

Staff Training

All staff members will be trained upon hire and annually thereafter in infection control. The training will contain the following elements:

- The OSHA standards for blood borne pathogens.
- Epidemiology, symptomatology, and the methods of transmission.
- The Infection Control Policy/Plan.
- Procedures and events that might cause exposure.
- Personal protective equipment, how it is used, where supplies are kept, and disposal methods.
- Post-exposure evaluation and follow-up.
- Signs and labels used.
- Training records will include the date, a summary of training, names, and qualifications of persons conducting the training and names and job titles of all attending. The organization's designated Blood borne Pathogens Trainer will conduct trainings, using handouts, discussion, and hands on training.
- Training records shall be provided upon request for examination and copying for all staff members.

Record Keeping Procedures

The Clinical Director will maintain all records required by the OSHA standard. Medical records will be accurate, include the staff member's name and social security number.

Confidentiality will be ensured at all times.