

Phlebotomy Student Handbook



2016-2017

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Letter of Welcome from the Phlebotomy Program Coordinator

Welcome to the Phlebotomy program at Edison State Community College. We are pleased you have chosen to pursue your education with us. The Phlebotomy certificate program at Edison has a strong reputation for preparing phlebotomists who are highly skilled and valued by employers. Through our employer surveys, graduate surveys, and feedback from our advisory committee members we know our graduates are well prepared for their first job as a phlebotomist. Your graduation from our program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you as you learn about a career that is both challenging and rewarding. We know that students who are most likely to be successful connect with their course faculty, advisors, and classmates so we encourage you to reach out to others to develop a strong support system. Our faculty member in this program is an exceptional educator and practitioner and brings a wealth of knowledge and experience to the classroom. I'm confident you'll enjoy learning from her.

This handbook provides easy access to the Phlebotomy program policies that may affect you during the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across the stage at commencement and get your first job as a phlebotomist!

Sincerely,

Vickie Kirk, MBA, MT (ASCP)
Program Coordinator, Phlebotomy

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EDISON STATE COMMUNITY COLLEGE

Phlebotomy Program Handbook

2016-2017

PROGRAM GOALS AND OUTCOMES

The mission of the Phlebotomy (PLB) Program at Edison State Community College is to prepare competent entry-level phlebotomists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. The following program outcomes are met by the curriculum which utilizes all three aforementioned learning domains and ultimately fulfills the primary goal.

PROGRAM OUTCOMES:

1. Demonstrate professionalism through ethical and responsible behavior.
2. Demonstrate effective interpersonal skills with patients, physicians, and co-workers.
3. Demonstrate competent written and medical terminology skills.
4. Apply clinical policies and procedures effectively in the performance of duties.
5. Apply ethical and legal policies and procedures in the performance of duties.
6. Adapt methods and techniques to the individual needs or capabilities of patients.
7. Apply skills, attitudes, and behavior to reflect Edison's Academic Core Values.

ESSENTIAL FUNCTIONS:

In addition to the academic requirements of the program, students who are successful in the program and profession must meet the following requirements, with or without reasonable accommodations.

Vision

The student must be able to:

- Read a patient's identification on an ID bracelet
- Read information found on a laboratory requisition
- Differentiate colors of conventional blood collection tubes
- Read information on a computer screen
- Read procedures and other necessary information in lab manuals
- Read information on product packaging

Hearing

The student must be able to hear the following:

- Patient's voice
- Equipment and alarms
- Telephone
- Co-workers

Tactile ability and manipulative skill

The student must be able to:

- Discriminate veins from other structures that are not veins
- Identify the location and character of veins
- Perform venipunctures and capillary punctures smoothly enough so as not to injure the patient

Communication

The student must be able to:

- Speak standard English so as to be understood
- Understand standard English
- Provide clear verbal directions to patients and co-workers in standard English
- Follow verbal and written directions in standard English

Motor Function

The student must be able to:

- Move freely in the laboratory, patient care areas, elevator and stairways
- Use both hands simultaneously
- Lift at least 25 pounds
- Demonstrate fine motor skills
- Reach and bend wherever necessary to perform job skills

Mental and Emotional

The student must be able to:

- Be able and willing to change tasks quickly, as needed
- Work in a stressful situation
- Prioritize tasks
- Provide service to and interact with patients of diverse age, gender, sexual orientation, race, religion, nationality, physical or mental condition

POLICY STATEMENTS

The following are policies of the Edison State Community College (ECC) Phlebotomy (PLB) program. Students in the PLB Program shall abide by these policies as well as those of affiliating agencies during internship. It is the student's responsibility to know affiliating agency policies. Any changes will be posted and reviewed with each class.

Academic Advising

Each semester students will meet with their assigned academic advisor (PLB Program Coordinator or faculty member) to assess the courses for which the student will register during the next registration period.

Students should have declared Phlebotomy as their major. Students needing to do so may meet with their academic advisor to obtain the appropriate form.

Accidental Exposure

A Lab Safety Agreement is signed by each student before they participate in phlebotomy clinical or internship courses. Refer to the Lab Safety Agreement, Exposure Control Plan, and Standard Precautions handouts located at the end of this handbook. The signed agreement is placed in the student's file.

