

NEEDLESTICK/EXPOSURE PROCEDURE FOR HEALTH PROFESSIONS FACULTY

If a faculty member in the health professions department is exposed to blood or other potentially infectious body fluids, the following procedures should be followed. Please note that there is a separate procedure for student exposure.

I. Reporting the incident

A. *Incidents occurring on-campus:*

- 1) As soon as possible following the incident, report the incident to your program director.
- 2) Fill out an incident report and submit it to Human Resources.

B. *Incidents occurring off-campus at clinical sites:*

- 1) Report the incident to the supervisor of the unit where the incident occurred and complete the necessary incident report and medical evaluation according to that facility's protocol.
- 2) Submit a copy of the incident report (or a Parkland incident report) to Human Resources. The bill for services rendered will be paid by Parkland only if a report has been made to Human Resources and an incident report submitted to Human Resources in a timely manner.

II. Medical evaluation

A. *Incidents occurring on-campus:*

- 1) File an incident report with Human Resources.
- 2) If between 8 **a.m.** and 5 **p.m. Monday - Friday**, you may receive a medical evaluation at Carle Clinic Occupational Medicine Department, 810 W. Anthony Dr., Urbana (383-3077) on the corner of Coler and Park, Urbana (383-3077). At all other times, you may receive a medical evaluation at Presence Covenant Emergency Department (337-2131) or Carle Emergency Department (383-3313). A confidential medical evaluation and follow-up is strongly recommended immediately following an exposure incident. The College/work comp will pay for post-exposure medical evaluations and follow-up procedures performed by the above facilities if the incident is reported as stated in I.B.2 above.

- #### B. *Incidents occurring off-campus at clinical sites:*
- Medical evaluation for employees injured at off-campus clinical sites will be performed by the Employee Health Department (or Emergency Department, if the incident occurs after hours or there is no Employee Health Department) at the facility where the incident occurred. An incident report (either from the health-care facility or Parkland) must be submitted to Parkland Human Resources in a timely manner in order for the College/work comp insurance to pay for post-exposure medical evaluation and follow-up procedures. The employee should instruct the health-care facility to send the bill for services rendered to Parkland College Human Resources.