EMPLOYEE EXPOSURE PROTOCOL

National College of Natural Medicine
Bloodborne Pathogen Post-Exposure

Following the guidelines listed below are procedures for a NCNM employee if he or she has either of the following:

a. percutaneous injury (needlestick or cut) from a contaminated instrument.

b. mucous membrane (splash to eye, nasal, mucosa, or mouth) exposure to body fluids.

1. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water. Mucous membranes should be flushed with water.

2. Keep the source patient until they have been asked to consent for a blood draw at NCNM. (NOTE: The source patient is the person whose blood or bodily fluid is potentially infectious and has come in contact with an employee.) (The lab has a standing order for post-exposure testing.)

3. Report incident to Clinic Director
   Contact Information: Dr. Jill Stanard
   503-206-2180 (cell)
   503-552-1994 (office)

4. Report incident to Exposure Control Officer
   Contact Information: Dr. Robert Wilson
   503-552-1806 (office)
   503-702-8205 (cell)
   503-386-9520 (home)

   If unavailable please call Dr. Ed Neal
   (503) 729-8356 (cell)
   (503) 552-1862 (office)

5. Report incident to Human Resources Director
   Contact Information: Steve Johnson
   503-552-2001
   sjohnson@ncnm.edu

   (Only contact HR if an injured employee seeks medical attention.)

6. Inform the source patient of the incident and that we would like to test his/her blood (at the NCNM laboratory) in order to better treat the exposed employee. If the source patient consents, the laboratory will collect a sample of their blood. Record the source patient’s name, date of birth and any exposure to Hepatitis B Virus, Hepatitis C Virus, and HIV on the “EMPLOYEE INCIDENT INFORMATION” form (Form A). NOTE: Only the Source Patient is to be tested at the NCNM laboratory. The NCNM employee must be tested at an outside facility.
7. Direct the source patient to the NCNM laboratory facility to have blood drawn for the exposure panel. The laboratory will have the source patient fill out the “Consent to Perform Lab Testing” form (Form B).

8. The employee cannot be tested on NCNM premises and thus, should take a completed “EMPLOYEE INCIDENT INFORMATION” form (Form A) and immediately report to 1 of 3 locations:

   a. Portland Adventist Occupational Health
      10201 SE Main St Ste 29 Portland, OR 97216
      503-251-6363
      Open Mon-Thurs 8am-5pm, Fri 8am-4pm

   b. OHSU Emergency Department
      3181 S.W. Sam Jackson Park Rd. Portland, Oregon 97239-3098
      503 494-8311
      Open 24 hours/day, 365 days/year

   c. Providence Portland Medical Center
      4805 NE Glisan Street Portland, Oregon 97213
      503-215-1111
      Open 24 hours/day, 365 days/year

9. The exposed employee should either 1.) ask the testing facility to send a copy of the post-exposure testing and treatment records Dr. Robert Wilson, or 2.) the employee can contact the Exposure Control Officer and give him the name of the testing facility so that he may contact them.

10. Within 24 hours of the exposure, the employee must report the incident to Human Resources. They should also fill out an “Injury and Illness Incident Report” (OSHA’s Form 301) and make 3 copies. The original form is sent to the Clinic Director, 1 copy is sent to the Exposure Control Officer, 1 copy is sent to Human Resources and 1 copy will remain with the exposed employee for his/her records.

11. The Clinic Director and Human Resources will record the incident in the “Log of Work-Related Injuries and Illnesses” in the OSHA Manual.

12. The Worker’s Compensation company, Empire Pacific, will follow-up with the employee and his/her physician.

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**Refusal of Medical Treatment and Exposure Testing**

If the employee refuses to be tested, he/she must fill out the “Medical Evaluation Refusal for Employee” form and make 3 copies (Form C). The original should be given to the Clinic Director, 1 copy should be given to the Exposure Control Officer, 1 copy should be given to Human Resources and 1 copy should remain with the employee for his/her records.