Accreditation

Edison State Community College is accredited by the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education. The Edison State Community College PLB Program is approved under the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018.

Admission

To be admitted to the PLB Program at Edison State Community College, a student shall apply to Edison State Community College and pay the fee, meet with an Advising Resource Center (ARC) advisor, take placement tests in math, English and keyboarding, and then register for courses with an advisor. Students must provide final high school transcript (or GED scores) and college transcript (if applicable) to the college. Placement into college level English or successful completion of Basic Writing (ENG 091D) and College Preparatory Reading (ENG 093D) is required. Students must have a cumulative 2.0 GPA on a 4.0 scale.

Advisory Committee

Edison State Community College's Phlebotomy program strives to successfully serve its communities of interest. To do so, an advisory committee meets once each year to discuss important points of the programs and get feedback from local employers, graduates, students, and associated professionals.

Attendance

Attendance in phlebotomy classes is necessary to achieve the objectives for learning. Students who miss more than three (3) class periods will be dropped from the course during the withdrawal period and will need to reapply to the program. Once the last day to withdraw has passed, the student will be assigned an "F" based on inadequate attendance. If a student is unable to report to class due to an unforeseen emergency, contact the instructor as soon as possible. Refer to specific course syllabus for instructor's policy on make-up work. Documentation for the reason of absence should be provided if appropriate.

Classroom/Lab - If the student is unable to attend class on the day of an announced test or competency due to an emergency situation, he/she is responsible for calling the instructor prior to the class hour.

Students are expected to be present in classes and clinical labs and be prepared to actively participate in their own learning. Each student is responsible for meeting course objectives in a satisfactory manner.

Internship Experience - If a severe illness/emergency prevents the student from attending an internship experience as scheduled, it is his/her responsibility to leave a message for the internship facility contact. Guidelines are provided during orientation to each facility. Each student is responsible for meeting course objectives for internship in a satisfactory manner.

Evaluation of a student's performance in the internship setting is made by assessing whether or not the student meets the objectives/outcome criteria for the course.

Additionally, the instructor may require a student to leave a campus lab or internship experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. The circumstances described constitute an absence. A physician's permission will be required to return to clinical experience or facilities situations which might alter the student's ability to safely achieve the campus lab or internship experience objectives.

Drug Test - In compliance with the "Drug Free Workplace," several internship affiliates are implementing a drug screen profile as a part of the physical examination of all new employees. It is possible that a student may be required to submit to a drug screen as a prerequisite for participation in the internship component of the Edison State Community College PLB Program.

Communication

The student should regularly check Blackboard and email. Instructors may choose to post important information on individual course sites in Blackboard.

Class Cancellation

When college classes are cancelled because of weather or other emergencies, all phlebotomy classes will be canceled, including the Phlebotomy internships. The cancellations are posted on the Edison website home page at [Rave Mobile Safety-Rave Guardian Campus Safety App](#). The page also includes a link so that students may sign up for an alert via text or email.

Conduct

- The highest level of professional conduct is required in class, as well as in the internship setting.
- A student shall accurately report errors to the clinical preceptor or practitioner.
- A student shall not falsify any client record or any other document prepared or used in the course of, or in conjunction with, phlebotomy practice.
- A student shall implement measures to promote a safe environment for each client.
- At all times when a student is providing direct care to a client, the student shall provide privacy during examination or treatment, and treat each client with courtesy, respect, and with full recognition of the client's dignity and individuality.
- At all times, a student will hold in strictest confidence any and all information concerning a client and his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure client information. Please note that HIPAA regulations extend the privacy requirements to all individually identifiable health information held or disclosed by a covered entity in any form, whether communicated electronically, on paper, or orally, including social networks such as Facebook and Twitter.
- A student shall not engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client, or behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

Competencies

The PLB 150S course is competency-based. This means there will be exams and also skills competencies that are graded by the instructor directly observing the student performing the assigned skill. Competencies guarantee that a student is competent in the entry-level clinical skills required of a phlebotomist. Student must achieve satisfactory on all critical steps to pass the competency. Student has two (2) chances to pass. *Students who are unable to pass a competency after the second attempt will be removed from the program, or will be required to take the course again to receive more training and practice.*

Credits (Transfer and Experiential Learning)

To receive credit in phlebotomy courses from other institutions, the grade received in the transferred course must be a “C” or better and must be from a PLB Program approved by NAACLS. Please refer to the college catalog for complete information pertaining to credits obtained in this manner and for experiential learning.

