



**THE CENTER** *for* **SPECIAL SURGERY**  


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**TEXAS CENTER** *for* **ATHLETES**

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| <b>DEPARTMENT:</b><br>Facility Wide | <b>POLICY DESCRIPTION:</b><br>Injuries Sustained by Center Employees |
| <b>PAGE:</b> 1-2                    | <b>REPLACES POLICY DATED:</b>                                        |
| <b>APPROVED:</b> 7/2014             | <b>RETIRED:</b>                                                      |
| <b>EFFECTIVE DATE:</b> 8/2014       | <b>REFERENCE NUMBER:</b>                                             |

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| <b>SCOPE:</b> All current employees of the facility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>PURPOSE:</b><br>To provide employees who receive on the job injuries with the most appropriate, cost effective medical attention for their injury.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>POLICY:</b> <ol style="list-style-type: none"> <li>1. Expediently facilitate the first aid needs of employees injured on the job.</li> <li>2. Minimize employee lost work time waiting for first aid attention for minor injuries.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>PROCEDURE:</b> <ol style="list-style-type: none"> <li>1. All employees who are injured on the job should immediately: <ol style="list-style-type: none"> <li>a. SEEK NECESSARY AND APPROPRIATE TREATMENT.</li> <li>b. Report the injury to their immediate supervisor.</li> <li>c. Complete a facility variance report.</li> </ol> </li> <li>2. When the nature of the injury requires first aid or medical attention (other than a serious medical emergency), the injured employee shall report to their department manager or Employee Health Nurse, who will evaluate the extent of the injury and provide first aid. If hospital treatment is necessary, arrangements will be made by the Administrator for the employee to report to the nearest emergency room for treatment.</li> <li>3. All needle stick injuries or blood and body fluid exposures must be reported to the Risk Management/Employee Health Nurse immediately of occurrence for appropriate follow-up.</li> <li>4. If the injury involves a percutaneous injury or exposure to blood or body fluids, arrangements will be made to draw blood for testing from the patient.</li> <li>5. The attending physician will be notified that HIV and Hepatitis B testing has been performed on his/her patient.</li> <li>6. All charges for service to employee and/or charge for any patient's blood work should be</li> </ol> |



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- submitted to Administrator.
7. Results of any exams should also be submitted to Administrator and not placed on patient's chart.
  8. In the event of a patient's blood work testing positive for HIV or Hepatitis B, the Administrator will be responsible for notifying the attending physician. CDC guidelines to follow-up actions will be followed for patient and employee.