



**Ambulatory Clinic Policy and Procedure**

Title:	<b>Outbreak Investigation of Infectious Diseases</b>	Policy Number:	<b>7.17</b>
		Version Number:	<b>2</b>
Regulation Reference:	<b>Joint Commission</b>	Effective Date:	<b>12/2015</b>
		Original Approval:	<b>12/2010</b>

**POLICY STATEMENT:**

It is the policy of Texas Tech University Health Sciences Center (TTUHSC) Ambulatory Clinics to have consistent and standardized methods for management of infectious disease outbreaks.

**SCOPE:**

This policy applies to all TTUHSC Ambulatory clinics operated through its Schools.

**PROCEDURE:**

In the event of an infectious disease outbreak in TTUHSC Clinics, the following procedure will be implemented:

- 1. Assemble a multidisciplinary team to investigate outbreak.**
- 2. Confirm that an outbreak exists.**
  - a. Establish a case definition:
    - 1) Who: Identify population involved.
    - 2) When: Identify time parameters.
    - 3) Where: Identify system clinics or areas that have been exposed to infectious patients.
  - b. Determine whether further investigation is warranted.
- 3. Manage outbreak.**
  - a. Heighten awareness among staff members regarding infection control and prevention measures necessary to terminate or control the outbreak.
  - b. Implement and measure compliance with basic infection control procedures (hand hygiene, isolation precautions, respiratory etiquette, cohort cases accordingly and dedicate equipment for that population).
  - c. Discontinue certain procedures or use of certain devices or products that may be linked to transmission.
  - d. Notify those responsible for infection control and prevention including medical directors, administrative staff, staff members directly involved in the care of the patients, and other affected departments regarding the investigation.
  - e. Identify additional cases by reviewing laboratory and medical records for the pertinent time period, performing interviews with clinicians, and reviewing procedure records.

4. **Create a data collection tool that organizes the information and ensures the same information is obtained for each case. This can be accomplished by obtaining the following:**
  - a. Demographic information (name, service date, and location of visit).
  - b. Clinical information (signs and symptoms, onset date).
  - c. Risk factors (procedures performed, device used, caregiver information).
  - d. Microbiological information and other pertinent diagnostic test results.
5. **Characterize the cases by person, place, and time.**
  - a. Line Listing will assist in evaluating case information in a quick manner in order to examine what factors are common to all or most cases.
  - b. Epidemic Curve describes an outbreak over time.
6. **Attempt to determine the cause of the outbreak and then apply it to all known cases.**
7. **Institute appropriate control measures based on the cause and ensure that the control measures are effective in stopping the transmission.**
8. **Report findings to organizational leadership and regulatory authorities as appropriate:**
  - a. Circumstances leading to the outbreak.
  - b. Summary of the outbreak investigation.
  - c. Case definition and data analysis.
  - d. Outline of Control measures.
  - e. Plan for continued surveillance and ongoing infection prevention and control measures.

**APPROVAL AUTHORITY:**

This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

**RESPONSIBILITY AND REVISIONS:**

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

**RIGHT TO CHANGE POLICY:**

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

**CERTIFICATION:**

This policy was approved by the Council of Deans on December 3, 2015.