



# **Protocol for Managing Blood & Body Fluid Exposure**

Calgary West Central Primary Care Network

May 2020

## Managing Blood & Body Fluid Exposure (BBFE)

### 1.0 PURPOSE:

The purpose of these procedures is to clearly outline the steps that shall be followed if a CWC PCN employee, contracted employee or contracted physician is exposed to blood and/or body fluids. The goal is to reduce the Exposed Health Care Worker's (EHCW) risk of medical consequences related to the exposure of blood and body fluids (such as Hepatitis and HIV).

### 2.0 DEFINITIONS:

#### 2.1 Blood and Body Fluids:

Means any blood or bloody body fluid/tissue, vaginal secretions, seminal secretions, cerebrospinal fluid, synovial fluid, pleural fluids, peritoneal fluid, pericardial fluid, amniotic fluid, non-bloody saliva, tears, nasal secretions, sputum, sweat, vomitus, and urine and feces.

#### 2.2 Blood and Body Fluid Exposures (BBFE):

Includes, but is not limited to, percutaneous injury, contact with mucous membranes, contact with non-intact skin (e.g., dermatitis, abrasion, or open wound) or bites resulting in blood exposure to the health care worker.

#### 2.3 Exposed Health Care Worker (EHCW):

Health care worker (CWC PCN employee, contracted physician, physician member in PCN-managed clinic) who has been exposed to blood and/or body fluids.

#### 2.4 Manager:

- a. For employees who work in physician offices in the community and are part of the Patient Medical Home (e.g., Patient Care Coordinators, Health Information Coordinators), the manager is the Manager of Patient Medical Home Coordinators. For employees that are part of the Patient Care Team (e.g., Primary Care Nurses, Behavioral Health Consultants), the manager is the Manager of Patient Care Team.
- b. For employees working in the Primary Care Centre or Tsuut'ina Clinic, the manager is the Manager of Clinic Operations.
- c. For contracted physicians or physician members on shift at a PCN-managed clinic, the manager is the Manager of Clinic Operations.

If the manager is unavailable, contact the appropriate Director (e.g., Director of Patient Medical Home or Director of Community Services, Transitions and Integration).

### 3.0 BBFE PACKAGE:

Each clinic with CWC PCN employees will be provided with a BBFE package located in the back of the OHS binder, which contains:

- Protocol steps and map
- Source Patient Consent forms
- Withdrawal of Consent forms
- Envelopes for the Source Patient Consent forms
- Liability Waivers
- Employee Incident and Investigation Report forms
- BBFE Assessment Confirmation forms

These documents are all available on the Pulse at: [http://www.cwcpcnpulse.com/resources/occupational\\_health\\_safety.cfm](http://www.cwcpcnpulse.com/resources/occupational_health_safety.cfm).

### 4.0 PROCEDURES

**The EHCW is responsible for the initiation and adherence to the Blood and Body Fluid Exposure procedures.**

On-site physicians are not responsible for the assessment or treatment of work related injuries unless immediate treatment is required. See also Appendix 1, “Managing BBFE: Process Map”.

#### 1. **STEP ONE: Treat Exposure Site**

The purpose of treating the exposure site is to remove any excess blood or body fluids as well as gently cleaning the area. DO NOT use caustic agents including disinfectants, or irritate or break the integrity of the skin or mucous membranes through vigorous scrubbing or injecting antiseptics or applying antibiotic eye drops, etc. Such actions may increase the risk of transmission rather than decrease it.

**EHCW seeks assistance from colleagues if necessary.**

- Remove any clothing that is grossly contaminated with blood or body fluids if exposed to non-intact skin.
- Allow the site to bleed freely if appropriate.
- Use soap and water to gently wash areas exposed to potentially infectious fluids as soon as possible after exposure (e.g., needlestick injuries and cuts on the skin).
- Flush exposed mucous membranes with water (e.g., mouth and nose).
- Flush or irrigate eyes with sterile water or saline solution.

## 2. **STEP TWO: Report Incident**

Immediately report the incident to your manager. The manager takes note of pertinent information (date and time of exposure, brief description of incident) and advises employee on next steps.

**If the EHCW is a CWC PCN employee in a physician member clinic, the EHCW (or Manager if necessary) reports the incident to the physician of record, the physician site lead, or a physician onsite.**

## 3. **STEP THREE: Obtain Consent from Source Patient**

Inform the patient of the incident and the risks associated with the health care worker's exposure to blood/body fluids. After an incident has occurred, the patient should be asked to stay on the premises.

**No matter the site, the EHCW asks the physician of record, the attending physician, or the physician site lead, whomever is applicable, to talk to the source patient.<sup>1</sup>**

- The physician asks source patient to consent to providing their Personal Health Number and contact information for the purposes of assessing EHCW's risk and determining treatment.
- The physician and patient complete the consent form, including patient information.
- The physician leaves a copy of the consent form in source patient's chart (or scan it into the chart).
- The physician inserts the original copy of the completed consent form in an envelope, seals the envelope, marks the envelope with "Source patient consent form – for Urgent Care/Emergency physician only," and gives the sealed envelope to EHCW.
- The EHCW takes the sealed envelope and a BBFE Assessment Confirmation form with them to the Urgent Care/Emergency Care clinic.

