



## ***El Paso - Ambulatory Clinic Policy and Procedure***

Title: <b>INFECTION CONTROL SCREENING: NEW EMPLOYEE, STUDENT, VISITOR</b>	Policy Number: <b>EP 7.1</b>
Regulation Reference: Joint Commission	Effective Date: <b>1/2014</b>

### **Policy Statement:**

New employees, students, volunteers and visitors of Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) are required to complete an Infection Control Health Screening performed prior to the individual beginning work, or students/visitors beginning site visits. Visitors who must be screened are defined as anyone on campus for two weeks or more.

### **Scope and Distribution:**

This policy applies and will be distributed to all TTUHSC at El Paso ambulatory clinics.

### **Procedure:**

1. New personnel will be screened at the TTUHSC at El Paso’s Office of Occupational Health prior to new employee orientation or on the morning of their first day of employment/orientation. Visitors will be screened prior to start date on campus.
2. Appointments should be scheduled at least a week prior to the anticipated start date.
3. Personnel must bring the following to the appointment:
  - Immunization records (measles, mumps, rubella, varicella, Tdap, hepatitis B) and titers
  - Copies of any TB skin testing done within the last 12 months
  - Copies of any chest x-ray reports done within the last 12 months
  - Medical documentation if requesting work restrictions and or accommodations.
4. Employees are required to have the following vaccines as indicated below:
  - a. Hepatitis B – Faculty, staff, residents, or students that will be providing patient care, guards, TTUHSC at El Paso police, and plumbers will be required to have a positive Hepatitis B antibody titer. If Hepatitis B vaccine has never been taken or titer results come back equivocal or negative the vaccine series will be offered.
  - b. Measles, Mumps, Rubella (MMR) – All TTUHSC at El Paso faculty, staff, residents, and students will be required to have a positive antibody titer for Rubella and Rubeola. If titer results show as equivocal or negative the vaccine will be offered.
  - c. Varicella (chickenpox) – All TTUHSC at El Paso faculty, staff, residents, and students will be required to have a positive varicella antibody titer. If titer results show as equivocal or negative the vaccine will be offered.

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- d. Tetanus/Diphtheria/Pertussis (Tdap) - All TTUHSC at El Paso faculty, staff, residents, and students who have not previously received a Tdap vaccine or unsure if they have received a Tdap vaccine will be offered this vaccine.
  - e. Influenza (seasonal only) - All TTUHSC at El Paso faculty, staff, residents, and students will be required to take the yearly seasonal influenza vaccine or provide written documentation of having received a yearly seasonal influenza vaccine.
5. All TTUHSC at El Paso faculty, staff, residents, students, and volunteers have the option of declining any or all of the vaccines outlined in section five (5) of this policy through a signed declination form that can be obtained on the Occupational Health website or through the Office of Occupational Health.
6. The Office of Occupational Health will monitor vaccination compliance for all departments at TTUHSC at El Paso. The following actions will be taken if anyone is found to be non-compliant with vaccination/declination requirements:
- a. An initial reminder will be sent to the non-compliant individual via TTUHSC e-mail.
  - b. If the individual remains non-compliant, a follow-up reminder will be sent to the non-compliant individual via TTUHSC e-mail with copies being sent to the Senior Director of Occupational Health, the Infection Control Nurse, and the person's immediate supervisor.
  - c. If the individual continues to remain non-compliant, a final reminder will be sent to the non-compliant individual via TTUHSC e-mail with copies being sent to the Senior Director of Occupational Health, the Infection Control Nurse, the person's immediate supervisor, and the Associate Dean of Clinical Affairs.
  - d. Individuals who do not respond to the final reminder will be referred to the Clinical Operations Committee and the Office of Clinical Affairs for appropriate policy enforcement.

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