

APPROVAL:

  
BASE HOSPITAL MEDICAL DIRECTOR      5/14/08  
DATE

  
INFECTIOUS CONTROL MEDICAL DIRECTOR      5/8/08  
DATE

Policy Number: IC.4.10.73

Effective Date: 6/2006

Revision Date: 10/2007

See Also Policy Number: \_\_\_\_\_

**SUBJECT: PRE-HOSPITAL PROVIDERS NOTIFICATION OF POTENTIAL EXPOSURE**

**POLICY:**

Pre-hospital providers will be notified as soon as possible when potential for exposure to a communicable disease has occurred.

**PURPOSE:**

To comply with Ryan White Guidelines for pre-hospital providers notification of potential exposure to communicable disease.

**APPLICABLE TO:**

All Emergency Medical Service personnel transporting patients to the UPHK Emergency Department  
All Emergency Department staff

**IMPLEMENTATION PLAN:**

The hospital is committed to the appropriate in-service education of all those affected by a new policy so that implementation will occur in a consistent and informed manner. The administrator (or designee) in charge of the relevant department will be responsible for the in-service education of those employees affected by the policy. There will be an employee sign-in sheet or other similar documentation to establish the employees who have received education on the policy. The appropriate administrator (or designee) will maintain such documentation.

**PROCEDURE:**

- 1.0 The Southeast Arizona Emergency Medical Services (SAEMS) Region Infection Control of EMS Personnel Protocol #1.17 (Attachment A) and the SAEMS Region Infectious Disease Notification Form (Attachment B) will be utilized.
  - 1.1 Following initial treatment/cleaning/decontamination efforts, EMS personnel will complete an IDN form for each patient contact in which universal precautions were broken and a potential exposure occurred.
  - 1.2 For possible exposure to bloodborne diseases, the prehospital provider will notify the ED charge nurse of the exposure so that follow-up on the source patient can be completed. The prehospital provider will fill out the first page of the IDN form completely.
  - 1.3 The white/top copy of the IDN form will be sent to the hospital's Infection Control Coordinator or to the medical examiner.

- 1.4 The yellow/second copy of the IDN form will be submitted to the provider agency supervisor or Infection Control/Designated Officer.
  - 1.5 The pink/last copy of the IDN is to be kept by the prehospital provider(s) who experienced the exposure.
  - 1.6 The EMS provider will contact their Agency infection control officer or supervisor for directions on access to medical care.
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- 2.0 The Infection Control Coordinator will facilitate investigation and follow-up notification to the pre-hospital providers designated contact person. This will be done by phone and in writing.
  - 3.0 The Infection Control Coordinator or his/her designee will complete a written report for the investigation and follow-up.
  - 4.0 The involved agency(s) are responsible for completing their own investigation, follow-up and feedback to the affected personnel.
  - 5.0 A reverse feedback loop is also in place to facilitate the notification of EMS personnel of unknown exposures. The UPHK Infection Control Coordinator will contact the Agency's designated contact person if a potential exposure has occurred during transport.