence or absence of information on the Register, failure to inform an employer of their Q Register Fever Number, or due to the content of the information on the Register.

11 Monitoring of on-line activity

All on-line activity on the Register is monitored and logged. This is done to enable the correction of errors, identify unauthorised or inappropriate use, and to monitor usage patterns to help identify those Users who may be in need of further assistance. To ensure data accuracy AMPC may, from time to time, audit data and user activity.

12 Privacy

All information submitted on this form, or subsequently collected about an Organisation or their activities through the operation of the Register will be kept strictly confidential. No information that may be identified with a particular registered Organisation will be released to any other registered Organisations, businesses, government departments or individuals. Organisation contact details may be released to approved researchers subject to the requirements described under item 8) Research above.

13 Penalties

Any breaches of these terms and conditions will be referred to the Australian Q Fever Register Technical Committee. They may, at their discretion, take any action required to correct the problem. Actions may include (but may not necessarily be limited to): requiring a guarantee that the cause of the breach has been remedied and that similar future breaches will not occur; temporary or permanent removal of access rights to the Register; or, in the case of severe breaches, recommending appropriate legal action be taken.

For more information contact the Q Fever Register Help-Line or visit the Q Fever Register Web site:

Australian Q Fever Register Help-Line: **1300 QFEVER** (1300 733 837)
Or: 07 4688 2610
Fax number: 07 4688 2699
Australian Q Fever Register Web site: <http://www.qfever.org>
Postal Address: Australian Q Fever Register
PO Box 1278, Toowoomba QLD 4350



Australian Q Fever Register

User Registration

The Australian Q Fever Register is owned by the Australian Meat Processor Corporation (AMPC). Its purpose is to assist organisations to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. To access the Register, an organisation must complete the **Application to Access the Register** form, sign the declaration, and nominate one or more individuals as Registered Users, using this form. All the information on this form is required.

User Details	
Title (Mr, Ms etc)	Date of Birth (day/month/year) / /
Name <div style="display: flex; justify-content: space-between;"> Given Name Family Name </div>	
Organisation	
Position	
Telephone ()	E-mail

Identification	
Security Question If you telephone the register, you will be asked this question to confirm your identity. Choose one of these four questions that nobody else is likely to know the answer to.	<input type="checkbox"/> Mother's maiden name (her name before she was married)? <input type="checkbox"/> Town where you were born? <input type="checkbox"/> Town where your spouse was born? <input type="checkbox"/> Your first pet's name?
Answer to the question you chose.	

On-Line Access	
Do you have Internet Access? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , what User Name do you want to use for access to the Register?	
A temporary password will be sent to you when the application is processed. You should change this to a password of your own choosing when you first log-in to the Register.	

The Terms and Conditions of Access to the Register aim to:

- Encourage the submission of all available relevant information from consenting individuals to the Register
- Ensure that data on the Register is of the highest quality
- Protect the privacy rights of individuals whose data is on the Register
- Protect the privacy rights of organisations seeking access to the Register

Please read the Terms and Conditions attached to this form before signing.

I, the undersigned, hereby apply for registration as an authorised User of the Australian Q Fever Register. I agree to be bound by the Terms and Conditions attached to this application.

Signed

Date

Terms and Conditions of Access to the Australian Q Fever Register

1 Definitions

For the purpose of these Terms and Conditions the following definitions shall apply:

- 1.1 **Register** means the Australian Q Fever Register
- 1.2 **User** means an employee of a registered Organisation who has been authorised by that Organisation and the Register to submit and retrieve data from the Register
- 1.3 **Organisation** means a legal entity under Australian law eligible to be granted access to the Register (ie, a registered meat processing plant, medical practice, or other Organisation as determined by the Australian Q Fever Technical Management Committee.
- 1.4 **Associated individual** means a person associated with the Organisation, for example, as an employee, contractor, visitor, client or patient.
- 1.5 **Consent form** means the Australian Q Fever Personal Details and Consent Form.
- 1.6 **Immune Status Documentation** means any documentation that provides reliable information on the Q Fever immune status of an individual, primarily vaccination certificates, pathologists' test results, or medical certificates.

