

## **SECTION SEVEN: INSTITUTIONAL POLICIES RELATIVE TO GME PROGRAMS**

**POLICY NO: 7.8**

**SUBJECT: EXPOSURE TO COMMUNICABLE DISEASES WITHIN SPUH**

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**I. PURPOSE:** To provide a mechanism for identifying, notifying and providing direction and proper follow up for individuals exposed to communicable diseases while in the Hospital.

### **II. PROCEDURE:**

1. The Infection Control Department is informed of a possible exposure through many sources including but not limited to laboratory reports, physician's diagnosis or Employee Health.
2. The Infection Control staff will determine if an exposure to a communicable disease has actually occurred.
3. A thorough chart review by the Infection Control Department takes place in order to ascertain which departments were involved in the exposure and to determine if any patients were exposed.
4. The Program Director of the exposed house officer will be contacted by phone and/or e-mail by the Infection Control Department and will be provided with the details of the exposure. The primary physician of the exposed patients are contacted by phone providing detailed information on the nature of the exposure. A letter is sent to the primary care physician with a summary of the exposure as a follow-up to the initial phone call.
5. The Employee Health Nurse is sent a memo with a complete summary of the exposure as well as the specific departments involved. She is advised that the managers will send her a list of exposed employees. A copy of this memo is sent to all the involved department managers, the Chairman of the Infection Control Committee, the Vice President of Patient Care Services, the Vice-President of Human Resources and the Nursing Director of the potentially exposed departments. Instructions for anticipated follow-up is included in the memo.
6. The Employee Health Nurse will contact the exposed employee and instruct them on the necessary follow-up that should occur.

Reference: APIC Infection Control and Applied Epidemiology Principles and Practice, Missouri, Mosby, 2000.