**Figure 2.6** Post-exposure follow-up: Safety officer checklist

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1 **Exposure incident**
With the report of a needlestick or exposure incident, inform the employee that the employer will make immediately available a no-cost, confidential medical evaluation and follow-up. If the employee refuses, document this by having the employee sign “Employee informed refusal of post-exposure medical evaluation.”

2 **Consents for testing**
Obtain consent and arrange to test source patient blood using rapid-HIV test for human immunodeficiency virus, hepatitis B virus (HBV), and hepatitis C virus (HCV).

Obtain consent and test exposed employee’s blood as soon as possible for HIV, HBV, and HCV. If the employee does not give consent for HIV testing, preserve the blood sample for at least 90 days, during which time the employee may elect to resume testing.

Refer the employee to a licensed healthcare professional

3 **Information for referred healthcare professional**
Provide the healthcare professional with information to evaluate the employee and produce the written opinion. Include the following:
- Copy of the bloodborne pathogens standard
- Employee’s job description as it relates to the incident
- Employee exposure incident form that documents the exposure
- Source patient’s HIV, HBV, and HCV status, if known
- Employee’s medical records relevant to the appropriate treatment, including HBV immunization status.

4 **Evaluation and written opinion**
Ascertain that the healthcare professional evaluates the exposure incident, as well as all related tests and facts, and:
- Notifies the employee of test results
- Instructs the employee not to disclose the source patient’s HIV, HBV, or HCV, status
- Provides counseling and post-exposure prophylaxis if needed
- Evaluates patient progress and any reported illnesses

Obtain from the healthcare professional the written opinion and provide it to the employee within 15 days of the completion of the evaluation. The written opinion shall be limited to the following information:
- The employee has been informed of the results of the evaluation
- The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment

Maintain strict confidentiality, even if the healthcare professional is also the employer.

5 **Documentation**
Document the steps above and include in the in the employee’s confidential file:
- Exposure incident form
- All related test consent and refusal forms
- Healthcare professional’s written opinion
- Record the needlestick information in the Sharps Injury Log. (See Section 3: Sharps Safety Policy for information on recordkeeping exemptions.)
Figure 2.7 Bloodborne pathogens (‘universal precautions’) training implementation checklist

We suggest that new employees who may be exposed to bloodborne pathogens watch the accompanying bloodborne pathogens training video to become familiar with the risks and protections associated with their occupation. Facilities usually administer tests before and after the video training, and the safety officer should be available for discussion and to answer any questions.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Done</th>
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<tbody>
<tr>
<td>Write the name of the safety officer and the facility in the bloodborne pathogens policy (see Chapter 2).</td>
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<tr>
<td>Prepare an “Exposure identification form” for every new employee (see Chapter 4).</td>
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<tr>
<td>Determine who are exposed employees from the “Exposure identification form,” and begin training them in accordance with instructions on the form.</td>
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<tr>
<td>Offer hepatitis B virus (HBV) immunizations to all potentially exposed workers. If they refuse, have them sign the “Hepatitis B declination statement” immediately (see the form in Chapter 4).</td>
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<tr>
<td>Complete the requirements outlined on the “Employee training and refresher training record” for each exposed employee. You must fill in all sections of the form (see the form in Chapter 4).</td>
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<tr>
<td>Show the location of protective clothing and equipment to each employee, and record that you have done so on the “Employee training and refresher training record.” Label cabinets that store protective clothing.</td>
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<tr>
<td>Determine what disinfecting, sterilizing, and cleaning solutions to use in the facility, and record them on the cleaning schedule in Chapter 4. Post the cleaning and disinfection schedule near the nurses’ station.</td>
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<tr>
<td>Place biohazard labels on appropriate refrigerators and waste cans.</td>
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<tr>
<td>Record on each exposed employee’s “Training and refresher training record” that bloodborne pathogens training was taught (see Chapter 4).</td>
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