POLICY
As required by OSHA regulation, Ageia Health Services will identify employees with a reasonably anticipated exposure to human blood or other potentially infectious material (OPIM) and ensure that these employees are offered the Hepatitis B vaccine at no cost to the employee as soon as possible following job assignment but in no case longer than 10 days from date of job assignment. Employees who are eligible for the vaccine will be provided information on the Hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine is available free of charge.

DEFINITIONS
OPIM- Other Potentially Infectious Material is defined as the following human body fluids: saliva in dental procedures, semen, vaginal secretion, cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; and body fluids visibly contaminated with blood.
OSHA- Occupational Safety and Health Administration is a federal governmental agency that ensures employers provide a safe and healthful workplace by setting and enforcing standards and by providing training, education and assistance.

PROCEDURES
1) Upon hire the designated staff member will provide the eligible employee with the Hepatitis B Information Sheet that provides education on Hepatitis B virus and the efficacy, safety, method of administration, and benefits of the vaccine. Any additional employee questions will be directed to the community RN or the company RN Consultant.
2) The eligible employee will be offered the Hepatitis B vaccine unless the employee:
   - Has a life-threatening allergy to baker’s yeast or other component of the vaccine
   - Has had a life-threatening allergic reaction to a previous dose of Hepatitis B vaccine
   - Is a non-responder to the vaccine series
   - Is moderately or severely ill when the dose is scheduled
   - Individuals who are pregnant, breast feeding, or have a severely compromised immunity system should seek counsel from their physician prior to receiving the vaccine.
3) The employee will complete the Hepatitis B Acceptance/Declination form, providing the information that is requested. If the employee declines the vaccine they will be informed that it is available to them at any time during their employment, at no charge, as long as they are performing job duties that are classified as “At Risk”. The employee must sign this document even if they are declining the series. It will be at the company’s discretion to pay for a Hepatitis B post vaccination test for antibody to Hepatitis B surface antigen (anti-HBs). The community designated vaccine coordinator will consult with the Corporate RN before scheduling this test.
4) If the employee elects to have the series, the first injection will be scheduled, at a convenient time and place, with the community RN within 10 days from the date of their job assignment. The RN will complete the bottom portion of the Hepatitis B form indicating the date, location, and manufacturer name and lot number. The RN will also ask the pre-vaccine screening questions to protect the employee from potential harm.

5) A single dose of Hepatitis B vaccine will be ordered by the designated staff member that is handling all steps of coordinating this process. The pharmacy will be instructed to label the pre-filled syringe with the employee’s name and the vaccine will be billed to the community house supply at the corporate negotiated rate.

6) The designated staff member will schedule the next series of injections using the company’s current system of tracking personnel information and the Hepatitis B vaccine administration guidelines. All records will be maintained in the designated section of the employee’s personnel folder, according to the company retention schedule.

RELATED POLICIES/REFERENCES

FORMS
Hepatitis B Information Sheet
Hepatitis B Acceptance/Declination Form
Hepatitis B Vaccine Administration Process
Hepatitis A & B Vaccine Schedule
Pre-vaccine Screening Questions

RETENTION GUIDELINES
1) All documents will be retained for seven years after termination from employment, following the same retention schedule as other personnel records.