2 Purpose

The purpose of the Register is to assist Users to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. The function of the Register is to store and report information on the Q Fever immune status of individuals, in order to achieve the purpose as outlined.

3 Standard Operating Procedures

The Organisation will adhere to the procedures and rules laid out in the *Australian Q Fever Register Standard Operating Procedures (SOPs)*, which form part of these Terms and Conditions. The SOPs are updated from time to time, and the latest version can be found on the Australian Q Fever Register Web site (<http://www.qfever.org>).

4 Authorised Users

A registered Organisation will:

- 4.1 Nominate staff member(s) as authorised Users of the Register. Nominated staff members will normally be employed with responsibility for the Occupational Health and Safety of employees of the Organisation. Nominated staff members' details will be submitted to the Register using the User Registration Form.
- 4.2 Ensure that authorised Users comply with the requirements of these Terms and Conditions.
- 4.3 Ensure that the passwords used by authorised Users are kept secret, and will take all necessary steps to prevent non-authorised persons from accessing the Register.
- 4.4 Notify the Register within 7 days of the termination of employment of an authorised User, so their access rights can be removed. New nominations for authorised Users may be submitted at any time, however no more than two authorised Users per workplace will normally be permitted unless reasonable need for more Users is demonstrated by the Organisation.
- 4.5 Provide all necessary facilities and equipment to authorised Users to enable them to submit data to, and access data from the Register. This will include, wherever possible, a computer with an Internet connection and appropriate Web browser software, as well as an E-mail account for each User. Where Internet access is not feasible, authorised Users may contact the Register using facsimile, telephone and mail. Note that the Register does not guarantee to support non-Internet access indefinitely.
- 4.6 Ensure that information from the Register is used only for the purpose for which it is intended.

5 Submitting data

- 5.1 Whenever information about the Q Fever immune status of an associated individual becomes known to the Organisation (through screening programs, vaccination programs, or notifications of disease), the Organisation will seek the individual's consent to enter such details on the Register.
- 5.2 Consent will only be considered to have been granted if the individual reads and signs the Australian Q Fever Register Personal Details and Consent Form. The Organisation should make every effort to explain the benefits and use of the Register to individuals. Individuals should be encouraged to provide their consent, but no individual should be compelled to participate in the Register.
- 5.3 When new immune status information is obtained about an individual who has previously provided signed consent, there is no need for further consent to enter the new information on the Register.
- 5.4 Where Internet access is available, authorised Users are responsible for entering the details provided on the Consent form and immune status information onto the Register.
- 5.5 Authorised Users shall take all reasonable measures to ensure the accuracy of the information entered onto the Register.
- 5.6 Where no Internet access is available, the Consent form and other immune status documentation will be mailed to the Register for data entry.
- 5.7 Where an Organisation holds information about the immune status of individuals, collected prior to the commencement of the operation of the Register, that Organisation shall request, for current employees and, where possible, for former employees, signed consent to submit such details to the Register. A signed Consent form is required before any data can be entered on the Register.

6 Storage and Handling of Records

- 6.1 Once the data from Consent form has been entered onto the Register, the Consent form will be sent to the Register. No copies of the Consent form will be kept by the Organisation.
- 6.2 Information concerning the Q Fever status including copies of the Pre-Screening and Vaccination Form may be kept by the Organisation (in the individual's medical record), but a copy must also be submitted to the Register by mail after it has been entered onto the Register.
- 6.3 Medical records retained by the Organisation should be stored securely so as to ensure that they are accessible only to personnel authorised to do so, and are only used for the purpose for which they were collected.

