

Exposure Reporting & Management Procedure, Baltimore Campus

If an exposure has or may have occurred:

- 1) STOP and IMMEDIATELY remove item responsible for exposure to prevent a DOUBLE exposure
 - Note if item is visibly bloody
- 2) Remove PPE and set aside gloves for checking later if a glove breach is not obvious (SOD nurse can help with this)
- 3) Wash all wounds with soap and water, and flush exposed mucous membranes with cool water
 - Do not force wounds to bleed
- 4) DO NOT dismiss source patient/stop patient from leaving (if possible)
- 5) Prepare to report the incident, make note of patient medical history/risk factors and have patient ID #
- 6) Report incident to your attending faculty (student/resident), or department supervisor (staff)
- 7) Report exposure to an SOD nurse; the most efficient way to do so is to use the emergency pager system
 - To place an emergency page:
 - Locate the button marked **Emergency** on a clinic wall phone and **press (emergency pager number will be auto dialed) or dial 410-389-1324 (dial 9 first if using an SOD phone)**
 - After 3 beeping tones are heard, **enter your room or quad number, followed by the # sign (lower level dial 777)**
 - Nurse(s) will respond to your area within a few minutes (**page again, if no response in 3-5 minutes**)*

*** If unable to contact SOD nurse:**

Individuals, NOT on staff at UMMC - Phone the University of Maryland Immediate Care, Bloodborne Pathogen Exposure Hotline (**BBPE Hotline**) at **667-214-1886**; if using an SOD phone, dial 9 first
DO NOT go to the Emergency Room without a referral from the BBPE Hotline.

Individuals ALSO ON STAFF at UMMC - Page the UMMC Needlestick Hotline from a personal cell phone or SOD office (clinic wall phones cannot receive return calls): Dial **8-2337 (410-328-2337, if using a cell phone)** and follow the voice prompts (Enter ID# 7845)

- 8) Complete the required forms (**all incident details must be provided to an SOD nurse as soon as possible**)

Required Injury Reporting Forms:

- 1) **Student/Resident, Staff, Employee and Volunteer forms will be provided by a SOD nurse, or can located in bins on SOD nurses' office doors (rooms 1326, 2318, or 4317), or outside PCC room 3323**
 - Employees can also find injury report documents online (*always report details to SOD nurse as well*)
 - State forms: <http://www.umd.edu/ehs/programs/workers-compensation/>
 - Corporate forms: **FDSP Associate injury report forms are not available online**

Students	Employees* (Staff and Faculty)	Volunteers
1) U of MD Post Occupational Exposure Information Sheet	1) First Report of Injury (needed for medical follow-up)	1) U of MD SOD Post-Occupational Exposure Information Sheet
2) Adverse Incident Report (done by SOD nurse)	2) Accident Witness Statement (indicate if no witness)	2) JE Authorization Form (needed to receive treatment at U of MD Immediate Care)
	3) Supervisor's report of Injury	3) Adverse Incident Report (done by SOD Nurse)
	*department must fax to corporate or state EHS within 3 days (copy to SOD nurse), unless done online	
	4) U of MD SOD Post-Occupational Exposure Information Sheet	
	5) Adverse Incident Report (done by SOD nurse)	

Never refer to an incident report in the EPR; record incident facts only