

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 5/13/2016
Due Date: 6/13/2016
Implementation: 6/14/2016

DESCRIPTION OF PROCEDURE

Name of procedure:

**Incident Reporting and Post Exposure Prophylaxis
GEC.SA242, SGAH.SA930, WAH.SA921 v0**

Description of change(s):

This is a new SOP to replace 2 existing ones (Preparation of Incident Reports and Post Exposure Prophylaxis). The old versions refer to Chantilly processes.

The new version is simplified and contains the Baltimore BU process for submitting incident reports.

Our post exposure process has always been to follow the hospital protocol (available on Adventist intranet) and use their exposure packet forms. The new SOP contains this info

[This SOP will be implemented on June 14, 2016](#)

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training

Non-Technical SOP

Title	Incident Reporting and Post Exposure Prophylaxis	
Prepared by	Leslie Barrett	Date: 4/28/2016
Owner	Lori Loffredo	Date: 4/28/2016

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This Standard Operating Procedure (SOP) will outline the process for completing and submitting an incident report and a description of the post exposure prophylaxis (PEP) at the laboratories of Quest Diagnostics at Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital.

2. SCOPE

This procedure applies to all laboratory employees.

3. RESPONSIBILITY

Laboratory management is responsible for ensuring compliance with this SOP.

The Regional Laboratory Director is responsible for review and revision of this SOP as needed.

4. DEFINITIONS

On the job – includes all activities that are part of an employee’s normal or assigned job duties.

Off the job – includes all activities that are NOT part of an employee’s normal or assigned job duties. Entering the facility and leaving the facility are typically off the job times, unless the employee has been requested to report to a different site for work by supervision.

OPIM – Other Potentially Infectious Materials; biological materials that have the possibility of passing along an infectious disease.

Form revised 3/31/00

5. PROCEDURE

A. General Information

1. If an employee has an incident (illness, injury, etc.) that occurred **off** the job, no incident report is required.
2. An incident report is to be completed and filed with EHS in the following situations:
 - An employee has an incident (i.e. illness, injury, etc.) that occurred **on** the job.
 - An incident occurs involving a spill of hazardous material (chemical, biological and/or radioactive) and employee contact occurs.
 - An incident occurs involving a spill of hazardous material, no employee contact (chemical, biological – more than 100 mL, radioactive – any amount)
 - An incident occurs involving damage to property (any amount)
3. Incident reporting forms and locations:
 - a. AHC Employee Incident Form, available on AHC Intranet at:

Corporate Services → Human Resources → Occupational Health Form – AHC Manager Investigation Following Employee Incident Form 2014

- b. Quest Forms
 - Quest Incident, Injury, Illness Investigation report form
 - If a sharp or lancet was involved in the incident, the Quest Needle and Lancet Injury report must also be completed and returned WITH the Quest Incident report.
 - Quest Forms are located on the QD intranet at

http://questnet1.qdx.com/units_functions/operations/business_regions/east_region/baltimore_horsham/ehs/incident_reporting.htm

B. Incident without Exposure to Blood or OPIM

1. AHC Employee Incident Form and Quest Incident, Injury, Illness Investigation report form must be completed
2. Follow the Non-Biological Exposure Instructions (addenda B)

C. Incident Involving Exposure to Blood or OPIM

1. Follow the Biological Exposure Checklist (addenda A).
2. Completion and disposition of incident forms
 - a. Complete the AHC incident report form in its entirety. A copy must be made for the employee's personnel file. Take the original form to Emergency Department (ED) or Occupational Health (depending on severity of incident and time of occurrence)

- b. Complete and return the QD incident report form to EHS:
 - 1) All sections of the reports must be completed. If an answer is not known, please respond by writing, "Not known" in the space.
 - 2) If the incident occurred while the employee was on duty and off site, an itinerary should be submitted with the report.
 - 3) The Supervisor completing the form must document a proposed corrective action in Section 8 of the Quest incident form. Corrective actions will be reviewed and implemented if approved by EHS.
 - 4) If the incident involved a needle or lancet, the Needle and Lancet injury Report form must be completed and submitted with the Incident Report.
 - 5) The completed QD forms must be submitted to EHS within 24 hours of the time of the incident.
 - Reports may be FAXed to the Baltimore BU at 484-676-8697.
 - Copies of all reports must be placed in the employee's personnel file.

