POLICY STATEMENT:

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

SCOPE:

This policy applies and will be distributed to all TTUHSC Ambulatory Clinics.

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. Heheighten 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 SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, Schools of Medicine.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

| Signatory approval on file by: | Steven L. Berk, MD  
Dean, School of Medicine  
J. Manuel de la Rosa, M.D.  
Dean, School of Medicine, El Paso |