Criminal Record Background Check

Phlebotomy students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the program will participate in the Bureau of Criminal Investigation background check and the FBI background check. This will take place before the PLB 150S course. The fee is incorporated into the lab fee for the course. Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program.

Dress Code & Hygiene

Phlebotomists are seen as professional examples. The students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one’s best. It also affects how one feels about one’s self and how peers and clients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise.

While in and during PLB 150S class and at the internship site, the following rules apply:

1. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
2. Jewelry - No long necklaces; finger rings kept to a minimum; one pair small earrings.
3. Hair should be neat and well contained.
4. Cosmetics should be used in moderation.
5. Colognes and perfumes are not acceptable in the internship setting.
6. No visible tattoos or other piercings are permitted.
7. No gum.

8. Navy blue scrub pants & scrub shirt will be worn. They must be clean, neat and modest—midriff covered. White, full-coverage shoes will be worn. Uniform scrubs are required and can be purchased through the Edison bookstore or from any other source. One uniform is required; two is recommended.

Emergencies

While on campus: the Student Health Nurse is available Mon-Thurs 9:30 – 3:30 for minor illness and injuries. If the Health Nurse is unavailable or the situation warrants immediate attention you may call 911. While in Directed Practice the student will follow the safety standards/emergency protocols of the agency.

Grading

Refer to course syllabus for specific information about grading.

Grievances

Policies are in place to help the student deal with concerns that may arise. Refer to the Edison student handbook for specifics. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to class or clinical performance should be discussed with the instructor of that class.

The student who remains unsatisfied after taking a concern to the faculty advisor and class instructor should refer to the Student Grievance Procedure located on the website at [Student Complaint Form](#). The student wishing to pursue the matter further should then contact the Vice President of Student Affairs.

Health Insurance

Proof of health insurance must be on file at Edison for placement at certain internship sites. If necessary, students must provide their own health care insurance. Edison State Community College offers access to health insurance at [Health and Wellness Services | Edison State Community College](#). (**Note:** Click on Student Health Insurance expandable bar below). The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

While internship facilities will provide emergency care for the PLB student when necessary, the student is responsible for payment of care provided and any transportation required. Students are not insured by the Workman's Compensation Act.

Health Record

Upon entry into the PLB program, the student is responsible for providing completed medical forms which must be on file in the Health Sciences office. Each student will enroll in the Student Immunization Tracker & Review through Certified Profile. This system will track and store all the student's immunization/health requirements. The student will have the ability to provide these requirements to Certified Profile online.

1. Immunization/Physical Form filled out by a physician, and required documentation of the following:

- a. MMR immunization
- b. Tdap or Td with the last 10 years
- c. Hepatitis B vaccination series or declination form
- d. Varicella two-step immunization, physician documentation of chicken pox, or blood titer to indicate immunity
- e. Proof of negative two-step tuberculin screen (PPD's) or negative chest x-ray. All health requirements must be current. Should health status change, the student must provide a record of such change.
- f. Influenza vaccine is required for certain sites.

Internship

To be eligible to participate in the required Phlebotomy Internship & Seminar courses (PLB 291L and PLB 291R) the student must successfully complete each OSA and PLB course with a grade of "C" or better. In addition, each competency required in the PLB course must be passed as "satisfactory." For more information on competencies and their grading refer to "COMPETENCIES." All internships are supervised by clinical staff. Students are not paid by the internship site. If the student is employed, then service work must be kept separate from the internship time. Students should not be used as unpaid labor.

The internship component must be taken the same semester as the Lab Techniques course, or the semester immediately after. If internship cannot be taken in this time frame, then competency in blood collection must be demonstrated to the instructor prior to entering the Internship. This will only be done on a case-by-case basis and eligibility and availability will be determined by the PLB Program Coordinator.

The program has affiliations in place for a maximum of 12 students. It is anticipated that some sites will decline hosting a student from time to time. If more students are ready for internship than the program has site placement, then the following procedure will take place. The number of students with the top grades (GPA, current average in PLB 150S, etc.) and recommendations from the instructor will receive the available internship sites that semester. Students who do not get placed in the aforementioned situation will be placed during the next available internship. Students should be aware they may have to travel up to 60 minutes or 60 miles one-way for internship. Student placement in an affiliated clinical site by faculty is final.

