

Bloodborne Pathogen Check List (What do I need to do?)

Write the Employee's Name and HRN			
Instruction for	Supervisor to Initial when completed	Instructions	
1	Employee	1a.	First aid - wash area with copious amounts of soap and water or use eyewash for 15 minutes and report to their Manager/Supervisor.
		1b.	Verify with the Manager/Supervisor if the incident was a true BBP exposure. (if determined to be a true exposure continue with the following steps).
		1c.	Complete incident report. Complete ROI (release of information). Complete Sharps or Splash Interview form.
		1d.	To verify the name and medical record number of the source for the supervisor.
		1e.	See a Practitioner within 2 hours of the incident.
		1f.	Follow the OSHA guidelines for BBP exposure as indicated by the Practitioner.
		1g.	Participate in the investigation of the incident.
2	Mgr/Supervisor	2a.	Determine if the incident was a true BBP exposure. (if determined to be a true exposure continue with the following steps)
		2b.	Assist with keeping the source in the MOB. Coordinate with Practitioner for lab orders. Explain the process to the source. (Source should have counseling for HIV test). Instruct source to go to the lab, handing him/her a paper requisition form for the Rapid HIV. (Practitioner to order additional labs – see Practitioner section).
		2c.	Supervisor will arrange for the employee to see a Practitioner ASAP.
		2d.	Notify EH Nurse @ 404-274-4308 and/or Infectious Control Nurse @ 404-520-1022 or 470-553-0663 of exposure
		2e.	Call the lab to inform them of the source's name and that they will be coming to the lab with a paper requisition for a Rapid HIV test.
		2f.	Fax a copy of the incident report and support documents to 404-364-7288 within two hours of the incident.
		2g.	Notify the facility HSA, HSM or Clinical Manager
		2h.	Participate in the investigation of the incident.

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3a.	Practitioner: (To order lab work for both the employee and the patient source immediately).	3a.	<u>Order Labs for the Source Patient:</u> Rapid HIV, (use paper requisition included in packet under patient source). Order also in HC - Hepatitis B Surface Antigen and Hepatitis C antibody
		3b.	<u>Order Labs for the Employee:</u> HIV I & 2 Ab Screen with reflex, Hepatitis B Surface Antibody, Hepatitis B Surface Antigen, Hepatitis C Antibody, CMP and CBC.
		3c.	Attending Practitioner to page and consult with the ID specialist on call ASAP, if there is a possibility of a HIV exposure.
		3d.	Prescribe any recommended Rx by ID, for the employee and send them to the Pharmacy.
4	Laboratory	4	Labs drawn by Lab Tech and send to Kaiser in house Laboratory. Rapid HIV test for source should also be sent to the designated specific in house laboratory.