

	<b>Dimensions:</b> <b>Safety</b>	<b>HAO Standard:</b> <b>3.1b</b>	<b>Policy:</b> <b>Safety #2</b> <b>Cross Reference</b> <b>Safety #1</b>
	<b>Original Approval Date:</b> <b>April 21, 2003</b>	<b>Date Revised:</b> <b>August 26, 2010</b>	<b>Revision Approval Date:</b> <b>September 20, 2010</b>

**TOPIC: HEALTH SCREENING AND IMMUNIZATION**

**POLICY STATEMENT:**

NNPCN (N/PS) requires that visiting staff and hospice volunteers in the community, long term care facilities and hospital settings follow the guidelines below regarding health screening and immunization.

**PROCEDURE:**

1. In keeping with the Public Health Act and the advice of the Medical Advisor to the NNPCN (N/PS), the Board requires:
  - Mandatory 2 step Mantoux testing for Tuberculosis.
  - If a 2 step has been had in the past and volunteer has documented proof only a 1 step is required.

The Board also strongly recommends testing for

- Hepatitis B –only if there is a past history of exposure

2. In keeping with the Public Health Act, Ontario Medical Association, Ontario Hospital Association, the Medical Advisor of NNPCN (N/PS) and the Board **recommend inoculation for:**

- Influenza (yearly)
- Hepatitis B (as required)
- Current Tetanus/Polio immunization (every 10 years)

3. Proof of testing/inoculation must be provided to the Program Administrator/delegate.

4. All client volunteers who wish to participate as a member of the North Bay General Hospital Palliative Care Volunteer Visiting Team and wish to follow their clients from the community to the hospital must complete the North Bay General Hospital

Immunization and Medical History Information Form for Students, Physicians and Volunteers NB933 dated June 13, 2005. This form is retained for a period of 10 years with Occupational Health Services. A distinguishing form of identification is required for this form- e.g. date of birth or social insurance number.

5. Completed forms are kept on file at NNPCN (N/PS) office and a copy is sent to North Bay General Hospital-Occupational Health Services Dept. for approval. A clearance form is then sent to Volunteer Services and NNPCN (N/PS) office.
6. If, and when, a volunteer leaves NNPCN (N/PS), the office of NNPCN (N/PS) will inform North Bay General Hospital Occupational Health Services and Volunteer Services.

### **TB TESTING:**

If volunteers and staff have not had a TB test within the last year, a two-step Mantoux test is available through the Public Health Department at no cost. A previous positive test would require a chest x-ray to be done. Medical documentation must be received at the office stating that the Chest X-Ray is negative and that no medical follow-up is required.

### **HEPATITIS B TESTING:**

Testing is recommended for the safety of both clients and volunteers. A physician's requisition is required.

The cost of Hepatitis B vaccine will be covered by the volunteer (some health plans cover the cost of this vaccination)

### **TETANUS, POLIO (TP) IMMUNIZATIONS:**

TP immunization:

- should be updated every 10 years

### **INFLUENZA IMMUNIZATIONS (FLU SHOTS)**

Influenza vaccine:

- is provided by the Public Health Unit, or North Bay General Hospital at no charge to NNPCN (N/PS) client volunteers.

### **GUIDELINES:**

1. TB Testing may be done at the Public Health Unit. The mandatory two step can be completed over a minimum two week period or a maximum four week period. Proof of testing must be signed by physician/agent performing the test.
2. If volunteer has received Hepatitis B vaccine, a titre level is recommended.

- To avoid exposure to Hepatitis B or C or other contagious diseases, Standard Precautions must be followed at all times with all patients.

**Note:**

Standard Precautions is a set of guidelines designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in homes, hospitals and LTC facilities.

Standard Precautions requires that gloves, gowns, masks, as indicated, be worn if direct exposure to blood, secretions, excretions, other body fluids or tissue specimens is anticipated.

(Reference: North Bay Parry Sound District Health Unit, Communicable Disease Control, March 2008)

- If exposure occurs in the hospital setting, the volunteer must notify the Unit Leader who will notify Occupational Health Services for immediate testing. Occupational Health Services will convey this information to the Program Administrator and complete Incident Report (Form 027).
- If exposure occurs in the home setting, the volunteer must notify their family physician for immediate follow-up testing and advise the Program Administrator. Incident Report (Form 027) must be completed by the volunteer.
- Photocopies of signed consent forms will be sent to the Program Administrator, for Influenza vaccines administered in the hospital setting. These records will be added to the confidential volunteer health file.

**REVISION HISTORY:**

<b>DATE</b> mm/dd/yyyy	<b>REVISED BY</b>	<b>REVIEW ONLY (✓)</b>	<b>COMMENTS / MODIFICATIONS</b>	<b>BOARD APPROVAL DATE:</b> mm/dd/yyyy
<b>11/07/05</b>	<b>Joan Burnett</b>			<b>11/14/05</b>
<b>08/26/10</b>	<b>Nathalie Leclair</b>			<b>09/20/10</b>