

UT Undergraduate Medical Education

Subject: Blood-Body Fluid Exposure Reporting

A. Team Member's Responsibilities: Upon exposure to potentially infectious materials the team member shall

- A. Wash their hands and clean the affected area immediately
- B. Notify their supervisor and/or team leader of the injury
- C. Call to request an N-stick
 - a. On Campus - call 9101
 - b. Off Campus - call 305-9101: report that a UHS team member at an offsite office requests an Nstick.
- D. When calling for the N-stick be prepared to provide:
 - a. Source information including name, medical record number, location and source HIV status if known.
 - b. Exposed team member's information including name, 2 contact numbers, department, their supervisor's name and the location of the exposure.
- E. Be available at the phone number provided for 3 hours after the exposure is reported.
 - i. The University of Tennessee Medical Center EOC: Safety Management
SAFM-58 Blood-Body Fluid Exposure
- F. Complete a Safety Intelligence (SI) report that documents the exposure.
- G. Baseline testing of the exposed team member will be performed once verbal consent is obtained. Team members may refuse baseline testing. If baseline testing is refused initially, it will again be offered during the occupational health follow-up. Team members may request post-exposure testing for up to 90 days following the exposure. completed if the source of the exposure is unknown, if an exposure to a bloodborne pathogen occurred, if the patient was possibly exposed to the team member or at the team member's request.
 - a. Team members in the clinical department where the exposure occurred will collect and label post-exposure labs. Label must include team member's name and date of birth or a lab sticker.
 - i. If the exposure occurred outside a clinical area, the lab will coordinate obtaining baseline labs (phlebotomy draw).

- H. If exposed to an unknown source, report to Occupational Health or the Emergency Department for treatment and counseling. Infection Prevention will contact you the following morning and make a referral for counseling if it has not occurred.
- I. If notified that rapid HIV is positive, seek treatment and counseling immediately through Occupational Health (8:00 a.m. to 4:30 p.m. Monday-Friday) or the Emergency Department (after regular business hours).
- J. Seek follow-up treatment and counseling at Occupational Health as directed and if desired.
- K. Provide requested information to Infection Prevention regarding the exposure. (All requested information is required by TOSHA regulations.)

B. Supervisor's Responsibilities:

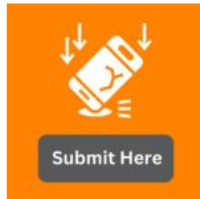
- A. Ensure team members are aware of this procedure and follow it upon exposure.
- B. Assist the team member with completion of the SI report if necessary.
- C. Order an N-stick panel by calling the lab at 9101 for the patient (source). Note that if the exposed team member is not a health care provider (e.g. laundry, security, maintenance, etc.) the N-stick panel will be ordered by the supervisor in charge of the floor where the exposure occurred. In the event that the exposure occurs in a non-patient care area, the team member's supervisor shall order an N-stick panel.
- D. If the source is known HIV positive, send team member to Occupational Health (8:00 a.m. to 4:30 p.m. Monday-Friday) or the Emergency Department (after regular business hours) for evaluation.
- E. If the team member is exposed to an unknown source, send them to Occupational Health or the Emergency Department as soon as possible for treatment and counseling.

C. Notify UHS

1. UTHSC campus exposures must be reported to UTHSC University Health Services (UHS) by calling the daytime or after-hours phone number provided below.
2. If the exposure occurred off UTHSC campus, after treatment has occurred you must report the exposure to UTHSC University Health Services at 901-448-5630. On holidays and weekends contact UHS on the following business day. (For treatment of

an exposure that has occurred on UTHSC campus call the number below at any time).

- Supervisors notified about student exposures must complete the General Liability Incident Report [Report an Incident - Risk Management \(tennessee.edu\)](https://www.tennessee.edu/riskmanagement/report-an-incident) on behalf of the student. Below is a picture of what to click.



General Liability

For all incidents involving personal property damage or injury *due to university negligence* within 24 hours of the incident date.
