

## 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 Policy P014]

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 Policy OP001]

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 Policy OP004]

All patients have the right to receive a copy of AP’s HIPAA Privacy Notice. Direct all requests to [compliance@affiliatedphysicians.com](mailto: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 Policy OP002]

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 out eyes, nose, and mouth with water in event of any splashes from the needle.
- ✓ Dry site well by dabbing using a clean paper towel and apply pressure
- ✓ Cover 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 all needle sticks, no matter how minor you believe it is, to your direct supervisor and complete a *Workplace Incident Report*.
- ✓ Direct supervisor is responsible for reporting to AP’s Hotline and completing a *Workplace Incident Report* as well.

**Fourth step – Seek Medical Attention**

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

**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

**\*\*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.**

## Hotline Reporting

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

- 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

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**