If a student fails to meet the outcomes of the internship experience, the student will receive an "F" for the internship course.

Lab Safety Agreements/Blood-Borne Pathogens Training

The Lab Safety Agreement and Standard Precautions training sheets will be signed upon entry into PLB-150S class. This documentation will be kept in each student's file.

Liability Insurance

All students are required to have liability insurance before performing invasive procedures. Payment for coverage is included in the PLB 150S course lab fee. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides \$1,000,000 per claim (\$500 deductible).

Needlesticks (see "Accidental Exposure")

Personal Health Risks

Phlebotomy students have learning experiences in health care facilities and provide phlebotomy care for clients who are ill. It is possible that internship experiences will include caring for clients with infectious diseases. It is the responsibility of the student phlebotomist to meet the health requirements and to practice standard precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the PLB Program, the student acknowledges these risks.

A pregnant student should realize that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. The phlebotomy faculty, especially the clinical instructor, should be notified as soon as pregnancy is suspected. A note from the student's physician approving student to participate in clinical class and internship must be provided.

Retention and Progression *(Final half of the program is defined as progression past the last date to drop the course with a withdraw)*

To remain and progress in the PLB Program, a student must:

- Comply with college policies on academic standing and graduation requirements;
- Furnish medical and immunization records, renewed annually, as required;
- Maintain professional liability insurance (lab fees for phlebotomy include liability insurance);
- Maintain no less than a "C" in each PLB, OSA and ALH course and pass all competencies;
- Maintain the sequence of courses as listed in the PLB Program.

Successful program completion is *not* dependent upon external certification exam.

A student may be dismissed from the PLB Program as a result of failing to maintain any one or more of the following:

- Satisfactory criminal background check;
- A complete health record;
- At least a "C", satisfactory practice, in each PLB, OSA and ALH course;
- Satisfactory completion of each administrative and clinical competency;
- An overall 2.0 GPA.
- Safe practices displayed (please refer to Unsafe Practices section, below.)

Student Fees

Please make sure you keep your payments and fines/fees paid. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

Unsafe Practices

Unsafe practices include, **but are not limited to**: improper patient identification; mislabeling of tubes; carelessness with test procedures, including documentation; performance and handling of invasive procedures and equipment; and failure to practice standard precautions.

If a student displays unsafe practices in the classroom or the internship which may potentially harm another person, the student will be counseled and an action plan for remediation

will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor a second time, the student will be removed from the program and receive the grade of “F” for either the course or the internship. Internship sites have the right to deny continued participation at their facilities for any reason at any time.

PLB Program Faculty

PLB Program Coordinator:

Vickie Kirk MBA, MT (ASCP)
Coordinator Phlebotomy
Allied Health Faculty

PLB Program List of Clinical Affiliates

Children’s Medical Center of Dayton

CompuNet Clinical Laboratories

Good Samaritan North

Joint Township District Memorial Hospital

Mercer Health

Reid Hospital

Sycamore Hospital

Upper Valley Medical Center

Wayne Hospital

Wilson Memorial Hospital

Termination Clause

In the instance where it has been determined that the program will be terminated or extenuating circumstances evolve that the instructor or college are unable to meet the students’ needs to complete their certificate; the College has several resources available for the students to complete the program. The program director would remain an employee of the college and

would acquire other teaching duties and continue to instruct, advise and monitor students through the completion of their certificate. There is another faculty member qualified to instruct, monitor and advise the students until they have completed their certificate requirements; and there are two other Community Colleges where the students' credits can be transferred and the program completed.

**PLB PROGRAM REQUIRMENTS ACKNOWLEDGEMENT FORM & CONTACT
INFORMATION**

Student Name: _____ ID#: _____
(please print)

Address: _____ Phone: _____

I have read and understand the program handbook for Edison State Community College's PLB Program. I have asked questions necessary regarding the handbook. In addition, I agree to participate in a Criminal Background check, or an FBI background check if I have not lived in Ohio for the previous 5 years.

Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program. I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

_____ Date: _____
Signature

EXPOSURE CONTROL PLAN

Facility name: Edison State Community College

Date of preparation: 12/05, 8/06, 11/07, 8/08, 3/11, 4/12, 5/13, 3/14, 6/15

We, the management staff of Edison State Community College, are committed to the prevention of incidents or happenings which result in employee/student injury and illness and to compliance with OSHA blood borne pathogens standard. Through this written exposure control plan, we share assigned responsibility and hereby adopt this exposure control plan as an element of the Edison State Community College Medical Assistant (MED), Phlebotomy (PLB) and Medical Laboratory Technician (MLT) programs.

A. Purpose

The purpose of this exposure control plan:

1. To eliminate or minimize occupational exposure to blood or other body fluids.
2. To identify employees/students occupationally exposed to blood or other potentially infectious materials (OPIM) in the performance of their regular job duties.
3. To provide employees/students exposed to blood and OPIM information and training. A copy of this plan is available to all employees during the work shift at Edison State Community College.
4. To comply with Occupational Safety & Health Administration (OSHA) blood borne pathogen standards.

A. Exposure Determination

The Employer has determined common job classifications/students that may be expected to incur occupational exposures to blood or other potentially infectious materials. This exposure determination is made without regard to use of Personal Protective Equipment (PPE).

The following job classifications may expect the possibility to incur occupational exposures to blood or other potentially infectious materials.

- Instructors of PLB and MLT clinical courses
- Environmental service technicians assigned to clean room 314 (clinical lab) and/or room 344.

The following students may expect the possibility to incur exposures to blood.

- Students taking courses in the allied health programs

The following is a list of job classifications in which some employees may have occupational exposures to blood or OPIM:

- Instructor of clinical courses in PLB and MLT.
 - Task: Training invasive procedures, classroom Labs and clean-up.
- Environmental Services Technician

- Task: Cleaning room 314 and 344

The following students may have exposure to blood.

- Students taking courses in the Allied Health Programs

C. Compliance Methods

1. Standard Precautions

This organization embraces “standard precautions,” which is a method of infection control that requires the employee/student to assume that all human blood and specified body fluids are infected with blood borne pathogens. Where it is difficult or impossible to identify body fluids, all are considered to be potentially infectious.

2. Engineering Controls and Work Practices

All sharps (needles, tubes, slides) shall be disposed into puncture-proof, biohazard labeled, sharps containers provided in each laboratory setting. Place fully closed sharps containers into the main biohazard box. Do not throw any tubes directly into the main biohazard box.

The following engineering and work practice controls will be used by employees/students to eliminate or minimize occupational exposures at this facility.

- a. Engineering controls
 - i. Safety needles, transfer devices, plexiglass, shields, eye wash stations, Sharps containers.
- b. Work practice controls
 - i. Wash hands with soap and water before and after practicing clinical procedure.
 - ii. Flush eyes and mucous membranes with water immediately after any exposure
 - iii. Eating, drinking, and applying cosmetics is not allowed in the lab.
 - iv. Dispose of sharps into sharps containers. When sharps containers are nearly full close the lid securely and place the entire sharps container in the main biohazard box.

3. Personal Protective Equipment (PPE)

Gloves, lab coats, face shields/mask/goggles, heavy duty gloves

- a. Body protections: (List items and when used.)
 - MLT – gloves, lab coat
 - PLB - gloves
- b. Gloves, masks, goggles or face shields and lab coat if splash is likely to occur.
- c. Special PPE:
 - Heavy duty gloves if cleaning up a spill containing glass.

- d. The instructor is responsible for ensuring and issuing appropriate, readily accessible PPE to students. Non-latex gloves shall be readily accessible to employees/students. Students are responsible for identifying a need for necessary PPE.
 - e. All PPE will be removed prior to leaving the work area/lab.
 - f. All PPE will be disposed of by the employer at no cost to the employee.
 - g. PPE, when removed, will be placed in the designated area for disposal.
4. Housekeeping

This facility will be cleaned and decontaminated according to the following schedule:

Area	Schedule	Cleaner
Lab/countertops	After each class	Students/instructor
Desks in lab area	After each class	Students/instructor
Floors/sinks	As scheduled by Envir. Services	Maintenance.Envir. Services

This facility will use Cavicide to clean surfaces. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as; a brush and dust pan, tongs or forceps.

