

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.511 Protection from Exposure to HBV	

Policy Statement.

Purpose: To prevent transmission of Hepatitis B Virus (HBV) to UNTHSC-FW faculty and staff (hereafter referred to as personnel) and to the public served by UNTHSC-FW (hereafter referred to as individuals).

Policy: The institution recognizes that some positions within the Health Science Center may be at increased risk of exposure to HBV. Further, the institution recognizes that a safe and effective vaccine to prevent infection by this virus is available, and that morbidity and mortality can be reduced by an aggressive vaccination program. To maintain a safe working environment, and the health of institutional personnel and the individuals it serves, UNTHSC-FW hereby establishes a voluntary HBV vaccination program for those positions deemed to have a potential occupational exposure to HBV.

Application of Policy.

Faculty and Staff

Definitions.

1. **Positions eligible to participate in the HBV vaccination program:** All positions, full-time and part-time, that have potential occupational exposure to HBV are eligible to participate in the vaccination program. Department Chairs, in consultation with the Infection Control Committee, shall determine positions that are occupationally exposed under section 3.03 of this policy.

2. **Definition of occupationally exposed positions:** Occupationally exposed positions are defined as those that, on average, have an occupational exposure to blood or other potentially infectious materials (OPIM) one or more times per month. These exposures are ones that occur during the course of the employee’s normal work duties. Some positions that may qualify as occupationally exposed, depending on the scope of normal duties are: physicians, nurses, medical assistants, clinical laboratory personnel, basic science faculty and their employees who handle blood or OPIM, peace officers, trades people (for example, a plumber who works on potentially contaminated sewer lines), and custodians assigned to handle and transport infectious wastes.

3. **Definition of occupational exposure to HBV:** Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of the employee’s duties. This definition excludes incidental exposures that may take place on the job, and that are neither reasonably nor routinely expected and that the worker is not expected to incur in the normal course of employment.

4. **Definition of OPIM:** Other potentially infectious materials means: 1) the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood; 2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and 3) HIV, HCV or HBV containing cell or tissue cultures, organ cultures, and culture medium or other solutions; and blood, organs or other tissues from experimental animals (primates) infected with HIV, HCV or HBV.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| <ol style="list-style-type: none"> 1. Offer to vaccinate: The institution will offer to vaccinate personnel in occupationally- exposed positions at no charge to the employee. This offer will be made on the first day of employment by Human Resource Services. Employees are encouraged, but are not required, to accept the offer to become vaccinated against HBV. Regardless of the decision by the employee, the employee must sign the institutional form indicating that an offer to vaccinate was made. If the employee is declining because he/she has previously received the full series of the vaccine, then he/she should provide documentation with their declination form indicating when and where he/she was vaccinated. Employees in occupationally exposed positions who elect not to become vaccinated against HBV may change their minds and request vaccination later in their employment, provided that they are still in occupationally exposed positions. If an employee moves from a non-exposed position to an exposed position, the vaccine will be made available to them at that time. The HBV vaccination will be made available at no cost to the employee. | <p>Human Resource Services Staff</p> |
| <ol style="list-style-type: none"> 2. Education of occupationally exposed individuals: The Employee /Student Health Services will discuss the benefits and risks of the HBV vaccine during new hire orientation. (Refer to Infection Control Policies.) | <p>Employee / Student Health Services</p> |
| <ol style="list-style-type: none"> 3. How to obtain HBV vaccination: An employee in an occupationally exposed position may call Employee / Student Health Services clinic to make an appointment. At the time of employment, the employee will sign a consent or decline offer for the HBV vaccine. If the employee is declining because he/she has previously received the entire series of HBV vaccine, then the employee should provide documentation with a declination form indicating the date and institution where they were vaccinated. This documentation will be forwarded by Human Resource Services to PHPM. In the event an employee's duties change and the person has an occupational | <p>Employee / Student Health Services and Human Resources Staff</p> |

exposure to HBV, a letter from the Department Chair indicating that the employee is currently in an occupationally-exposed position will be required to receive the vaccine. The employee will sign an informed consent form and fill out a brief medical questionnaire in PHPM prior to vaccination. All determinations as to the ability of the employee to receive the HBV vaccination will be made by a licensed professional. All injections will be administered under physician supervision.

4. **Follow-up to an occupational exposure:** Personnel who have a documented work-related parenteral mucous membrane exposure to human blood or OPIM should seek immediate medical advice. This advice should be obtained via an immediate consultation with the PHPM clinic. Though not recommended, if care is sought from a personal physician, copies of treatment must be forwarded to PHPM for inclusion in the employee health file in PHPM. (Refer to Infection Control Policy and Procedure #96.001.32) Employee/
Employee /
Student Health
Services
5. **Methods to Prevent Occupational Exposure to HIV, HBV and HCV:** Please refer to the Infection Control Manual for methods to prevent occupational exposure. Employee
6. **Distribution of this policy:** This policy will be distributed in such a manner that will comply with federal and state laws. The institution may elect to include this policy in one or more of the following documents: the Personnel Policies and Procedures Manual, Infection Control Policies, or any other means. Human Resource
Services
7. **Informed Consent:** All testing of personnel and individuals by Health Science Center physicians shall comply with applicable federal and state laws and regulations and shall occur only after an informed consent to test has been obtained. UNTHSC
Physicians

References and Cross-references.

UNT Health Science Center Infection Control Manual

Forms and Tools.

Form for consent or decline offer for the HBV vaccine
Informed consent to test form

Approved: 9/1/2006

Effective: 9/1/2006

Revised: