



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	Infectious Disease Control	SOP:	4.8
Subject:	Post Exposure Guidelines	Executed:	June 5, 2015
		Revised:	
Approved:			
 Allen W. Baldwin, Fire Chief			

POST EXPOSURE REFERRAL

GENERAL GUIDELINES

The City of Winchester will have the Designated Officer advise the exposed employee as to whether a medical facility will need to handle an employee exposure injury and treatment.

The Designated Officer will initiate the referral for post exposure management following a question and counseling session.

The employee, if deemed necessary, will be offered Hepatitis B (HBV), Human IMMUNODEFICIENCY virus (HIV), Hepatitis C and VDRL testing. If the employee consents to baseline blood testing, but does not wish to have the testing done at that time for HIV, then the hospital will preserve the blood for at least 90 days. If within 90 days following the incident, the employee elects to have the testing performed then it will be done as soon as possible.

Exposures which require medical treatment will be offered treatment that is in accordance with the published protocols set forth by the CC. Protocols for HBV, HCV, HIV, Syphilis, and Tuberculosis are to be available.

ALL exposed employees will receive counseling; this will be conducted by a health care professional who has been trained in pre and posttest counseling.

DR PASTORS RESPONSIBILITIES

Doctor Pastor will be furnished with a listing of the exposed employee's job duties as they relate to the exposure incident. This provider will make the final exposure determination.

Documentation of the route of exposure and the circumstances of the exposure will be furnished by the Designated Officer to assist with this determination, if the designated officer disagrees with this, public health officer will be contacted. If the employee insists on treatment when a non-exposure has been ruled the care provider will contact the Designated Officer.

Doctor Pastor will furnish a written opinion letter regarding the exposure within 15 days of the incident as set forth in the regulation to the employee, and will generate a letter to the Designated Officer to verify compliance.

The hospital will carry out exposure notification/management within 48 hours as outlined in the Ryan White Law (Public Law 101-381).

RECEIVING HOSPITALS RESPONSIBILITIES

The receiving hospital is responsible for source patient testing. Rapid HIV testing and rapid HCV testing is to be performed on the source patient. This is done to comply with the 2005 CDC Guidelines and to expedite testing on behalf of the exposed employee. Source patient test results will be called to the Designated Officer.

If the Hospital is conducting employee follow up on of hours, the emergency physician will call the Clinicians hotline for any cases involving HIV post exposure follow up.

CITY OF WINCHESTER'S RESPONSIBILITIES

The appropriate Agency in the city will furnish any and all relevant medical information to the office of the designated medical care provider.

If the exposure was a needle stick injury or an exposure to TB resulting in a positive skin test, the Designated Officer will complete an OSHA 300-report form and the Sharps injury log. The OSHA 300 form will contain records of contaminated injuries that require "more than" first aid. All other contaminated sharps injuries will be recorded on the sharps injury log with no employee identification.

The Designated Officer WILL receive a summary of the written opinion within 15 days' time frame set forth in the regulation. A written opinion will be forwarded directly to the employee by the physician – Doctor Pastor

The Designated Officer will document that the employee has been informed of the evaluation results. This should be in accordance with the 48 hour time frame set forth in the Ryan White Law.

All records will be maintained for duration of the employees department plus an additional 30 years as set forth in the OSHA regulation.

Employees who have post exposure medical evaluation and follow up conducted by a physician other than the designated physician, the exam report will be reviewed by Doctor Pastor. The costs associated with the physician are the employee's responsibility