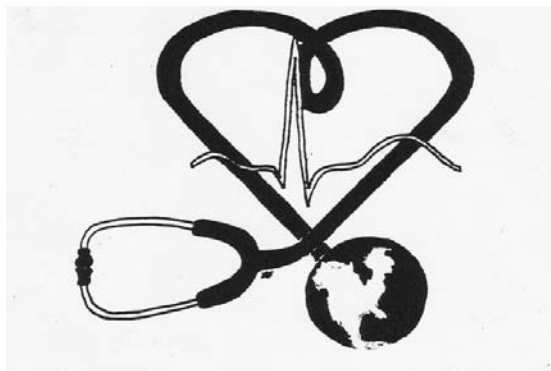


INJURY & BLOODBORNE PATHOGENS PACKET

Nursing Department
De Anza College



STUDENTS: Take this packet to each clinical site each day.

INSTRUCTORS: Have this packet available to you, at each clinical site, at all times.

03/07

INSTRUCTOR'S INSTRUCTIONS
FOR WORK-RELATED
BLOODBORNE PATHOGEN EXPOSURE INCIDENTS
DE ANZA COLLEGE

1. Provide all students who have an on- or off-campus assignment with a Bloodborne Pathogen Packet. (Packet)
2. Educate students about the contents of the Packet and the urgency in receiving medical treatment within 2 hours of any bloodborne pathogen exposure.
3. Instruct all students participating in a clinical assignment on- or off-campus to carry the Packet (including his/her hepatitis B vaccination record and job description) at all times.
4. Instruct all students that he/she must report to Student Health Services to fill out the Worker's Compensation forms for the bloodborne pathogen exposure:
 - ASAP
 - Within 24 hours of the incident, OR
 - On the next business day following the incident.

Treatment or follow-up treatment will be provided at:

Cupertino Medical Center
Occupational Health
10050 Bubb Road, Cupertino, CA 95014
(408) 996-8656

or El Camino Hospital ER (if Cupertino Medical Center is closed)

5. Follow established Foothill-De Anza District protocols for work-related injuries/illnesses.

Student Name _____ (print)

	Date	Instructor Signature
Hep # 1		
Hep #2		
Hep #3		
Titer		

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT HEPATITIS B INFORMATION – DE ANZA COLLEGE

The following information is designed to help you make your decision about receiving or not receiving the hepatitis B virus (HBV) vaccine. As you read this information sheet, consider if you will take the vaccine, think about how the virus is spread and your exposure to it. Keep in mind that all 3 injections are necessary and that the District will only pay for employees. **If you choose to decline the HBV vaccine and are exposed to the virus, you are covered by Worker's Compensation and you will have the option to begin the vaccine series at that time.** Again, please read the following information carefully before you decide.

What is Hepatitis B?

HBV is caused by a virus that produces an inflammation in the liver. HBV varies from a minor flu-like illness to developing suddenly and with great severity, to fatal liver failure, depending on the person's immune response and other poorly understood virus-host factors. HBV's onset usually begins in a person in such a way that the person is not aware that he/she is ill. The symptoms include loss of appetite, vague abdominal discomfort, nausea and vomiting, joint pain and rash, often progressing to jaundice (yellowing of the body).

How is it transmitted?

HBV is found in virtually all body secretions and excretions; however, only blood, serum-derived fluids, saliva, semen and vaginal fluids have been shown to be infectious. Transmission may occur when puncturing the skin and/or breaking the mucous membrane and exposing these areas to infected body fluids, ie: needle stick accidents, perinatal (during pregnancy) exposure or sexual contact. The infection can be spread by exposure to contaminated needles, contamination of skin lesions, or exposure of mucous membranes to infected blood.

What is the incubation period?

Usually 45-180 days, average 60-90 days. As short as 2 weeks and rarely as long as 6-9 months; the variation is related in part to the amount of virus in the infected source, the mode of transmission, and host factors.

What is the period of communicability?

People infected with the virus are known to be able to transmit the virus many weeks before the onset of first symptoms and to continue transmitting the virus through the acute clinical course of the disease and during the chronic carrier state, which may persist for life.

