



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 75.11, **Health Surveillance Program for TTUHSCEP Institutional Health and Infection Control Program**

**PURPOSE:** It is the policy of the Texas Tech University Health Sciences Center El Paso (HSCEP OP) to maintain a Health Program that conforms to the guidelines established by the Centers for Disease Control and Prevention (CDC), recommendations of the Texas Department of State Health Services (DSHS), and the 25 Texas Administrative Code (TAC) §96 – Bloodborne Pathogen Control, §97 – Communicable Diseases, and §99 – Occupational Diseases. This Program is directed toward primary prevention, early detection, and diagnosis of exposure related illnesses. The Program targets those who (1) have contact with patients and/or human body fluids/tissues (2) work in the Laboratory Animal Resources Centers (LARCs), or (3) work with animals or infectious materials in any laboratory.

**SCOPE:** This Program applies to TTUHSC El Paso (all campuses). Attachments to this policy delineate processes by population (students, volunteers, and lab animal research center staff) addressing the management of Tuberculosis (TB), Immunizations, and Exposure Management.

**IMPLEMENTATION:** The President appoints an Institutional Health Managing Director to work with the Dean or Dean's designee of each School to implement the Program.

**REVIEW:** The Institutional Health Committee (IHC), appointed by the President, will review this HSCEP OP and attachments on June 1 of each odd-numbered year (ONY). A report of the review will be submitted to the President prior to July 31. Committee membership shall include the Senior Vice President of Academic Affairs or designee, Infection Control Committee representative, Managing Director of the Office of Institutional Health, or designee and campus Director of Infection Control.

### **POLICY/PROCEDURE:**

1. **Definitions:**

- a. **Covered Individuals:** Each Attachment to this policy designates categories of covered individuals for coverage by TTUHSC El Paso's Institutional Health Program.
- b. **Exposure(s):** An event (i.e., needlesticks, splash, cut, and puncture) where blood, body fluid, chemical, radiological, or infectious material/aerosol comes in contact with eyes, mouth, mucous membranes, or non-intact skin, during performance of assigned duties either as an employee or student.
- c. **Institutional Health Program:** Immunizations, TB testing, pre/post exposure testing and monitoring, and education are arranged, coordinated, or provided by designated Institutional Health Resource at each campus under the direction of the Institutional Health Managing Director.
- d. **Designated Health Surveillance Unit:** The office entity or individual designated by the Dean of each School to provide and administer the Institutional Health Program to

covered individuals, in collaboration with the Institutional Health Managing Director.

- e. **Laboratory Animal Resources Centers (LARCs):** The campus facilities in which research animals are housed.
  - f. **Post-Exposure Management:** Treatment and monitoring initiated upon report of a TTUHSC El Paso related known or possible exposure to infectious diseases.
  - g. **Pre-Exposure Management:** Covered Individuals are (1) identified, (2) provided training for primary prevention of disease transmission and exposure to infectious materials, and (3) monitored for immunization compliance.
  - h. **Medical Service Fee:** Student Health fees paid by all TTUHSC El Paso students for basic health services.
  - i. **Volunteer Services/Volunteer Representative:** The office or designee responsible for orienting and tracking all volunteers working on a campus and associated off campus clinics.
  - j. **Bacillus Calmette-Guérin (or Bacille Calmette-Guérin, BCG):** is a vaccine against tuberculosis that is prepared from a strain of the attenuated (weakened) live bovine tuberculosis bacillus.
  - k. **Screening and Immunization Fee:** Fees paid by all TTUHSC El Paso students covering the cost of TB screening, annual Flu vaccine administration, blood borne pathogen exposure, immunization validation and record maintenance, and various other related costs.
  - l. **APIC:** Association for Professional in Infection Control
  - m. **SHEA:** Society of Healthcare Epidemiology of America
  - n. **IDSA:** Infectious Disease Society of America
  - o. **CDC:** Center for Disease Control and Prevention
2. **Institutional Health Program**
- a. **Program Components:**
    - (1) **Tuberculosis Surveillance:** Tuberculosis surveillance for Covered Individuals is based on current U. S. Department of Health and Human Services, *Centers for Disease Control and Prevention (CDC) Recommendations and Reports (December 30, 2005, 54 (#RR-17):1-147), Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings.*
    - (2) **Immunizations:** Covered individuals **shall** be in compliance with *Healthcare Worker Vaccination Recommendations* (attached, CDC, 2009) and 25 Texas Administrative Code (TAC) § 97.64, "Required Vaccinations for Students Enrolled in Health-Related and Veterinary Courses in Institutions of Higher Education." In accordance with section (a) this applies to all "students enrolled in health-related courses which involve direct patient contact in medical or dental care facilities. This includes all medical students, interns, residents, fellows, nursing students and **others** who are being trained in medical schools, hospitals, and health science centers listed in the Texas Higher Education Coordination Board's list of higher education in Texas..., regardless of: number of courses taken, number of hours taken, and classification of student."