**If consent is not obtained, the physician writes "DECLINED" on the consent form and places it in the patient's chart. The EHCW still proceeds to Emergency or Urgent Care Centre for assessment.**

- Should the source patient wish to withdraw their consent, they should return to the location/clinic where the incident occurred and complete a Withdrawal of Consent form. Once completed, the original should be kept in the patient's chart and a copy faxed the CWC PCN's HR department. HR will notify the Medical Director and the Medical Director will contact the urgent care attending physician who assessed the BBFE.

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<sup>1</sup> If the incident takes place at CWC PCN's Main Office or other non-clinical site, the manager and Human Resources will work together to ensure the proper protocol steps are taken with regard to source patient permission, reporting and follow up.

#### 4. **STEP FOUR: Seek Care at Emergency or Urgent Care Centre**

The EHCW immediately makes their way to the closest Urgent Care Centre or any Emergency Department for initial assessment.

**Should EHCW refuse further medical attention, the EHCW completes the liability waiver and submits it to their manager immediately.**

- If appropriate, provide transportation for the EHCW. If necessary, a second employee accompanies the EHCW.
- If source patient has provided consent, EHCW provides the sealed envelope to the urgent care attending physician.
- The EHCW asks the urgent care attending physician to complete the BBFE Assessment Confirmation Form. The EHCW returns the completed BBFE Assessment Confirmation Form to their manager.
- If medical treatment is prescribed, the EHCW books an appointment with their family physician at a later date for follow up.

**Any missed work hours that result from seeking care immediately following a BBFE incident will *not* be deducted from a CWC PCN employee's wages or salary. Additional follow up appointments must be reported to their manager.**

#### 5. **STEP FIVE: Document the Incident**

The EHCW and manager complete and submit an Incident Report within 24 hours of the incident occurring. Use the Employee Incident and Investigation Report form to document the following:

- Date and time of exposure.
- Details of the incident, including where and how the exposure occurred, exposure site(s) on EHCW's body, as well as type and brand of sharps device if applicable (e.g., hollow bore or solid).
- Details of the exposure, including the type and amount of fluid or material, severity of exposure.

**DO NOT INCLUDE SOURCE PATIENT INFORMATION IN INCIDENT REPORT.**

The manager submits the Employee Incident and Investigation Report and the BBFE Assessment Confirmation form to their Human Resources within 24 hours. Human Resources completes the employer portion of the WCB claim if appropriate.

**If the EHCW has refused further medical attention, the completed liability waiver must be attached to the report. The manager is responsible for reporting the incident to their Director. The Director informs the Medical Director of the incident.**

## 6. **STEP SIX: Ensure appropriate follow-up**

The concerns around the BBFE for the EHCW (often as well, the source patient) include psychological and emotional issues as well as the risk of viral transmission. The manager encourages EHCW to seek confidential counselling available through the CWC PCN Employee Assistance Program (for employees) or the Physician Family Support Program (1-877-SOS-4MDS) (for contracted physicians and physician members on shift in CWC PCN-managed clinic).

### 5.0 **REFERENCE DOCUMENTS:**

Centre for Disease Control and Prevention <http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

Alberta Health: <https://open.alberta.ca/dataset/58f4a061-4647-45a1-bd66-6c13c18c534e/resource/2700d179-dae8-4ae8-bbef-c6f61087ee9c/download/6861344-2015-Alberta-Post-Exposure-Management-Prophylaxis-Guidelines-2015-02.pdf>

### 6.0 **AUTHORITIES**

#### 6.1 **This protocol was originally created in consultation with:**

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#### 6.2 **This protocol was originally reviewed by:**

Shelly Ptollemy, Occupational Health Nurse, Ptolemy & Associates

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### 7.0 **LOCATING TESTING SITES**

#### 7.1 **Emergency and Urgent Care Centres in Calgary:**

##### **Sheldon M. Chumir Health Centre**

1213 4 Street SW

Calgary, Alberta, T2R 0X7 Telephone: 403-955-6200

##### **Foothills Medical Centre**

1403 29 Street NW

Calgary, Alberta, T2N 2T9

Telephone: 403-944-1110

**Peter Lougheed Centre**

3500 26 Avenue NE  
Calgary, Alberta, T1Y 6J4  
Telephone: 403-943-4555

**Rockyview General Hospital**

7007 14 Street SW  
Calgary, Alberta, T2V 1P9  
Telephone: 403-943-3000

**South Health Campus**

4448 Front Street SE  
Calgary, Alberta, T3M 1M4  
Telephone: 403-956-1111 Switchboard

APPENDIX 1: MANAGING BBFE – PROCESS MAP