Methods of prevention

Use of "Universal Precautions" as shown for each job description on the *Bloodborne Pathogens Exposure Control Plan* will help protect you. Along with using "Universal Precautions", Bloodborne Pathogen training and appropriate supplies, the District according to the CAL/OSHA regulations is offering you HBV vaccine.

About the vaccine

Foothill-De Anza Community College District (District) will be offering the vaccine on both campuses. The vaccine is Engerix-B, a non infectious artificially produced DNA HBV vaccine developed and manufactured by SmtihKline Biologicals, and is given as a series of three injections as follows:

Month 1	First injection
Month 2	Second injection
Month 4-6	Third injection

The vaccine is not as effective if the entire series is not taken. The District is responsible for paying for 1 series of 3 injections for Hepatitis B. All three injections should be taken at the required times.

While receiving the HBV vaccination series, you will receive a Certificate of Immunization for your personal records – please put this in a safe place for your future reference.

A record of your vaccinations will be kept in the District's Human Resources Office. This vaccination record is considered a confidential medical record and will be kept in a secure place for at least 30 years after you leave the District.

If you are a part-time employee, the District will pay for the vaccine only while you are employed. The remaining injections can be obtained at De Anza for \$40.00* each.

Boosters may be necessary after 10-12 years. When the CDC suggests that boosters are needed, the District will pay for them.

This vaccine is contraindicated for those who have a hypersensitivity to yeast.

Some people have a local reaction to the vaccine.

The District encourages you to take the HBV vaccine.

Choice not to take the vaccine

If you choose not to take the vaccine, you must sign a Declination Statement as shown below:

I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM) I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

If you choose to sign a Declination Statement, contact Risk Management (ext 6131) for the form. Again, remember, if you choose to decline the HBV vaccine and are exposed to the virus, you are covered by Worker's Compensation, and you will have the option to begin the vaccine series at the time of exposure.

* Subject to price change

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
INJURY &/OR BLOOD AND/OR OTHER POTENTIALLY INFECTIOUS MATERIALS
EXPOSURE PROCEDURE
DE ANZA COLLEGE - Student**

Allied Health & Nursing students are covered as “employees” by the Foothill-De Anza Community College District’s (District) Worker’s Compensation Insurance during your off-campus clinical experience.

Follow these steps carefully for any injury and/or blood and/or other potentially infectious materials (OPIM) exposure:

- Immediately wash the wound or exposed area off with soap and water or flush mucous membranes with water.
- Write down the source person’s name, address, telephone number and date of birth plus the health care provider’s name and telephone number.
- Notify your clinical instructor, supervisor and/or program director of the injury and/or blood and/or OPIM exposure along with the De Anza College Health Services (408-864-8732). **The clinical facility’s protocol will be followed for contacting the source person and/or obtaining any of the source person’s pertinent information.**

Take this packet along with your HBV vaccination record and immediately seek medical attention from one of the facilities listed below. Make sure that you are seen by or speak to a health care provider **within 2 hours of the exposure**.

1. Cupertino Medical Center (formally known as Nova Care)
10050 Bubb Road, Ste. 3
Cupertino, CA 95014
(408) 996-8656, **or**
2. Employee’s Health at the facility if appropriate, **or**
3. El Camino Hospital Emergency Room, **or the**
4. nearest hospital emergency room.

NOTE: Cupertino Medical Center and El Camino Hospital, (if Cupertino Medical Center is closed) are the District’s official health care providers. The District prefers that you obtain all of your medical care thru Cupertino Medical Center. If the initial care is provided at another health care facility, Cupertino Medical Center will provide all follow-up care.

If you are referred to another health care provider, you must get a pre-authorization from Octagon Risk Services, INC (510) 302-3000 before you go for that appointment.

