

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

INFECTION CONTROL MANUAL

SUBJECT: Training Programs

No: 603

EFFECTIVE DATE: 1/99

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REVIEWED/REVISED: 7/99, 4/03, 10/04, 11/05, 8/06, 8/07, 5/08, 1/09, 2/10, 1/11, 1/12, 1/13, 1/14, 1/17, 1/18, 1/19, 2/21, 1/24

IC. .02.01.01; IC.01.04.01

PURPOSE:

The purpose of this document is to provide an outline for the orientation and training of all WCRH employees to assure that all elements of training are addressed in educational programs.

POLICY:

All WCRH employees will receive training regarding Exposure Control Plan for Bloodborne Pathogens during working hours at no cost to the employee.

- I. Each department director must ensure that all employees identified as having occupational exposure participate in an orientation and training program.
- II. Training shall be provided at the time of initial employment and at least annually thereafter. WCRH shall provide additional training as necessitated when changes affect the employee's occupational exposure. Material presented shall be appropriate in content and vocabulary to educational level, literacy, and language of employees.
- III. The training program must contain the following elements:
 - A. A general explanation of the epidemiology and symptoms of bloodborne diseases;
 - B. An explanation of modes of transmission of bloodborne pathogens;
 - C. An explanation of the WCRH Exposure Control Plan and how employees may obtain a copy of the plan;
 - D. An explanation of the appropriate methods for recognizing procedures and other activities that may involve exposure to blood and other potentially infectious materials;

- E. An explanation of the use and limitations of practices that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment. PPE requires annual competency, and annual fit testing for designated personnel.
 - F. Information on the types, proper use, location, removal, handling, decontamination and/or disposal of personal protective equipment;
 - G. An explanation of the basis for selection of personal protective equipment;
 - H. Information on the Hepatitis B Vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccination is offered free of charge; Protective immunization including MMR, varicella, flu, pertussis, tetanus and pneumococcal for older employees.
 - I. Information on the appropriate actions to take and person to contact in an emergency involving blood or other potentially infectious materials;
 - J. 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;
 - K. An explanation of the signs and labels utilized by the WCRH for warning and communications of hazards.
 - L. Information on TB- causes, symptoms, how it is spread.
 - M. Information on general IC principals
 - N. An opportunity for interactive questions and answers with the trainer.
- IV. Training records must include the following:
- A. The dates of the training session;
 - B. The contents of a summary of the training sessions;
 - C. The names and job titles of all persons attending the training sessions

These records must be maintained for three years from the date on which the training occurred.