Instructions for the UI/UIHC Employee or Volunteer Exposed to Blood or Body Fluids

1. Do First Aid.
   a. Needlesticks or abrasions: clean wound with soap and water immediately.
   b. Splashes: flush mucous membranes with clean water. For eye exposure: remove contacts, if present and flush eyes using an eye wash station for a minimum of 5 minutes. If unsure where to find an eye wash station, start flushing with tap water or sterile eye irrigant immediately for 5 minutes while an eye wash station is located.

2. Be evaluated.
   a. Notify your supervisor so they can make arrangements so you can be seen immediately at:
      i. University Employee Health Clinic (UEHC) between 7:00am-4:30pm, Monday through Friday, excluding holidays
      ii. University Emergency Department (ED) from 4:30pm-7am, weekdays, weekends, and holidays
   b. Do not delay being seen! If treatment is needed, it should be started as soon as possible. If you know the patient that the blood/body fluid was from, bring the patient’s name and hospital number with you.
   c. A needlestick or splash exposure form (found on The Point) will need to be completed. You can start completing the form and bring it with you to the clinic or ED, but should not delay you going to the clinic/ED. Please complete at least the top box of the form before being seen in the ED.
   d. If a medical device/needle was involved, you will need to list the brand name and size (if applicable) on the Needlestick & Sharp Object Injury Report.
   e. If the source of the exposure is known and you are unable to report immediately to the clinic (i.e. in middle of an OR case or other procedure), call UEHC at 353-7853 or the ED at 356-2233 after hours so source blood work can be ordered ASAP.

3. Fill out the Worker’s Compensation “First Report of Injury” form within 24 hours.
   a. Access the First Report of Injury form at the Employee Self-Service website (same site you use to view paycheck):
   b. Log in using your Hawk ID and Password.
   c. Go to Personal Tab – Benefits section, click “Workers Compensation — First Report of Injury” link, and follow the directions to complete the form.
   d. Click “Submit” at the end of the form.

   a. Click on the PSN icon located on any UIHC desktop screen, or locate it on The Point Homepage:
      https://thepoint.healthcare.uiowa.edu/ by clicking “Everyday Tools and Resources” link and locating “Patient Safety Net (PSN)” link. If you have questions on how to find or complete it, please talk with your supervisor.

5. If seen in the Emergency Department (ED) initially:
   a. Inform the ED of any past Hepatitis B antibody blood tests, if known. If unsure if this was done in the past, you can look this up in ERMA HR system by clicking on the ERMA icon located on any UIHC desktop screen or:
      i. Go to The Point Homepage: https://thepoint.healthcare.uiowa.edu/ and click on the “Everyday Tools and Resources” link located at the top of the right column on The Point.
      ii. Scroll down and click on “ERMA - Health Care Compliances and Training” link to log in: https://erma.healthcare.uiowa.edu/uihchr/admin/main.page. Locate “My Information” tab and scroll to the bottom section titled “Employee Health”.
      iii. Look for: “Visit Type” of Hepatitis B; “Visit Sub Type” of Titer/Antibody and “Visit Results” of either Positive or Negative.

   b. Schedule a mandatory follow-up appointment with UEHC on the next business day by calling them at 356-3631.

See The Point for the most updated information and forms

Source: UEHC

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