

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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SECTION Personnel	SUBJECT Personnel: Hepatitis B Immunization Program		
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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall maintain the Hepatitis B Immunization Program in accordance with MIOSHA guidelines.

III. DEFINITIONS:

- A. Hepatitis B: An infection of the liver caused by the hepatitis B virus (HBV).
- B. Category A: Employee is in a position that increases the likelihood of an exposure.
- C. Category B: Employee is in a position that decreases the likelihood of an exposure.
- D. Titer Test for Hepatitis B: A test that measures the antibodies in blood to determine if one has immunity to Hepatitis B or if a vaccination may be required.

IV. STANDARDS:

- A. The Hepatitis B vaccination will be offered to all employees classified as Category A.
- B. The Hepatitis B titer will be offered to all employees classified as Category A, as determined appropriate by CMH nurse.

V. PROCEDURE:

Safety Chairperson

- 1. Updates the Bloodborne Pathogen Exposure and Infection Control Plan according to MIOSHA General Industry Regulation Safety and Health Standard Part 554 Bloodborne Infection Diseases,

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which classifies new employees, volunteers and students into Category A or Category B according to Exposure Determination, Exhibit A.

Training Technician

2. Schedules MyLearning Point training to those employees classified in Category A. Training will typically take place on the first Tuesday after date of hire, but no later than 10 calendar days after date of hire.

Nurse

3. Reaches out to employee within 30 days (sooner when possible) of hire to field questions, check vaccination status, and offer the Hepatitis B series if appropriate.
4. Offers Hepatitis B vaccine to Category A employees (or titer if determined appropriate). This vaccine will be offered to Temporary employees on a case-by-case basis.
5. Ensures Category A employees complete and sign the applicable section of the Hepatitis B Vaccine Consent/Waiver Form (#0805 in Forms Index), indicating either consent for the vaccine, previous Hepatitis B immunization, or refusal to receive the Hepatitis B vaccine.
6. Forwards Hepatitis B Vaccine Consent/Waiver Form to Human Resources.

Human Resource Designee

7. Sends authorization to McLaren Port Huron Industrial Health Services for individuals who have consented for the vaccine.
8. Sends authorization to McLaren Port Huron Industrial Health Services for titer when indicated necessary by CMH Nurse.
9. Notifies authorized employee they can schedule their own appointment for the vaccine or titer, whichever is appropriate, and that walk-ins are also acceptable.
10. Authorizes reimbursement to McLaren Port Huron Industrial Health Services for vaccine and titer expenses incurred.
11. Records and tracks vaccination of each authorized employee on the Hepatitis B Vaccine Consent/Waiver Form.

Employee

12. Follows through with vaccination series within required timeframes. In the event employee does not

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follow through timely and requests to re-start series, employee is responsible for any cost beyond the three (3) vaccinations initially authorized.

Personnel Secretary

13. Maintains training transcripts for three (3) years.

14. Maintains employee Hepatitis B Vaccine Consent/Waiver forms and immunizations in employee personnel record.

VI. REFERENCES:

None Available

VII. EXHIBITS:

A. Exposure Determination Chart(s)

VIII. REVISION HISTORY:

Dates issued 08/92, 07/94, 09/97, 08/99, 09/01, 09/03, 08/05, 08/07, 08/09, 08/11, 01/13, 01/14, 01/15, 01/16, 01/17, 01/18, 01/19, 01/20, 01/21, 01/22, 01/23.

EXPOSURE DETERMINATION

MIOSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials (OPIM) due to job task assignment. The exposure determination is made without regard to the use of personal protective equipment (e. g., employees considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

At St. Clair County Mental Health the job classifications are listed below in two categories:

- CATEGORY A - exposure or reasonable anticipation of**
- CATEGORY B - no exposure or reasonable anticipation of**

The associated tasks/procedures for the classifications in Category A are listed:

CATEGORY A	
CLASSIFICATIONS	TASKS
Physician	Administer injections Clean wounds Change dressings First Aid
Nurse Practitioner / Nurse Registered Dietician/Nutritionist	Administer injections Clean wounds Change dressings First Aid
Phlebotomist	Draw blood
Medical Assistant Mental Health Assistant Peer Support Respite Sitter	Clean wounds Change dressings Personal care – menses Laundry with blood or OPIM First Aid
Facilities Technician Food Service Technician	First Aid Biohazard Materials Universal Precautions Personal Protective Equipment Safety Data Sheets Sharps Desposal Laundry
Program Supervisor Program Coordinator Clinician Occupational Therapist Mental Health Specialist Casemanager, Employment Specialist	First Aid
Designated First Aid Provider (Emergency Responder)	First Aid

CATEGORY**B**

CLASSIFICATIONS	TASKS
CMH Board	Board Membership
Executive Director	Administrator
Medical Director	Administrator
Deputy Director	Administrator
Program Director	Administrator
Administrative Services Director	Administrator
Information Director	Administrator
Finance Director	Administrator
Executive Secretary	Administrative
Assistant Division Director	Administrative
Officer	Administrative
Human Resources Manager	Administrative
Recipient Rights Director	Administrative
Access Department	Administrative
Specialty Benefits Managers	Administrative
Finance Department	Administrative
Quality Improvement / Data Management	Administrative
Contract Management	Administrative
Information Technology	Administrative
Training Department	Administrative
Community Relations Team	Administrative
Facilities Management	Administrative
Administrative Coordinator	Administrative
Administrative Specialist	Administrative
Account Clerk	Administrative
Technician	Administrative
Secretary	Administrative
Account Clerk	Administrative
Office Clerk	Administrative
Student	Administrative/Observation
Volunteer	Administrative/Observation
Arts Technician	Arts