5. Contaminated laundry

N/A

6. Regulated waste

The following procedures will be followed:

- a. Instructors will notify the Program Coordinator if the main biohazard box is nearly full.
- b. Program Coordinator will notify the Academic Project Specialist.
- c. Academic Project Specialist will call Enviro-Medical Waste Services to schedule a pick-up to remove or biohazard waste.

7. Hepatitis B vaccine

Hepatitis B vaccination is recommended for instructors and students prior to practicing invasive procedures in the MED, PBL, MLT programs. The employer will offer HepB vaccine to clinical instructors and Environmental Services Technicians cleaning 314 and 344 at no cost to employee at the time of hire. The HepB vaccine will be provided at UVMC Occupational Health to employees who choose to have it. If an employee declines the HepB vaccine, a declination form must be signed and kept in the employee file. Employee has the right to change his/her mind at any time. HepB vaccination records are kept in employee files in HR.

8. Post Exposure Evaluation and Follow-up

Employees:

- The company will offer post-exposure follow up at no cost to the employee.
- All employees who incur an exposure incident shall submit to post-exposure evaluation and follow up in accordance with the standard. All post-exposure follow-ups will be performed by UVMC Occupational Care Center South.
- Edison State Community College will cover the cost of required testing and follow up. The Exposure Incident Report Form is to be completed and kept in HR.

Students:

- All students who incur an exposure incident shall submit to a post-exposure evaluation and follow-up in accordance with the standard.
- If a student has an exposure, it will be reported to the instructor and the instructor will initiate the Exposure Incident Report Form.
- The student exposed is to report to the Emergency Department at UVMC. Student is responsible for payment of all needed testing and counseling.
- The source student is to report to UVMC Occupational Care Center South.

9. Labels and signs

The instructor will ensure biohazard labels are on each container of regulated waste: sharps containers, biohazard trash containers, lab refrigerator.

10. Information and training

Employees:

- a. The employer will ensure that maintenance/environmental staff are trained prior to initial assignment to tasks in which exposure may occur, and that training shall be repeated within 12 months. Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created. The training program will be tailored to the educational level and language of the employees and will be offered during the normal work shift. The training will be interactive and will contain the following information:
 - An accessible copy of the regulatory text of this standard and an explanation of its contents;
 - A general explanation of the epidemiology and symptoms of bloodborne diseases;
 - An explanation of the modes of transmission of bloodborne pathogens;
 - An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

- b. The Dean will ensure that instructors are trained prior to initial assignment to tasks in which exposure may occur.

Students:

The instructors will ensure that students are trained prior to initial assignment to tasks in which exposure may occur. The training program will be tailored to the education level and language of the students and will be offered during the normal class times. The training will be interactive and will contain the following information:

- a. ECP
- b. Lab Safety Agreements - signed by students in each clinical course
- c. Standard Precautions Program - MED or PLB 150S course
- d. Additional training will be given to students when changes of tasks or procedures affect students' occupational exposure.

11. Recordkeeping - Medical

Employees: The Employer (HR) is responsible for maintaining the following records:

- a. Exposure Incident Report Form
- b. Sharps Injury Log
- c. Medical Records/records generated if exposure occurs.
- d. HepB vaccination records.

Exposure incident records will be kept for the length of employment plus 30 years.

Students: The APS for Health Sciences is responsible for maintaining the following records:

- a. Physical form/vaccination records
- b. TB screen
- c. Medical History questionnaire
- d. Hepatitis B waiver (if necessary)

12. Training records

The APS for Health Sciences is responsible for maintaining and keeping on file the following records:

Employees:

- a. Exposure Control Plan
- b. Standard Precautions Program
- c. Documentation of annual training

Training records are kept for 3 years.

Students:

- a. Lab Safety Agreement(s)
- b. Standard Precautions Program
- c. Student records will be made available to the instructor, if necessary
- d. ECP

13. Evaluation and review

The Dean of Nursing and Health Sciences is responsible for reviewing this plan annually to determine its effectiveness and updating it as needed.