- (3) **Exposure Management:** Institutional management of exposure to: (1) blood-borne pathogens, (2) body fluids (3) other miscellaneous exposures is based on regulations, guidelines and recommendations available as of February, 2007 from the Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC).
- (4) **LARC employees and Animal handler program:** Health surveillance guidelines are designed to protect both people and the laboratory animals, and are based on the *Guide for the Care and Use of Laboratory Animals* (NRC 1996) *Biosafety in Microbiological and Biomedical Laboratories, 5th<sup>Edition</sup>* (2007), and other relevant published information.
- (5) **Surveillance Activities:** Based on CDC, APIC, SHEA, IDSA, and Texas Administrative Code guidelines, periodic review/rounds occur to proactively identify risks and implement process improvements.

b. **Identification of Covered Individuals:**

- (1) **All TTUHSC EL PASO students:** covered under the Screening and Immunization Fee
- (2) **TTUHSC El Paso employees, clinical faculty, and volunteers (who have patient contact or work directly with animals):** Updated lists of covered individuals will be provided to the Office of Institutional Health as requested and in a timely manner.
- (3) **Individuals working with animals through the Laboratory Animal Research Centers**

c. **Health Records:**

- (1) **Employees:** Each designated office shall maintain a separate health record including immunization, TB testing records, declinations, exposure investigation documentation.
- (2) **Students:** The Office of Institutional Health shall receive, validate, and maintain required pre-matriculation immunization documentation. Annual TB testing, influenza, and exposure management documentation will be coordinated and maintained through the Office of Institutional Health.
- (3) **Volunteers:** Each campus that has a volunteer program will determine where the records will be maintained

**\*All health records will remain confidential**

d. **Education/Training Program:**

- (1) Education towards primary prevention, early detection, and management of exposure will be coordinated through the Office of Institutional Health.

**3. Responsibilities:**

- a. **Senior Vice President for Research:** Responsible for compliance with this Policy in the area of research and for implementing disciplinary action, if necessary, in matters of non-compliance involving personnel working in research laboratories and other non-clinical areas.

- b. **Covered Individuals:** Responsible for reporting any exposure incidents to their immediate supervisor, or as otherwise designated per campus protocol, and for obtaining all immunizations/tests as required under the program.
  - c. **Deans or Dean's Designee of each School:**
    - (1) Responsible for designating the Institutional Health Resource office, entity, or individual and communicating with the Office of Institutional Health to ensure that the program operates in accordance with this policy.
    - (2) Require personnel under their supervision attend scheduled training sessions and keep follow up appointments as necessary with the Office of Institutional Health.
    - (3) Responsible for implementing disciplinary action, if necessary, in matters of non-compliance involving covered individuals under their supervision.
  - d. **Director of Volunteer Services:** Responsible for informing all volunteers regarding the Office of Institutional Health and ensuring compliance.
4. **Attachments to this policy include:**  
Attachment A - Students  
Attachment B - Employees  
Attachment C - Volunteers  
Attachment D - LARC Employee and Animal Handlers  
Attachment E - Healthcare Personnel Vaccination Recommendations