

Injury and Body Fluid Exposure Policy (Revised 11-10-14, replaces section in Radiologic Science Program Student Handbook 2014).

For injuries sustained during your clinical training at the hospital (except for needle sticks and body fluid exposures), follow these steps:

1. If it is an emergency, go to your hospital clinical site Emergency Department. If it is not an emergency, call the Company Nurse Injury Hotline at 1-888-770-0929. Give them the Group Code ASCIP and you will be directed to access appropriate medical treatment. Do this even if the injury seems to be insignificant.
2. Give this address to the billing department at the medical facility for billing for your care:

Peralta Community College District, Risk Management Department
ATTN: Carrie Burdick
333 E. 8th St.
Oakland, CA 94606.

This will ensure proper billing to the insurance company for the Worker's Compensation injury and will prevent you from being personally responsible for the bill.

2. Fill out the Employee's Claim for Worker's Compensation Benefits (DWC1). This document is found in the back section of your clinical portfolio or student handbook. This needs to be completed within 24 hours of the injury. An instructor needs to also fill out the Supervisor's Report of Employee Injury form, located in the back section of your clinical portfolio or student handbook.

3. Fax the claim forms IMMEDIATELY to the program director or your clinical instructor, FAX number: (510) 434-3870. You may also scan and send by e-mail to jyates@peralta.edu Keep the original and bring it to class on the next scheduled class day.

For needle sticks/body fluid exposures to mucous membranes or non-intact skin, follow these steps:

1. Notify the department manager of the exposure. The patient should be detained for possible testing. If the patient is an outpatient, s/he should not be allowed to leave the department until you have reported your injury to the department manager and the Infection Control supervisor

has been notified. Follow any instructions given to you regarding hospital protocol for needlestick injuries. Get contact information for the Radiology department manager and the Infection Control supervisor. Bring this information with you to the treatment facility in case they need to reach clinical affiliate personnel.

2. Call the Company Nurse Injury Hotline at 1-888-770-0929. Give them the Group Code ASCIP and you will be directed to access appropriate medical treatment.
3. Give this address to the billing department of the medical facility for billing for your care:

Peralta Community College District, Risk Management Department
ATTN: Carrie Burdick
333 E. 8th St.
Oakland, CA 94606.

This will ensure proper billing to the insurance company for the immediate and follow-up treatment and testing and will prevent you from being personally responsible for the bill. Treatment should include testing for immunity to hepatitis and a baseline HIV test. The source patient may also be tested by the hospital for Hepatitis B and HIV.

4. Fill out the Employee's Claim for Worker's Compensation Benefits (DWC1). This document is found in the back section of your clinical portfolio. This needs to be completed within 24 hours of the injury. In addition, fill out the Peralta Community College Exposure Incident Report. This form is also located in the back section of your clinical portfolio. An instructor needs to also fill out the Supervisor's Report of Employee Injury form, located in the back section of your clinical portfolio or student handbook. FAX the report immediately to the program director or your clinical instructor, FAX number: (510) 434-3870. Alternatively, you may scan and send by e-mail to jyates@peralta.edu Keep the originals and bring them both to the program director on the next scheduled class day.
4. Your baseline HIV test will indicate your **pre-exposure** status. It should be done immediately following the exposure (within a couple of hours). You will need to retest in six weeks, three months, six months and one year following the exposure (or at intervals recommended by the

physician at Concentra Medical Center). When you test, tell the physician that you need to have your test results in writing. If all are negative, you do not need to do anything else. If your baseline test is **positive**, this will indicate that you were positive before your hospital exposure and Workers Compensation will not pay for any services. If your baseline test is **negative** and subsequent tests are positive (if you have not engaged in any personal HIV exposure risks), Worker's Compensation is responsible for covering health services related to HIV infection and AIDS