7 Access

Authorised Users may access information held by the Register under the following conditions:

- 7.1 Access to information on an individual is only permitted with the consent of that individual.
- 7.2 Consent to access information shall be considered to have been granted if the individual informs the Organisation of their Q Fever Register Number, full name, and date of birth.
- 7.3 The Organisation shall not keep records of the Q Fever Register Numbers of individuals, nor reveal these numbers to any other individual or Organisation.
- 7.4 The Organisation shall ensure that any information on an individual that has been obtained from the Register is not available to third parties.

8 Use of Data

The Organisation shall ensure that data collected from an individual or obtained from the Register is used only for the purpose for which it was obtained, that is, to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace.

9 Research

Information on the Register may be used for Research into Q Fever under the following conditions:

- 9.1 Applications for use of Register data for research must be made to the Australian Q Fever Register Technical Management Committee, made up of industry, union, occupational health and safety and medical representatives. If approved, the request will then be evaluated by an appropriate Ethics Committee.
- 9.2 No individually identifying data will be released unless the individual has previously granted consent to be contacted for research purposes.
- 9.3 Organisations may be contacted to request their participation in approved research, but they are under no obligation to do so.

10 Discrimination

The Organisation will ensure that no individual is discriminated against in any way, on the basis of the presence or absence of information on the Register, failure to inform an employer of their Q Register Fever Number, or due to the content of the information on the Register.

8 Monitoring of on-line activity

All on-line activity on the Register is monitored and logged. This is done to enable the correction of errors, identify unauthorised or inappropriate use, and to monitor usage patterns to help identify those Users who may be in need of further assistance. To ensure data accuracy AMPC may, from time to time, audit data and user activity.

9 Privacy

All information submitted on this form, or subsequently collected about an Organisation or their activities through the operation of the Register will be kept strictly confidential. No information that may be identified with a particular registered Organisation will be released to any other registered Organisations, businesses, government departments or individuals. Organisation contact details may be released to approved researchers subject to the requirements described under item 8) Research above.

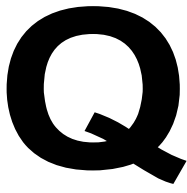
10 Penalties

Any breaches of these terms and conditions will be referred to the Australian Q Fever Register Technical Committee. They may, at their discretion, take any action required to correct the problem. Actions may include (but may not necessarily be limited to): requiring a guarantee that the cause of the breach has been remedied and that similar future breaches will not occur; temporary or permanent removal of access rights to the Register; or, in the case of severe breaches, recommending appropriate legal action be taken.

For more information contact the Q Fever Register Help-Line or visit the Q Fever Register Web site:

Australian Q Fever Register Help-Line: **1300 QFEVER** (1300 733 837)
Or: 07 4688 2610
Fax number: 07 4688 2699

Australian Q Fever Register Web site: <http://www.qfever.org>
Postal Address: Australian Q Fever Register
PO Box 1278
Toowoomba QLD 4350



Q Fever and the Australian Q Fever Register

The Bare Facts

Q Fever

- Q fever is an infectious disease that can cause severe illness in some people.
- People usually get Q fever from animals such as goats, cattle and sheep.
- People who work with or near animals are most at risk of getting Q fever.
- Everyone at risk should have a test to see if they are protected from the disease

Protection

- You are probably protected from Q fever if
 - You have had a vaccination
 - You have had a test which says you are protected
 - You have had the disease in the past (you may not know this if it was a mild case)

Q Fever and the Workplace

- Your employers will want to and need to make sure you are protected from Q fever.
- If you change jobs, your new employer will want to make sure you are protected from the disease before you start work.
- If you don't have proof of vaccination, you will need to be tested. The test is expensive and takes over a week to get the results, which means you shouldn't start work straight away.

The Register

- The Register was set up to help workers and employers prevent Q fever and make it easier when starting a new job.
- The Australian Q Fever Register has been established to store details about vaccinations, test results and disease. If you are on the Register, employers can quickly check your immune status, and you can start work straight away without any testing.
- If you are not on the Register you may need to be re-tested when you change jobs.
- No one can see or use the information on the Register without your permission.

