Exposed person, please initial each item.

____ 1. Complete this checklist, and follow directions.

____ 2. Contact UMC House Supervisor to make sure that source patient blood is drawn (HIV, BSAG, HCV).

____ 3. REVIEW the following contained in this packet:
   - CDC Occupational Exposure to HIV (booklet)
   - Blood and Body Fluid Post Exposure Employee Counseling sheet

____ 4. COMPLETE the following forms contained in this packet: (looks long, takes 5 min.)
   - TTUHSC Exposure Investigation Worksheet
   - Texas Tech University First Report of Injury/Illness/Accident Form
   - Contaminated Sharps Injury Reporting Form

____ 5. See ER Physician to determine which protocol (below) needs to be followed: (ER Physician see attached Exposure Management Guide.)

**Protocol 1: Known and/or LOW risk source**
- If source patient is “known” and is determined to be “LOW risk”, and prophylactic med is declined by employee, then NO lab tests need to be drawn on exposed person in ER.
- Source lab results will be assessed by Loretta Jordan on 1st working day back.
- ER Physician document findings / impression on attached Progress Note. Go to #6.

**Protocol 2: Unknown and/or HIGH risk source**
- If source patient is “unknown”, or is determined to be “HIGH risk” and taking prophylactic med is indicated, complete the following steps:
  - Sign Consent for Post Exposure Labs (in packet).
  - Have Pre-Prophylactic Medication LABS drawn NOW in ER, using pink lab req. in this packet. Do Not order labs through Power Chart. Just send labeled tubes with pink req. sheet to UMC Lab.
  - ER Physician document findings/impression on attached Progress Note and fill out attached green prescription form and give to employee.

____ 6. Put all (completed) packet components back into the plastic envelope, except green prescription form, with yellow sheet on top, and place in outgoing mail.

____ 7. If prophylactic meds are needed, take green prescription form and go NOW to UMC Inpatient Pharmacy in the basement and get enough of the prescribed meds to last you until next business day when you will contact Loretta Jordan, LVN at 743-4005

*IMPORTANT:*
First thing next business day, call Loretta Jordan at TTUHSC to report and obtain baseline testing, if indicated.