Adopted:	<u>8/1/2006</u>	by:	<u>Elizabeth Baltes-Spring, Interim MA Prog Director</u>
Reviewed:	<u>11/7/2007</u>	by:	<u>Sharon Brown, Dean of Health & Public Service</u>
Reviewed:	<u>8/20/2008</u>	by:	<u>Sharon Brown, Dean of Health & Public Service</u>
Reviewed:	<u>3/9/2011</u>	by:	<u>Gwen Stevenson, Dean of Health and Public Service</u>
Reviewed:	<u>4/27/2012</u>	by:	<u>Gwen Stevenson, Dean of Health and Public Service</u>
Reviewed:	<u>5/3/2013</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>
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EDISON STATE COMMUNITY COLLEGE HEALTH SCIENCES- LAB SAFETY AGREEMENT

- **No** lab procedures shall be done without an instructor in the room.
- **No** injections or venipuncture shall be done without an instructor actively observing.
- **No** tests or procedures shall be performed by a student who has missed the introductory lecture and instructions until approved by the instructor, and the package insert has been read (if applicable).
- **No** supplies shall leave the building and/or lab room without permission from the instructor.
- **All** instructions for procedures and use of equipment are to be followed precisely.
- **All** equipment is to be properly cleaned and cared for.
- **All** electrical plugs shall be unplugged at the conclusion of each lab day, unless otherwise instructed.
- Appropriate personal protective equipment (PPE) will be utilized during lab activities.
- **Any** and all mishaps, injuries, and/or errors are to be reported to the instructor immediately. The student shall pursue follow up care outlined in the Accidental Exposure Follow-up Plan and be responsible for payment of such treatment.

Unsafe practices can lead to termination from the program. (See Handbook.)

I have read the Standard Precautions Program, the Exposure Control Plan and the Lab Safety Agreement. These policies will be strictly followed.

I, _____, have read the above stated laboratory policies. They have been explained and any questions have been answered to my satisfaction. I agree to abide by these laboratory rules and fully understand the possible consequences of my failure to do so.

Student Signature: _____ **Date:** _____

I, _____, wish to participate in all laboratory activities including but not limited to: venipuncture, finger puncture, electrocardiograms, vital signs, visual acuities, urinalysis, injections, **with the following exceptions due to my physician's orders** – _____

(Please provide a written statement from your physician with your specific limitations.)

Student Signature: _____ **Date:** _____

I understand and agree that I am responsible for assuming the roles of health care provider and patient in the laboratory sessions. In order to fulfill this responsibility, I must obtain, as well as provide, clinical specimens.

Student Signature: _____ **Date:** _____

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Standard Precautions

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious, and possibly even fatal, disease.

Remember: Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients.

Steps for Prevention

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used.

Protective Barriers/Personal Protective Equipment (PPE)

- **Wear Gloves:**
 - When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
 - When handling items of surfaces soiled with blood or body fluids.
 - During invasive (body-entering) procedures

- **Wear Gowns:**
 - During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.

- **Wear Masks and Protective Eyewear:**
 - During procedures or clean-up processes that are likely to generate droplets or splashes of blood or body fluids.

Disposal of Biohazard Material

- Any item that has been contaminated with blood or body fluids is considered biohazardous and shall be disposed of into appropriate biohazard containers. PPE must be worn when handling biohazard materials.
- Needles, broken glass, capillary tubes, etc., shall be disposed of into puncture-proof “sharps” containers.
- Tubes shall be disposed of into “sharps” or other puncture-proof biohazard containers.

Prevention

- **Hand Washing:**
 - Wash hands routinely.
 - Use antiseptic soap or cleansers.
- **Injury Prevention:**
 - Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
 - To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
 - Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

ON CAMPUS—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify your instructor.
2. Complete and file Exposure Incident Report Form.
3. When required to clean up a spill, only do so with a spill kit following the instructions provided.

OFF CAMPUS (At Clinical Site)—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify the Clinical Preceptor/ Clinical Instructors/ or other Clinical Personnel.
2. Complete and file Exposure Incident Report Form (EDISON STATE COMMUNITY COLLEGE) and any other necessary paperwork required by the clinical site.
3. Provide copy of the incident report to your instructor.

Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Signature Sheet

I have read, had the opportunity to have my questions answered, and understand the Standard Precautions & Biohazard disposal protocol in this paper. I agree to use Standard Precautions, properly dispose of biohazard material, and use personal protective equipment during clinical and internship courses.

Signature

Date