D. Testing and Post Exposure Prophylaxis

1. Follow up will be handled according to the Adventist HealthCare corporate policy AHC 2.167 Health Care Worker Exposure to Blood and Body Fluids, Post Exposure Prophylaxis Policy (available on AHC intranet). This policy covers assessment, reporting, testing, follow up and prophylaxis after exposure to blood borne pathogens.
2. The Health Care Worker Blood and Body Fluid Exposure Packet containing all necessary forms are available in the lab or from the hospital Occupational Health or Nursing office.
3. All reports of medical testing will be filed in the employee's confidential medical file and provided to QD EHS.
4. Reporting of results to State/Federal agencies will be completed as per Quest Diagnostics Corporate policies.

6. RELATED DOCUMENTS

Laboratory SOPs:

- Bloodborne Pathogens Exposure Control Plan, Safety
- Chemical Hygiene Plan

Health Care Worker Exposure to Blood and Body Fluids, Post Exposure Prophylaxis Policy AHC 2.167, AHC intranet

Incident Report Forms are located on the QD intranet at

http://questnet1.qdx.com/units_functions/operations/business_regions/east_region/baltimore_horsham/ehs/incident_reporting.htm

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes GEC/SGAH/WAH.SA14.000, GEC/SGAH/WAH.SA17.000		

9. ADDENDA AND APPENDICES

Addenda A – Biological Exposure Checklist

Addenda B – Non-Biological Exposure Instructions

ADDENDA A

Biological Exposure Checklist

Perform the following steps IN ORDER.

If the exposure involves blood, serum or OPIM (see below) to INTACT SKIN, wash the area with soap and running water for 15 minutes. Complete the AHC Employee Incident Form and Quest Incident, Injury, Illness Investigation report forms with your Supervisor or the Manager on Duty. The supervisor submits AHC form to the hospital Occupational Health department and QD form to the QD business unit. STOP AT THIS POINT.

If the exposure involves a cut or puncture with a sharp item contaminated with blood, serum, OPIM (see below), wash the site of injury with soap and running water for a minimum of 15 minutes.

- If blood, serum or OPIM are splashed into the eyes, wash the eyes with the eyewash for 15 minutes. CONTINUE...
- If the injury site is bleeding, apply a bandage to the site of injury (if bleeding is *uncontrollable*, report immediately to the Emergency Room or dial 4444). CONTINUE...
- Contact your Supervisor, or if unavailable, another lab Supervisor or the Supervisor on call. CONTINUE...
- Find the source specimen(s). Include all the Identification number(s) for the sources with the report to EHS. CONTINUE...
- If the exposure occurs during the time when the Occupational Health Department is operating, take the AHC Employee Incident Form with you and report to the Occupational Health Department. At all other times, take the AHC Employee Incident Form with you and report to the Emergency Room. CONTINUE...
- Complete the Quest Incident, Injury, Illness Investigation report with your Supervisor, and FAX a copy to Baltimore BU. If the incident involved a needlestick, complete the needlestick incident report IN ADDITION TO the incident report and FAX a copy. Incident reports must be received by EHS within 24 hours of an incident.
- Retain a copy of all forms for employee's personnel file.

OPIM or Other Potentially Infectious Materials are biological materials that have the possibility of passing along an infectious disease. OPIM includes:

Blood	Cerebrospinal Fluid	Pleural Fluid	Pericardial Fluid	Synovial Fluid
Vaginal Secretions	Peritoneal Fluid	Amniotic Fluid	Unfixed Tissue or Organ	Semen

ADDENDA B

Injury/Illness Instructions

(NON-BIOLOGICAL EXPOSURE)

Perform the following steps IN ORDER.

If the injury/illness is believed to be immediately dangerous to life and health, or if the employee cannot be transported safely to the Emergency Room, contact Hospital Emergency at extension: 4444 for SGMC and WAH.

- Complete the AHC Employee Incident Form as soon as possible.
- Complete the Quest Incident, Injury, Illness Investigation report form with the employee.
- Fax the completed Quest incident report to Baltimore BU.
- Retain a copy of all forms for employee's personnel file.

If the injury/illness is not immediately life threatening:

- If the injured employee wishes to seek medical attention, allow the employee to take the AHC Employee Incident Form to the Emergency Department (if after hours) or to Occupational Health if during normal business hours.
 - Complete the Quest Incident, Injury, Illness Investigation report form with the employee.
 - Fax the completed incident report to Baltimore BU.
 - Retain a copy of all forms for employee's personnel file.
 - Again, if the injury/illness is believed to be immediately dangerous to life and health, contact Hospital Emergency for transport to the Emergency Department.
- In all cases, the injury must be reported to the EHS department by completing the Quest Incident, Injury, Illness Investigation report form and FAXing a copy to Baltimore BU.