**Rettig Nursing Technology Center (NTC) Safe Practice Manual**

Northern Michigan University School of Nursing

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**NTC Safe Practice Manual**

Initiated: 1/2002

Updated: 5/2009;1/2010;8/2013;2/2016;1/2019

## Purpose

The purpose of this safe practice plan/policy is to identify and protect employees and students who may be at risk for exposure to blood or other potentially infectious materials (OPIM) in the Rettig Nursing Technology Center (NTC), to comply with Northern Michigan University (NMU) Bloodborne Pathogens Exposure Control Policy and to provide health related procedures and policies to be followed in the NTC.

All employees and students who may incur exposure to blood or other potentially infectious materials (OPIM) are covered by this plan/policy. A copy of this manual is available at the NTC front desk.

References

NMU Bloodborne Pathogens Exposure Control Policy and SON BSN Handbook.

Employee and Student Exposure Determination for NTC

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| --- | --- |
| Job ClassificationAssociate Dean/DirectorNursing Support & Simulation SpecialistSimulation Education CoordinatorProfessorsAssociate ProfessorsAdjunct FacultyOverload FacultyAAUP FacultyGraduate AssistantsNTC SupervisorNTC Clerks & Lab TechsStudent Nurses | Tasks/ProceduresAll listed job classifications names:* Handling of sharps
* Handling of sharps containers
* Collecting and boxing sharps containers for biohazard pickup
* Managing soiled linens
* Performing invasive procedures
 |

Compliance Methods

Universal Precautions will be observed in all NTC learning labs to prevent contact with blood or OPIM. All blood and all other human bodily fluids will be considered infectious regardless of the perceived status of the source individual.

The following work practices will be utilized to eliminate or minimize exposure. Should risk of exposure remain after institution of these controls, PPE shall also be utilized.

1. HAND WASHING FACILITIES- are readily accessible to those who incur exposure.
2. NEEDLES AND SHARPS- uncontaminated or contaminated needles and other sharps will not be bent, recapped, removed, sheared or purposely broken.
	1. Needles and Sharps:
		1. Disposable needles and sharps are placed into appropriate sharps containers
		2. Sharps are not to be passed from hand to hand.
		3. Mechanical recapping devices or one-handed techniques may be used in some situations, however two-handed recapping and using the mouth to hold the cap are strictly forbidden.
3. CONTAINERS FOR SHARPS- are located in all NTC lab areas where sharps and needles are used.
	1. Containers must be closeable, puncture resistant, leak proof on sides and bottom, and are red and have red biohazard labels applied to them.
	2. Containers will be easily accessible and as close as feasible to immediate area where sharps and needles are used.
	3. Containers are not to overflow, are to be maintained in the upright position, be kept closed and routinely replaced.
	4. Location of sharps containers:
		1. WS 1609 A & B- one container mounted in each exam room.
		2. WS 1613, 1615, 1702, 1704- one container mounted at each bedside.
		3. WS 1617- storage room for empty or partially filled containers
		4. WS 1701, 1703, 2608 - containers provided in rooms as needed.
	5. Sharps containers will not be opened, emptied or cleaned manually.
	6. If the sharps container has been contaminated on the outside, with donned gloves, it must be put in a biohazard bag and placed into a biohazard collection box.
	7. Responsible persons for collecting and boxing containers: NTC Supervisor, NTC Lab Techs and NTC Clerks.
4. NTC ENVIRONMENTAL RESTRICTIONS: In areas where there is a possibility of exposure to blood or OPIM it is not permitted to eat, drink, apply cosmetics or lip balm, or handle contact lenses.
5. HOUSEKEEPING AND CONTAINED EQUIPMENT: Equipment that has become contaminated with blood or OPIM shall be examined prior to prepping for pickup and shall be decontaminated as necessary:
	1. All equipment and environmental and working surfaces shall be cleaned and decontaminated if contact with blood or OPIM using a solution of 1 part bleach to 8 parts water. Decontamination shall be done immediately after the procedure or as soon as feasible after any spill of blood or OPIM.
	2. Broken glass will not be picked up directly with the hands. A broom and dust pan must be used, located in WS1611, and the materials placed in a puncture proof container. Vacuum cleaners are not to be used to pick up broken glass.
	3. Tools used to clean up must be decontaminated or properly disposed of after use.
6. PERSONAL PROTECTION EQUIPMENT (PPE):

General:

* PPE will be provided by the NTC without cost.
* PPE will be chosen based on anticipated exposure to blood or OPIM.
* PPE is considered appropriate if it does not permit blood or OPIM to pass through or reach clothing, skin, eyes, mouth or other mucus membranes under normal conditions of use and for the duration of the time in which the PPE will be used.
* All garments, which are penetrated by blood, shall be removed immediately or as soon as possible and placed in appropriate receptacles.
* All PPE will be removed before leaving NTC lab rooms.

