

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 166 – Hepatitis B and HBV

I. POLICY

Southern Highlands Community Mental Health Center, in relationship to the Policy 165 on Communicable Diseases, shall have a program designed to protect consumers/staff from the transmission of the Hepatitis B Virus by voluntary immunization of those in moderate to high risk groups with the Recombivax vaccine.

II. SPECIFIC PROCEDURES

- A. All employees should be given information about HBV (Attachment A and C) during orientation. A decision should be made at this time to either begin the HBV prevention program of Southern Highlands CMHC or to refuse the program. Either decision requires a signature on Attachment B.
- B. It is recommended that Category I employees (involves contact with consumers' body fluids) and Category II employees (may involve exposure to consumers' body fluids) receive the vaccine, which should be administered within ten days of employment. Category III employees (does not involve exposure to body fluids) are given the choice to receive the vaccine.
- C. Southern Highlands is responsible for arranging for financing of the testing and inoculation procedures of employees. If an employee begins the series and does not complete it, he/she must sign a declination form. If the employee later chooses to complete the series and two injections were previously given a third injection can be given, otherwise the series must be repeated at the employee's expense.
- D. Southern Highlands has designated the Director of Nursing as the Infection Control Officer to handle Hepatitis B questions and disease control measures. The Infection Control Officer should become familiar with OSHA Bloodborne Pathogen Standard Regulations and the State Department of Health Hepatitis B regulations, and should handle Hepatitis B problems in the area served by their center. Other staff are to refer all HBV questions and/or exposure to bodily fluids or blood to the Infection Control Officer.

- E. Test results confirming acute cases or chronic carriers of any HBV shall be reported by the SHCMHC nurse to the local health department in whose jurisdiction the facility is located.
- F. The proper informed consent (Attachment B) should be signed by the person before testing or vaccination. If an employee has received the vaccine series in the past, documentation should be made in their file and a declination form signed. If an employee has received two injections in the past, the third injection should be administered.
- G. Persons who are known to be susceptible or whose susceptibility is unknown should not be placed in a high or moderate risk environment if they have not received their first Hepatitis B injection or have not signed a declination form.
- H. Both consumers and employees in a facility for the I/DD are at increased risk of acquiring HBV infection and should be tested. Consumers are referred to a primary medical provider for testing and vaccination upon admission to residential services or day program.
- I. When tests or vaccines are needed, these procedures may be arranged for or administered by the nurses under the supervision of the Center Medical Director.

III. PROCEDURE FOR EMPLOYEES OF SHCMHC WHO WISH TO PARTICIPATE IN THE HBV PREVENTATIVE VACCINATION PROGRAM

- A. Any employee wishing to receive the Recombivax vaccine should notify the mental health nurse, at which time educational information shall be given and an informed consent or refusal shall be obtained. This is part of orientation or at any time during employment if declined at orientation.
- B. The employee shall report to the nurse's office on the designated dates to receive vaccination. The employee shall be monitored for 30 minutes post injection for any immediate adverse reaction.
- C. Each employee shall have a permanent record of their participation in the HBV prevention program, which will be kept in a confidential medical record for a minimum of 30 years. A copy of the employee's participation will be available to them upon their request.