- Notify the above health care facility that you are covered by the Foothill-De Anza Community College District’s Worker’s Compensation. The District’s Worker’s Compensation insurance company is:
Octagon Risk Services, INC
P.O. Box 2065
Oakland, CA 94604
Phone: (510) 302-3000/ Fax: (510) 302-3269

- Foothill-De Anza Community College District's contact for Worker's Compensation is Christine Vo (650-949-6225). Her address is:
Christine Vo
Human Resources
El Monte Road
Los Altos Hills, CA 94022

If it is between 8:00am and 8:30pm Monday thru Thursday or 8:00am and 4:30pm on Fridays and there are any questions and/or problems, have the facility contact the De Anza College Health Services.

- **You must report to the De Anza College Health Services** (lower level of the Hinson Campus Center) **within 24 hours or on the next business day** to fill out the appropriate forms for the injury and/or blood and/or OPIM exposure. **Any needed follow-up treatment will be provided at:**
Cupertino Medical Center (formally known as Nova Care)
10050 Bubba road, Ste. 3
Cupertino, CA 95014
(408) 996-8656

The health care provider may give you an immunoglobulin injection for HBV. The health care provider will give you confidential counseling about the results of your base-line blood tests and the source individual's blood test(s), and tell you if any further test(s) or treatment(s) are needed. The test results and evaluation of HIV status are **confidential** and will be kept by the health care provider and not given to the District.

The health care provider will prepare a written opinion for the District and the District will give you a copy within 15 days of the completion of the evaluation. The health care provider's written opinion will be limited to:

- A statement that the employee has been informed of the results of the evaluation.
- A statement that the employee has been told about any medical conditions resulting from the exposure which required further evaluation or treatment. All other information about your tests and diagnosis and condition will not be revealed in the health care provider's written report.

All of your medical records are **confidential**. The District, according to state and federal law, will keep your records in your own separate medical file for 30 years after the last day that you attend college.

You are provided all of the above tests, procedures and evaluation at no cost.

Should you have any questions, please contact Christine Vo at (650) 949-6225.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
NEEDLESTICK & OTHER POTENTIALLY INFECTIOUS MATERIALS
EXPOSURE INFORMATION
DE ANZA COLLEGE**

A **needlestick** is an incident where you experience penetration of the skin with a **used** needle or other **used** sharp object;

or

a **body fluid exposure** is an incident where blood or other potentially infectious materials (OPIM) is splashed in your eye or mouth;

or

when blood or OPIM touches a cut or chapped part of your skin.

What to Do?

Immediately wash your skin with soap and water and/or flush mucous membranes with water.

Obtain source individual's information, if not prohibited by law: name, address, telephone number, date of birth and health care provider's name and telephone number.

Immediately tell either the Health Services (408-864-8732) or the District's Human Resources Offices (650-949-6225), your supervisor or the health professional in charge about the incident. You are entitled to follow-up medical care. **It is recommended that medical follow-up occur immediately. You want to be seen by an off-campus health care professional within 2 hours of the exposure. If the Health Office is not open, go immediately to either Cupertino Medical Center, formally known as Nova Care – hours are 8:00am – 5:00pm Mondays thru Fridays (10050 Bubb Road, Ste. 3, Cupertino – 408 996-8656), El Camino Hospital (2500 Grant Road, Mountain View) or to the closest hospital emergency room.** The confidentiality of your medical attention and the incident will be respected.

If you did not immediately contact either the Health Services or Human Resources Offices, you must do so within 24 hours of the time of the exposure or the beginning of the next regularly scheduled business day. The District's Exposure Incident Report (Worker's Compensation Forms) and Sharps Incident Log, if applicable, will be completed. You will be sent to the District's Worker's Compensation health care provider or your health care provider of record for evaluation and follow-up. The District will provide your health care provider a copy of the Bloodborne Pathogen Standard, the accident report and your medical records including details of your HBV vaccinations/status.

With your consent, the health care provider will take a base-line blood test for HBV, HCV and HIV so that a comparison test can be made at a later date. You have the right to refuse any or all of these blood tests. The health care provider will preserve the HIV base-line sample for 90 days in case you change your mind.

If the "source individual" is known and consents, his/her blood will be drawn and tested for HBV, HVC and HIV infectivity (the cost of these tests will be paid for by the District). If the "source individual" does not consent to having his/her blood drawn and tested, the health care provider will document that fact.

