POST EXPOSURE FOLLOW-UP CHECKLIST

Under the Bloodborne Pathogen Standard, an occupational exposure incident is defined as "a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

When such an incident occurs, certain follow-up activities must be performed. These follow-up activities must be provided by the employer at no cost to the employee and must be conducted in a confidential manner.

- Document all details of the incident (See "Exposure Incident Report Form" included), including route(s) of exposure and circumstances under which the incident occurred. Complete Sharps Injury Log if applicable.
- Have employee sign declination form if no follow-up is desired. If this is the case, you may stop here. Otherwise, continue down the checklist.
- Identify the source individual unless the identification is infeasible or prohibited by law.
- Obtain consent for HIV blood test from the source patient (consent form provided), unless consent is not required by law and blood is already available.
- Collect blood specimen if not already available from source patient.
- Obtain permission from the employee for baseline blood collection and storage or immediate testing.
- Collect blood specimen from employee for immediate or future testing. (Blood may be stored up to 90 days if the employee does not want immediate testing. The employee may request testing within that 90-day period.)
- Choose – or let the employee choose – a licensed healthcare provider to do the follow-up.
- Send specimens to a licensed laboratory for testing for HBV, HCV, and HIV with instructions to send reports only to that healthcare provider chosen to do the follow-up. If the source is known to be infected with HIV, HCV, or HBV, that test does not need to be repeated.
- Forward a copy of the detailed information concerning the incident to the selected healthcare provider. This will include:
  - A copy of the Bloodborne Pathogen Standard
  - A description of the employee’s duties as they relate to the incident

American Association of Physician Offices and Laboratories
POST EXPOSURE FOLLOW-UP CHECKLIST

☐ Documentation of the route(s) of exposure and the circumstance under which the exposure occurred

☐ Results of the source individual's blood testing if available

☐ All medical records relevant to appropriate treatment of the employee, including documentation of vaccination status

☐ Offer a Hepatitis B vaccination to the employee if this has not already been done.

☐ The healthcare provider is then responsible for informing the employee of the results, providing necessary prophylaxis and counseling, and for informing the employer that this has been done.

☐ Obtain the healthcare professional's written opinion to the employee within 15 days of the incident.

☐ Give a copy of the healthcare professional's written opinion within 15 days of evaluation completion to the employee.

☐ Document summarized information on the OSHA form 200.

☐ Maintain all relative documentation for 30 years beyond the end of the employee's employment.