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| **Policy Number** | **308** |
| **Subject** | **Physical Plant and Environment**  **Infection Control Plan** |
| **Effective Date** | **10/1/2015** |
| **Review Date** | **11 / 15/ 2018** |

POLICY: It is the policy of the clinic to meet all state and federal requirements pertaining to maintaining a safe and infection free facility and the administration and handling of drugs and biologicals. Through compliance of these regulations the safety and health care services to the patients of the clinic will continue to be of the highest quality.

STANDARDS:

A. Infectious and/or Contagious Disease Program

1. Program Objective

* 1. The Infection Control Program is designed to prevent, detect, and control infectious disease through established methods of surveillance, data collection, evaluation, reporting, and follow-up.

1. Responsible Party

a. The head Nurse is responsible for over-seeing the Infection Control Program at the clinic.

1. Staff Orientation

a. Newly hired licensed professionals will be oriented to infection control techniques.

1. Program Description

a. Body Substance Isolation

* + 1. All patients are considered to be possibly infected with HIV and/or any other highly contagious disease. Body substance precautions are to be followed when coming in contact with any patient.
  1. Hand Washing Technique

1. Hands must be washed before and after patient contact whether or not gloves have been worn.
2. Wet hands, add soap. Vigorously rub all surfaces of hands together for 15 seconds. Rinse hands under warm running water. With water running, grab paper towel to turn faucets off and dispose of it. Use another paper towel to dry hands and dispose of it.
3. Gloves will be worn when hands are likely to come in contact with body substances, mucous membranes, or non-intact skin. Personnel with open lesions and/or dermatitis will wear gloves.
4. Aprons or gowns will be worn when clothing is likely to be soiled with body substances. These items should be used only once and discarded in a red bag receptacle.
5. Mask or eye protection will be worn when it is likely that mucous membranes (eyes, mouth, nose) will be splashed with a body substance. Masks are also worn when a patient is in respiratory/strict isolation.
6. Safety Precautions for Needles, Scalpels and other Sharp Objects

a. To ensure and promote the safety of the Clinic personnel in the handling and disposal of needles, scalpels and other sharp objects capable of causing injury, the clinic staff will adhere to the following procedures.

1) Disposable syringes with needles, scalpel blades, and other sharp items capable of causing injury will be placed in tact into a puncture-resistant container located as close to the area in which they were used as is practical, but no closer than three feet from sterile supplies.

2) Recapping of sharps and bending and breaking of needles or otherwise manipulation is prohibited.

1. All needles, scalpels and other sharp objects capable of causing injury will be sorted in the nurses’ station.
2. Non-disposable sharp items will be placed intact directly into a punctured resistant container for safe storage until terminal treatment.
3. Infected Employees
   1. Employees who believe they have been exposed to the body fluids of an individual with HIV infection, or other substances capable of transmitting an infectious or contagious disease, shall report the matter immediately to the medical director so that the need for appropriate testing and treatment may be evaluated.
   2. Should the incident not be reported by the end of the work day, the infected employee will be asked to assign a release the following day alleviating the clinic of responsibility. Should the employee refuse to sign such a release, the refusal will be witnessed and documented.
4. Decontamination, cleaning, preparation, disinfection, and sterilization of reusable items.

a. Disposable Instruments and Supplies. When feasible the clinic will use disposable instruments and supplies in order to reduce the possibility of transmission of infections. All disposable supplies will be disposed of safely.

b. Reusable Patient Care Equipment and Instruments. All instruments that are reusable and contact mucous membranes or intact skin will be sterilized in the in-house autoclave located in the laboratory. Policies regarding the evaluation of autoclave cleanliness, sterilizing effectiveness, assembly and wrapping packs, storage of sterile packs, use of chemical indicators an biological spore tests for the autoclave, recall an disposal or reprocessing of outdated sterile items, and other policies regarding sterilization of instruments by an automatic autoclave are located in the clinical manual.

* 1. The cold sterilization procedure is used as a back up when the autoclave is not working. Procedures to follow regarding this process are located in the nursing manual.

1. Disposal of Infectious Medical Waste

a. Non-biohazardous Waste

* + 1. Trash which does not have body fluids can be put into the clinic trash containers and will be picked up by the local sanitation department.
    2. Linen that is dirty but not soiled with blood or body fluids (blood, urine, feces, vomitus, sputum, etc.) will be cleaned immediately by licensed professional staff.

b. Infectious and Biohazardous Waste

1) Only licensed personnel will be responsible for disposal procedures for infectious medical waste as instructed by the commercial service. Such instructions include sealing, bagging, and placing the following items in appropriate red containers marked for disposal; needles, sharps, infected dressings, lab culture plates, and blood.

2) Trash that has body fluids or contaminated in any way will be placed in a red plastic bag sealed and discarded at that time in the red bag trash.

3) Linen that is soiled with blood fluids is to be placed in a container marked contaminated linen.

* 1. Sharps Containers

1. Sharps containers are emptied when the contents reach the “full” line.
2. When sharps containers become full, the contents will be sealed and placed in a bio-waste receptacle by the licensed professional staff.

10. OSHA Guidelines

a. The clinic staff will follow all OSHA guidelines for both blood borne pathogens rules and chemical hygiene plan.

Administration and Storage of Medications and Biologicals

1. Responsibility

* 1. All storage, handling, and administration of drugs and biologicals shall be under the supervision of the licensed professional staff and head nurse to assure that medications and treatment materials, both prescriptive and non-prescriptive are administered, stored, and secured properly.

1. Handling and Maintenance

a. Handling

1) Drugs and biologicals are only handled and administered by licensed professional staff.

2) No unauthorized person is allowed to handle or have access to drugs and biologicals that are stored in the clinic.

3) Before administering a drug or biological, the label on the container is checked three times: once before the container is handled, once after the container is removed and the storage area, and once immediately before administration.

4) Drugs and biologicals administered orally or via any other body orifices are given under clean conditions.

5) Licensed personnel administer drugs and biologicals given by injection in sterile conditions.

6) Biologicals that involve a control that has a human biological basis will be handled utilizing universal precautions.

7) Exposure to biologicals that involve a control that has a human biological basis will be reported immediately to the nurse practitioner who will immediately inform the medical director for the necessary “post-exposure evaluation and follow-up” as required by OSHA.

8) Disposal of outdated non-controlled drugs and biologicals shall be immediate. Non-controlled drugs are red bagged.

I acknowledge that I have been made aware of the clinic policies for Biological and drugs and have been given a printed copy of it.

This was done on by

I have been told that these policies and all other policies for clinic operation are in the policy and procedure book of the clinic. I can review these policies as I need . This book is kept by

at Clinic.

Signature of the employee.

Date :