After the "source individual's" blood has been tested, you are entitled to know the results of the test(s). Remember, there are laws that protect the "source individual's" confidentiality just as there are laws that protect your confidentiality. The health care provider or the District will advise you about the Laws of Disclosure.

The health care provider may give you an immunoglobulin injection for HBV and HCV. He/she will give you confidential counseling about the results of the base-line blood tests and the "source individual's" blood test(s) and tell you if any further tests or treatments are needed. The test results and evaluation of HIV status are **confidential** and will be kept by the health care provider and not given to the District.

The health care provider will prepare a written opinion for the District and the District will give you a copy within 15 days of the completion of the evaluation. The health care provider's written opinion will be limited to:

1. whether HBV vaccination is indicated, and whether the employee has received such vaccination.
2. the post exposure follow-up statement that the employee has been:
 - a. informed of the results of the evaluation; and
 - b. told about any medical conditions resulting from the exposure which required further evaluation or treatment.

All other finds, diagnosis and condition will remain confidential and will not be included in the written report.

All of your medical records are **confidential**. The District, according to state and federal law, will keep them in your own separated medical file for 30 years after the last day you worked for the District or attended college.

You are provided all of the above tests, procedures and evaluation at no cost.

Should you have any questions, please contact the District Human Resources Office at (650) 949-6225.

FOOTHILL/DE ANZA COMMUNITY COLLEGE DISTRICT UNIVERSAL PRECAUTIONS

Introduction

Universal precautions is Occupational Safety and Health Administration's (OSHA) accepted method of control to protect employees from exposure to all human blood and other potentially infectious materials (OPIM). The term "universal precautions" refers to a concept that all human blood and OPIM be treated as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or other bloodborne pathogens regardless of the perceived "low risk" of a person.

As stated in OSHA Instruction CPL 2-2.44C (Office of Health Compliance Assistance):

"If the employer has a policy of treating the blood or other potentially infectious material (OPIM) of some patients as potentially infectious and the blood or OPIM of others (e.g., the elderly or children) as not infectious, a violation exists."

Foothill/De Anza Community College District in accordance with OSHA regulations will provide equipment and materials that will protect their employees from the hazards of bloodborne pathogens and comply with the standard through the use of "universal precautions", engineering controls, work practice controls, personal protective equipment, proper housekeeping and handling of regulated waste.

Summary of Communicable Disease Center (CDC) Universal Precaution Recommendations

1. Hands should be washed with soap and water (washed) before and after physical contact with an individual needing care. Hands should be washed immediately if hands become contaminated with any blood or other body fluids. Hands should also be washed immediately after removing gloves.
2. Gloves should be worn whenever there is a possibility of contact with body fluids.
3. Masks should be worn whenever there is a possibility of splashing or splattering of body fluids.
4. Protective clothing (ie, gowns, lab coats, aprons, etc) should be worn if soiling of exposed skin or clothing is likely.
5. To minimize the risks for exchange of body fluids during resuscitation procedures, pocket masks or mechanical ventilation devices should be readily available where these procedures are likely to be needed.
6. Spills of blood or blood-containing body fluids should be cleaned up using a solution of household bleach (sodium hypochlorite and water in a 1:10 to 1:100 solution for smooth surfaces and 1:10 solution for porous surfaces). Diluted bleach solutions should be no more than 24 hours old. All contaminated materials used for such cleanup should be disposed of appropriately.
7. People who have open lesions, dermatitis, or other skin irritations should not participate in direct care activities and should not handle contaminated equipment. (continued)

8. Sharp objects represent the greatest risk for exposures. Contaminated needles should never be bent, clipped, or recapped. Immediately after use, contaminated sharp objects should be discarded into a puncture-resistant "sharps" container designed for this purpose. Needle containers should never be overfilled; containers should be sealed and discarded when two-thirds to three-fourths full.
9. Contaminated equipment that is reusable should be cleaned of visible organic material, placed in an impervious container, and returned to appropriate designated locations for decontamination and reprocessing.
10. Instruments and other reusable equipment used in performing invasive procedures should be appropriately disinfected and sterilized as follows:
 - Equipment and devices that enter a person's vascular system or other normally sterile areas of the body should be sterilized before being used for another person.
 - Equipment and devices that touch intact mucous membranes but do not penetrate a person's body surfaces should be sterilized when possible to undergo high-level disinfection if they cannot be sterilized before being used for another person.
 - Equipment and devices that do not touch a person or that only touch intact skin of a person need only be cleaned with a detergent or as indicated by the manufacturer.

