

HOSPITAL TEMPLATE for SERIOUS INFECTIOUS DISEASE PROCEDURES

The purpose and intent of this document is to provide a template for the use of hospital administration and planning personnel to identify and communicate key elements of the policy and procedures for screening, identification and initial management of a suspected serious infectious disease patient. This document is not to be considered guidance and is intended to be used as a tool for hospital administration and planning personnel to assist in the effective preparation for, implementation and execution of facility serious infectious disease response plans. Components are listed in alphabetical order for easy reference.

TOPICS

Access to Patient Room

ADPH Notification and Serious Infectious Disease Consultation Form

Designate Patient Location for Evaluation

Employee Training

Environmental Services

Identify hospital and ADPH contacts Laboratory Personnel

Personal Protective Equipment (PPE) Screening Procedures

Signage and Identification Materials

Visitors

RESOURCES

Alabama Department of Public Health

Centers for Disease Control and Prevention

APPENDICES

Access to Patient Room

Consider posting personnel at the door to the patient's room to ensure all persons entering the room are properly wearing appropriate PPE prior to entering the room and that PPE has been properly removed and hand hygiene performed upon exiting. A log of personnel entering and exiting the patient's room should be maintained.

Policy and procedures for monitoring of access to a patient room are located:

These policies and procedures will be periodically reviewed and maintained by:

Compliance with policy and procedures will be ensured by:

Patient room access logs will be submitted to:

Breaches of access policy or procedure, infection control or other issues of non-compliance will be immediately reported to:

ADPH Notification and Serious Infectious Disease Consultation Form

Confirmed or suspect cases of any infectious disease must be reported immediately to the Alabama Department of Public Health (ADPH), Infectious Diseases & Outbreaks Division and is required under Title XXII of the Code of Alabama.

Submit the completed ADPH Serious Infectious Disease Consultation form via fax 1-334-206-3734 or email to cdfax@adph.state.al.us **AND** call ADPH at 1-800-338-8374.

The ADPH Serious Infectious Disease Consultation Form will be completed by:

The ADPH Serious Infectious Disease Consultation Form will be submitted to ADPH immediately upon completion by:

ADPH will be notified by telephone immediately after submission of the ADPH Serious Infection Disease Consultation by:

Hospital contacts for ADPH communication to be provided to ADPH at time of notification:

Primary Contact:

Primary contact number:

Alternate Contact:

Alternate Contact number:

Designate Patient Location for Evaluation

A suspected serious infectious disease patient must be isolated in a private room with a private bathroom and closed door or Airborne Isolation Infection Room (AIIR). Use only a mattress and pillow with plastic or other covering that fluids cannot get through. Do not place patients with suspected or confirmed communicable disease infection in carpeted rooms and remove all upholstered furniture and decorative curtains from patient rooms before use.

Suspected patients will be immediately located:

Employee training

Employees should be trained on the recognition of Signs and Symptoms of infectious diseases and its risks.

Employees should be familiar with the general infectious disease symptoms, screening criteria, notification procedures, specimen collection, transport testing and submission.

Description of Policy, Resources, Person Responsible, Positions to Receive Training, Schedule, etc:

Environmental services

Ensure that Environmental Services and cleaning personnel are aware of current guidelines, internal procedures and contacts.

Description of Policy, Resources, Person Responsible, Positions to Receive Training, Schedule, etc:

Laboratory Personnel

Ensure that laboratory personnel are aware of current guidelines, internal procedures and contacts.

Description of Policy, Resources, Person Responsible, Positions to Receive Training, Schedule, etc:

Personal Protective Equipment (PPE)

Healthcare workers evaluating and interacting with a suspected infectious disease patient must properly wear PPE for standard, contact and droplet precautions. The appropriate PPE must be readily available so that it may be donned immediately when a suspected patient is identified.

PPE kits will each contain, at a minimum:

- Gown (fluid resistant or impermeable)
- Facemask
- Eye protection (goggles or face shield)
- Gloves
- Disposable shoe covers
- Leg coverings

PPE kits to be used upon identification of a suspected infectious patient are located:

No less than # PPE Kits will be maintained at each location.

The availability of PPE kits will be verified by:

Posters demonstrating proper donning and doffing of patient PPE will be placed prominently in triage areas and on the door of the room in which the suspected infectious patient is isolated.

Screening Procedures

All triage staff will receive training on screening and notification procedures. At the beginning of each shift, will confirm that triage staff are aware of and practicing the current procedures.

To ensure screening and notification procedures are consistent with the current CDC and ADPH guidance the procedures will be reviewed by:

Clarifications of or questions regarding current guidance should be directed to:

The ADPH Serious Infectious Disease Consultation Form will be prominently posted in all triage areas.

Signage and Identification Materials

Clearly indicate that the patient is a suspected infectious patient through, at a minimum, specific signage on the door to the room where the patient is located and notations in the medical record and identification bracelet.

A restricted entry sign indicating that an infectious patient is isolated will be placed on the door of the room in which a suspected patient is located.

A suspected patient will be identified by:

Signage and identification materials will be located:

If additional materials are needed, contact:

Visitors

Visitors who have been in contact with the suspected infectious disease patient before and during hospitalization are a possible source of exposure for other patients, visitors and personnel; therefore, visitor access to patient's room should be restricted.

Visitors should not enter the patient's room except in cases where it is essential for the patient's well-being.

Visitors approved for entry to the patient's room must be trained on proper wear of PPE and infection control policies and procedures. The proper donning and doffing of PPE and hand hygiene by visitors should be observed before entering and upon exit of the patient's room, and personnel should be present during the visit to ensure that no breaches of infection control occur.

All visits must be logged.

Policy and procedures for review and approval of visitor requests are located and will be periodically reviewed and maintained by:

Compliance with policy and procedures will be ensured by:

Person/Position Responsible:

Visitor logs will be submitted (Interval - daily, per shift, etc.)

Logs will be submitted to:

Breaches of visitor policy or procedure, infection control or other issues of non-compliance will be immediately reported to:

Hospital and ADPH Contacts

ACTION	DEPARTMENT	NAME	PHONE	ALTERNATIVE
Notify Health Department – suspected Case Identified	Alabama Department of Public Health	Infectious Diseases & Outbreaks Division	1-800-338-8974	Fax: 334-206-3734 cdfax@adph.state.al.us
Notify Hospital Administration – suspected Case Identified				
Notify Hospital Laboratory – suspected Case Identified				
Notify Hospital Infection Control – suspected Case Identified				

RESOURCES

Alabama Department of Public Health

General information: <http://www.alabamapublichealth.gov/cep/sidn>

ADPH Serious Infectious Disease Consultation Form

Centers for Disease Control and Prevention

General information

Healthcare Providers:

APPENDICES