Want to know more?

This fact sheet contains answers to common questions about

- Q fever, and
- The Australian Q Fever Register

If you need more information, contact details for the Register are on the last page.

The Disease

What is Q Fever?

Q fever can be spread to humans mainly from cattle, sheep and goats. The germ is spread in the urine, faeces and milk, but birth fluids, the foetus and the placenta are the most dangerous sources. People can become infected by contacting, ingesting or breathing in infected material.

When infected some people experience no signs, while others just feel a little 'off colour' for a few days. Many people may feel like they have a bad case of the 'flu, with fever and sweating, nausea, vomiting and diarrhoea for several days. For most people, these signs pass and there are no more problems. More severe disease may occur in people with other conditions such as pre-existing heart conditions.

It is very rare for anybody to die of Q fever, although some people may get other problems months or years after the first signs of disease have passed. These take the form of extreme tiredness and weakness, even after minor exercise, muscle pains, headaches, fever, and depression. This form of the disease, Post Q Fever Fatigue Syndrome, may last for years and may be debilitating.

Are you immune to Q Fever?

You are probably immune to Q fever and should not get the disease if you have ever had:

- a vaccination against Q fever,
- a test to say that you are immune, or
- the Q fever disease diagnosed by a doctor and confirmed by a blood test requested by a doctor.

If you don't know if you have had the disease, or a vaccination against it then your employer will ask you to have a test to check if you are immune. If you aren't immune then you will probably need to have a vaccination to protect you from Q fever in the future.

The Register

What is the Q Fever Register?

The Australian Q Fever Register is a database to store information about the Q fever immune status of people who have agreed to be part of the Register.

What is the Register for?

The purpose of the Register is to help people avoid getting the disease. It does this by providing a secure record of your Q Fever immune status so both you and your employer can be confident that you are immune.

How will the Register help?

The Register will help workers by storing their vaccination or test details and by making it easier for you and your employer to document your Q Fever status at any time.

If you are not on the Register you will need to be tested, and then, if you are not already immune, you or your employer can arrange for you to be vaccinated.

What are the benefits of being on the Register?

Once on the Register, you or your employer can check your Q fever status at any time and you will be issued with a Q fever card that you can carry with you as a record of your Q fever status. It saves the time, inconvenience and cost of unnecessary testing. It can also help you avoid the risks of unpleasant reactions that may occur when a person who is already immune is unnecessarily vaccinated.

Whose information is on the Register?

The Register is designed to store information for those people who test positive for Q fever or who have tested negative and have then been vaccinated for Q fever.

Who can access the information?

The Register has strict privacy controls. After being added to the Register you can access the information on your own immune status by calling the Register. If you give your permission, the information may also be accessed by an employer or your doctor.

How can employers or doctors access the information?

Register information is stored in a database connected to the Internet. Employers and doctors who have registered as users can access the Register using a Web page. The Register uses commercial security systems to protect information in the same way that other services do such as internet banking.

Users can only access your Q fever status if they know your Q Fever Register Number (a unique number for each person on the Register). The only way they can get that number is if you tell them.

How is information put into the Register?

Information is entered into the Register by registered users (employers or doctors) or their designated staff (eg an Occupational Health and Safety Nurse). Before any information about you is entered, you must read, understand and sign a Q Fever Personal Information and Consent Form. This form contains basic information to identify you, and shows that you have agreed to be entered on the Register.

If you don't want to be entered on the Register, you don't have to complete the form.

What information is kept?

There are two types of information on the Register: information which identifies you, and information about your immune status.

The identification information is:

- your gender (male or female), your first name, middle names and surname
- your date of birth
- your current address, and
- a secret question and answer. This is a question that only you are likely to know the answer to, and helps Register staff confirm your identity if you ever need to make telephone inquiries.

