

# Springdale Fire Department

## Policy & Procedures Manual

### Volume 2 – Operations

### Section 204 – EMS Operations

### 204.13.1 – Infection Control Officer Statement of Authority

The purpose of this policy is to serve as a statement of authority identifying the Division Chief of Operations to serve as the Infection Control Officer for Springdale Fire Department's Exposure Control Program.

This position will assist members of the Springdale Fire Department by insuring that proper notification of exposures takes place and that department members receive appropriate post exposure medical treatment that is in accordance with the Centers for Disease Control Guidelines and the Ryan White Law. This position will also assist the department in compliance with all state, Federal laws and regulations.

A key responsibility for this position is the maintenance of confidentiality issues related to exposure situations. Both the Ryan White Law and the OSHA Bloodborne Pathogen Standard (1910.1030) state that confidentiality is essential and required for all SFD Personnel. Medical information for SFD Personnel will not be given to anyone under any circumstances without the employee's permission.

Exposure records will be kept indefinitely as part of each employee's medical file and will only be used for the purposes of documentation and post exposure medical follow-up issues.

In the event the Division Chief of Operations is not available, the Training Officer and the Assistant Fire Chief will serve as the alternate for the position of Infection Control Officer.

In the event of an exposure, the Infection Control Officer shall be contacted directly during regular business hours. At times other than regular business hours, the Infection Control Officer can be reached by cell or home phone.

The Infection Control Officer is responsible for:

- Annual review of the SFD Exposure Control Program.
- Investigating all reports of exposures.
- Verifying if an actual exposure has occurred.
- Providing guidance and follow-up instructions when an exposure occurs.
- Liaison communications with hospital infection control personnel.
- Maintaining strict confidentiality of exposure.
- Ensuring the collection, management and security of all exposure records in accordance with state and/or OSHA guidelines.
- Managing the immunization and vaccination of all SFD personnel.
- Development of disease/exposure prevention policies and programs.
- Ensuring the training and documentation of infection control training of SFD Personnel.