Implementation

All Foothill/De Anza Community College District employees whose job descriptions are covered by Universal Precautions standard of working conditions must comply with **CDC UNIVERSAL PRECAUTION RECOMMENDATIONS** listed above. In addition, all employees must:

1. understand that the purpose of practicing universal precautions is to prevent infection from bloodborne pathogens on the job.
2. assume that any person or bodily fluid is potentially infectious for bloodborne pathogens such as HBV or HIV. Universal precautions are nondiscriminatory.
3. understand that potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedure, and any body fluid that is visibly contaminated with blood.



OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

12345 El Monte Road, Los Altos Hills, CA 94022

TO: Health Care Provider
FROM: Jane Enright, Vice Chancellor of Human Resources and Equal Opportunity
DATE: March 26, 2007
RE: Self-Funded Workers' Compensation Program

This is to certify that the Foothill-De Anza Community College District is permissibly self-insured for Worker's Compensation under that State of California Department of Industrial Relations Certificate of Consent to Self Insure, Number P-0452.

Foothill-De Anza Community College District provides medical treatment for its employees following an occupational exposure to blood and/or other potentially infectious materials (OPIM). This packet includes the following:

- Copy of the CAL-OSHA 5193 (Bloodborne Pathogen Standard)
- Employee's job description, and
- Employee's Hepatitis B vaccination series

The District's Worker's Compensation carrier should be billed for the exposed employee's medical treatment/ laboratory test(s) and the source individual's laboratory testing. The District's Worker's Compensation insurance carrier is:

OCTAGON RISK SERVICES, INC.

P. O. BOX 2065

OAKLAND, CA 94604

Phone: (510) 302-3000

Fax: (510) 302-3269

If you have any questions, please contact Christine Vo, Benefits and Workers' Compensation Analyst directly at (650) 949-6225 or via email: Vochristine@fhda.edu.

Thank you for your cooperation and assistance in providing medical treatment for this Foothill-De Anza employee/student.



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_____ is a Nursing student enrolled at De Anza College. He/she has experienced an accident involving blood and/or other potentially infectious materials (OPIM) on (date)_____ while working with your patient (name)_____, (telephone number)_____, at (facility)_____.

Cupertino Medical Center (CMC) is the District pre-designated medical clinic for all occupational injuries. CMC will be providing the medical treatment for this injury and I would appreciate your assistance. If your patient will consent, a history of the person's potential risk/ past history of illness(es) with hepatitis B, hepatitis C or HIV would be of great help for medical follow-up. Additionally, if your patient will consent to serologic testing for hepatitis B, hepatitis C and HIV, it would be very helpful. All medical records should be sent to:

Cupertino Medical Center
10050 Bubba Road
Cupertino, CA 95014
Phone: (408) 996-8656/ Fax: (408) 996-0158

Foothill-De Anza Community College District will pay for this visit and testing. Please submit the bill to:

OCTAGON RISK SERVICES, INC.
P. O. BOX 2065
OAKLAND, CA 94604
Phone: (510) 302-3000/ Fax: (510) 302-3269

If you have any questions, please contact Christine Vo, Benefits and Workers' Compensation Analyst directly at (650) 949-6225 or via email: Vochristine@fhda.edu.

Thank you for your cooperation and assistance in providing medical treatment for this Foothill-De Anza employee/student.

Cupertino Medical Center

10050 Bubb Road
Suite 3
Cupertino, CA 95014
(408) 996-8656

Occupational Health
Hours: 8:00 am – 5:00 pm Monday – Friday