The immune status information is:

- Date of any vaccination you have had
- Date of any screening test you have had, the test type and your test result
- Date of any tests to confirm a diagnosis of Q fever you have had.

Does anybody else have access to this information?

Your personal information will not be released or sold for any commercial or marketing purpose. No information will be released to any government authorities except in the following circumstances:

- where a government authority acts as a registered screening and vaccination service provider,
- where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health, or
- where required or authorised by or under law.

The Register may receive requests to use the information for research into Q fever. Any requests will be considered by the Q Fever Technical Management Committee and an appropriate Ethics committee. If the request is approved, the researcher may be given access to the information. Normally, no identifying information (name or address) will be released.

How can the information be used?

Your own information can only be used by you, or (with your permission) your employer or doctor to find out your Q fever immune status.

A summary of the information in the Register is used for general reporting, but contains no information that allows individuals to be identified. This summary may contain, for example, the number of people diagnosed with Q fever, the number vaccinated, the percent of positive test results and so on.

What is the Q Fever Card?

When your details are entered into the Register or new information is added, a Q Fever Register Card will be mailed to you. This card contains your name, your current Q fever immune status, and your Q Fever Register Number. This card should be kept and used to prove your immune status in the future.

What can you do if you forget your Q Fever Register Number?

You may be asked by your employers or doctors for your Q Fever Register Number. They will need your number to be able to check the Register to see if you are immune to Q fever.

If you lose the card, or need the Register Number and don't have the card with you, telephone the Q Fever Register Help-Line (1300 QFEVER [1300 733837]). Register staff will ask you to identify yourself by asking your name, date of birth, and your secret question. Once identified, they will tell you your Q Fever Register Number and will arrange to print a replacement card if required.

How can you find out what information is kept on you?

Everybody on the Register has the right to know what information is kept, and to request that any errors be corrected. Whenever a Q Fever Card is issued, a covering letter with the full details of the information held by the Register is sent with it. This letter contains a form for correction of any incorrect details, which should be sent back to the Register.

You can also call the Q Fever Register Help-Line (1300 QFEVER) identify yourself, and request your details or correct errors.

What if you lose your Q Fever Card?

If you lose your Q Fever Card, you can telephone the Register and ask for a new card to be issued.

What about discrimination?

In addition to the protection offered by State and Commonwealth legislation, registered users of the Register (employers in particular) must sign an agreement stating that they will not discriminate against a person in any way, either on the basis of the information contained on the Register, because a person is not on the Register, or because a person fails to inform them of their Register Number.

Who owns the Register and the data?

The Register and data in it are owned by the Australian Meat Processor Corporation (AMPC). It is operated by an independent Data Manager appointed by AMPC, currently AusVet Animal Health Services Pty Ltd.

CONTACT DETAILS

Australian Q Fever Register Help-Line: **1300 QFEVER** (1300 733 837)
Postal Address: Australian Q Fever Register
PO Box 1278, Toowoomba QLD 4350
Phone: 07 4688 2610
Fax number: 07 4688 2699
Web site: **<http://www.qfever.org>**



Q Fever Release of Information Authority

I, _____ born _____
Full name Date of birth

of _____
Full address

believe I have (tick the correct situation):

been diagnosed with Q Fever by Dr _____ in _____
Doctor's name year

participated in a Q Fever prescreening
and vaccination program at: _____
Name of workplace where the program took place

I hereby consent to the release of my Q Fever results to the Q Fever program co-ordinator as specified below:

1. Results to be released:

a copy of my pathology results (from the Doctor or medical practice)

Or, in the case of a prescreening and vaccination program

a copy of my Q Fever test results and vaccination date (if vaccinated)

2. Address / contact details to send results to:

Q Fever program co-ordinator at

Full address

Email or fax

Signature Date

Please contact the National Q Fever Register if you have any queries:
Phone: 1300 QFEVER (733837) Or: 07 4688 2610
Fax: 07 4688 2699 Website: www.qfever.org