

At-a-Glance: What You Need to Know

1. Emergency Medical Management
2. Incident Reporting
3. HIPAA Privacy Notice
4. Needle Stick Injury
5. Hotline Reporting

Education Material, Standing Orders, Policy and Procedures and more can be found on the Affiliated Physicians' (AP's) webpage: <https://affiliatedphysicians.com/nursing-protocols/>

Emergency Medical Management - [refer to [Emergency Medical Management Policy](#)]

Confirm Emergency Medical Equipment is readily available at all times.

Medication	Administration Supplies	Ancillary Supplies	Vital Sign Equipment
Benadryl - for IM use	Syringes	Alcohol Wipes	BP Cuff - Large and Medium
Epinephrine - for IM use	Needles	Gauze	Stethoscope
*EMS required for all Epi administrations	Filter Straws	Band Aids	Pulse Oximeter

Organize supplies and be prepared to treat adverse reactions. **Know the difference** between side effects, vasovagal, anxiety, and a serious adverse reaction.

Incident Reporting – [refer to [Incident Reporting Policy](#)]

While adverse reactions to Flu or COVID vaccines are extremely rare, it is important to recognize severe potentially life-threatening reactions vs. non-life threatening non-urgent situations. Be prepared to treat all different types of reactions.

Report Required + EMS Severe Anaphylaxis	Report Required – No EMS Adverse Reactions	Report Not Required Side Effects
Shortness of Breath Swelling of Face, Lips, Throat Diffuse Hives Chest Pain Non-resolving Tachycardia	Syncope lasting < 2 minutes Resolving Tachycardia Emesis Abdominal Pain Itching Rash	Arm Soreness Muscle Aches Injection Site Redness Headache Fever Fatigue Nausea

HIPAA Privacy Notice – [refer to [HIPAA - Privacy Notice and Policy](#)]

All patients have the right to receive a copy of AP’s HIPAA Privacy Notice. Direct all requests to compliance@affiliatedphysicians.com – Compliance will accommodate all such requests. Make sure to include full patient contact information; Name, Email Address, Telephone Number.

Needle Stick Injury – [refer to [Infectious Control - Bloodborne Pathogens - Needle Stick Injury Policy](#)]

Avoid Needle Sticks - Follow These Simple Rules		
Never recap needles	Always use safety mechanism, if applicable	Discard needles immediately after use

If a Needle Stick does occur

First Step – Treat Yourself Quickly

- ✓ Cleanse needle stick site immediately.
 - Rinse and wash the area well with running water and soap.
- ✓ Squeeze needle stick site while cleansing the area.
- ✓ Flush our eyes, nose and mouth with water in event of any splashes from the needle.
- ✓ Dry site thoroughly by dabbing with a clean paper towel and apply pressure.
- ✓ Cover the site with a bandage.

Second Step – Confirm the ‘Source’

- ✓ Was it a used needle?
- ✓ If so, who was it used on?
 - Collect Name, DOB, Telephone Number

Third Step – Report

- ✓ Report – no matter how minor you believe it is, to your direct supervisor.
- ✓ Complete a Workplace Incident Report
- ✓ Your direct supervisor is responsible for reporting to AP’s Hotline.

Fourth Step – Seek Medical Attention

- ✓ Go to nearest urgent care or your PCP for immediate follow up.
- ✓ Direct supervisor will coordinate staffing and coverage.

All Needle Stick injuries must be reported to HOTLINE and Workplace Incident Report completed, no matter if the needle stick was from a sterile or dirty used needle.

What Else to Expect?

✓ A call from the AP Compliance Department
✓ Education on Post-Exposure Prophylaxis (PEP)
✓ Initial baseline blood work within first 24 hours
✓ Follow up blood work at 1 month, 3 month, 6 month intervals

Hotline Reporting

The following are some examples of why you would call the Hotline.

<ul style="list-style-type: none"> - Extra dose attempts - Medication error - i.e. extra or wrong dose given - Needle Stick or other workplace injury or incidents - Documentation error - Adverse reactions - VAERS - Staff missing or late - Staff insubordination or behavior issues - Sick or urgent callout - Clinical or operational questions – if unable to reach or obtain from direct supervisor
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When reporting an incident to Hotline, provide the following information:

DATE		
ISSUE		
LOCATION		
INVOLVED PERSON(S)		
If patient related	First Name Last Name Middle Initial DOB Address Telephone # Appointment # - if applicable If a minor - <18 yo - Mothers Name VAERS # - if applicable	i.e. VAERS, Extra Dose, CIR discrepancy, etc.

HOTLINE 24/7 Number: 1 - 646 - 535 - 2318