

TTUHSC Personnel Health and Medical Surveillance Policy
Attachment F
Regional Program Description - Lubbock

I. PROGRAM OVERVIEW:

The components of the Personnel Health Program include the following:

- Exposure Management Program
- Required Immunization Program
- Tuberculosis Surveillance and Monitoring Program

II. PERSONNEL COVERED:

- TTUHSC Employees
- TTUHSC Students on Academic Assignment
- TTUHSC Volunteers

Personnel not served include personnel, employees or agents of an entity, which has contracted work with TTUHSC. This shall be specified in all such contracts, including the written agreement by the entity employing those workers who shall provide proper safety training and medical surveillance coverage as specified by state and federal law and good practice standards. Safety Services and Occupational Medicine can be consulted about requirements and can provide safety training and medical surveillance coverage, respectively, for a fee arrangement specified in the contract.

III. HUMAN RESOURCES:

Lubbock Campus staffing will consist of the following:

- Infection Control and Employee Health Nurse
- LVN for Infection Control and Employee Health
- Director of Nursing Services – program oversight

IV. MEDICAL RECORDS / CONFIDENTIALITY:

Medical records consisting of copies of Immunization Certificates, pre- and post-exposure immunizations administered through the Regional Institutional Personnel Health Unit intervention measures and follow up data will be confidentially maintained in Personnel Health / Infection Control for all population served. All information obtained pursuant to this policy regarding any aspect of the infectious disease status of any person shall be confidential unless disclosure is authorized or required by law.

V. POINT OF INITIAL CONTACT:

- A. **Benefits eligible employees** shall meet with a Regional Institutional Personnel Health Unit Representative during designated time slated in New Employee Orientation to complete immunization certification and receive any required immunizations.
- B. **Non-benefits eligible employees** shall meet with a representative of Regional Institutional Personnel Health Unit prior to completing Human Resources in-processing at time of hire to complete immunization certification and receive any required immunizations as defined in Attachment B: Immunization Program (may include on-call employees, student assistants, and volunteers).
- C. **Students** will provide copies of Immunization Certificates reflecting compliance with the most current State of Texas immunization requirements as part of their application process. It is the responsibility of each school to ensure that their students are in compliance. Referrals may be made to Regional Institutional Personnel Health Unit or Student Health (Family Medicine for Lubbock HSC students to get needed immunizations).

VI. EDUCATION AND TRAINING PROGRAM

A. Employees:

1. An introduction to the TTUHSC Personnel Health Program should be presented at the "Point of initial contact" either in General orientation, or on an individual basis at the time of in-processing.
2. Each department is responsible for arranging appropriate annual mandatory refresher training, including Infection Control and Personnel Health.

B. Students:

Students shall be informed about the scope of services of the Personnel Health Program as it exists on each campus, and specifically what to do in case of exposure, during the orientation sessions provided for them by the Deans of their respective Schools.

VII. RISK MANAGEMENT:

The Infection Control and Personnel Health Nurse, or a designee, shall be responsible for reviewing and reporting operations and procedures in all clinical areas and ensuring that JCAHO Infection Control Standards are met.

VIII. COST RESPONSIBILITIES:

A. Immunization Program:

1. Students must have received the required immunizations prior to matriculation. Costs for pre-matriculation immunizations/testing will be borne by the student.
2. Supplemental immunizations/testing for students may be administered by the Regional Institutional Personnel Health Unit and the cost of the immunization or lab testing billed institutionally as arranged.
3. Employees should present proof or initial for having received required immunizations at New Employee Orientation. Otherwise, the Regional Institutional Personnel Health Unit will immunize the employee, as per the Immunization Policy, and bill the cost of the immunization and/or lab testing institutionally as arranged.

B. Exposure Management Program:

Any employee, volunteer, or student experiencing an exposure and requiring post-exposure baseline testing, prophylactic medication, and/or continued testing as per protocols, will receive these at no cost to themselves, but rather the cost will be transferred institutionally as arranged.

C. Tuberculosis Screening Surveillance and Monitoring Program:

All employees and students involved in the TB screening surveillance and monitoring program will be tested annually and direct costs will be billed institutionally as arranged.

D. Care and Compensation of Infected Personnel:

1. Confirmed occupationally infected employees' care and compensation is the financial responsibility of Worker's Compensation as it applies and his/her health insurance.
2. Occupationally infected students' care and compensation is the financial responsibility of his/her health insurance.
3. Occupationally infected volunteers' care and compensation is the financial responsibility of his/her health insurance.