 Gloves:

* Gloves will be used when it is reasonably anticipated that hand contact will be made with blood or OPIM, mucus membranes or non-intact skin or when handling or touching contaminated surfaces or items.
* Gloves must be worn for the following procedures:
	+ Oral assessment, temperatures, care and feeding
	+ Ear assessment and tympanic temperatures
	+ Nasal exams
	+ Vaginal exams
	+ Administration of glucose checks
* Disposable gloves will not be re-used, washed or decontaminated.
* Disposable gloves will be replaced when their ability to function as a barrier has been compromised, or if they become contaminated.
* Hypoallergenic gloves, powderless gloves or other similar alternatives will be provided to those allergic to gloves normally provided.
* Handwashing after glove removal is required. Studies have shown that although gloves provide a barrier they are not completely impermeable.
* Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised.
* Utility gloves will be discarded if they are cracked, peeling, torn, punctured or if ability to function is compromised.
1. LAUNDRY PROCEDURES:
	1. Laundry contaminated with blood or OPIM will be handled as little as possible. Such laundry will not be sorted or rinsed in the area of use.
	2. Gloves are to be worn to place contaminated laundry in the clear plastic and red labeled biohazard laundry bags.
	3. Home laundering is not permitted.
	4. College Laundry and Rentals is the vendor used for laundry services. This agency uses

universal precautions.

Invasive Procedure Policy in the NTC

1. No student shall perform an invasive procedure on another student or volunteer unless identified as an exception to this policy.
2. Invasive procedures are any nursing procedure that involves entry into any body cavity and/or invades the integrity of the skin or body cavity.
3. Only mannequins or other instructional aides shall be used for such practice.
4. Exceptions to the policy include the following procedures:
	1. Oral and ear assessments
	2. Oral and tympanic temperatures
	3. Oral care and feeding
	4. Nasal exams
	5. Vaginal exams
	6. Glucose checks with supervision

Exposure to Bloodborne Pathogens

Procedure for management of accidental exposure to Bloodborne pathogens:

1. Significant exposure is defined as percutaneous, ocular, or mucous membrane exposure to blood or other body fluids containing visible blood.
2. If possible, the wound or exposed area shall be immediately and thoroughly washed with soap and water, or irrigated with tap water for eyes or other mucous membrane.
3. Report exposure to supervising faculty/instructor and NTC Supervisor.
4. A NMU Incident Report for Accident/Injury/Illness shall be completed and returned to the NTC Supervisor. Incident Report forms are in a hanging file located at the NTC Clerk’s desk and can be found online at the NMU Incident Reporting web page.
5. The Exposed Person will be referred to the NMU Health Center to follow current NMU Health Center Policy.
6. NTC Supervisor is responsible for assuring SON required paperwork is complete regarding exposure in the NTC.

Incident Reporting

Any accident or incident occurring in the NTC shall be reported immediately to supervising faculty, NTC Supervisor and Associate Dean/Director. An NMU Incident Report form is to be filled out and submitted per NMU protocol. Refer to current online NMU Incident Reporting:

<https://www.nmu.edu/publicsafety/incident-reporting>

Latex Allergy Management

Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each faculty/instructor and the NTC Supervisor to plan for his/her safety. It is necessary for the student to monitor their environment for possible risk of exposure. Students may request latex free supplies through the NTC Supervisor.

Employee Information Requirement

1. All NTC employees review the NTC Safe Practice Manual as part of the orientation process.
2. NTC Supervisor will be responsible for refresher training as needed.

Record Keeping

1. Incident reports will be maintained by the NTC Supervisor.

Review of Plan

This plan will be reviewed and updated by the NTC Supervisor as needed.

Initiated: 1/02; Rev: 5/09, 1/10, 5/13, 2/2016, 1/2019