525.0 Safe Injection Practices and Training

525.1 Policy Approval Clearance Record

 ☐ Mental Health Policy ☐ Developmental Services Policy ☐ Rural Services Policy 	This policy supersedes:	Number of pages in Policy: 2
Review by Representative from the Office of the Attorney General: n/a	Date:	Date Policy Effective:
	n/a	09/01/11
Rural Services Director Approval	Date:	Policy Lead:
Signature: Barbara Legier	8/31/11	Sally Mitchell, DON

525.2 Statement of Purpose

- **Policy Statement:** Rural Services, Outpatient Mental Health Services agency recognizes the importance in ensuring safe injection practices are in place to establish and maintain a safe work environment.
- **Purpose:** Rural Services Outpatient Mental Health Services has established policy and procedures for safe injection practices by registered nurses who are authorized to administer controlled substances or dangerous drugs to ensure consistency throughout all mental health centers and establish prevention training requirements.

525.3 Authority

Federal Public Law 106-43(2000), the Needlestick Safety and Prevention Act Nevada SB 219, Safe Injection Practices and Training OSHA Blood Borne Pathogens Standards (29 CFR 1910.1030)

525.4 Definitions

525.4.1 DON: means Director of Nursing (DON)

525.5 Procedures

- 525.5.1 The following procedures are to be followed in all outpatient mental health centers.
 - **A.** All Psychiatric Nurses are to complete follow save injection practices in accordance with Needlestick Prevention Training practices.
 - **B.** All Psychiatric Nurses are required to obtain 2 hours of approved Needlestick Prevention Training at hire and at licensure renewal, no less than annually. Approved training is training that has been approved by the Nevada Board of Nursing for Needlestick Prevention.
 - **C.** Documentation of Needlestick Prevention Training is required initially and annually thereafter, provided to the Director of Nurses and Rural Services Personnel Office.
 - **D.** Rural Services Personnel will document Needlestick Prevention Training and establish and maintain a spreadsheet for tracking purposes within 1 work day of receipt of a certificate.
 - **E.** Nursing staff will submit a copy of each completed certificate to the Director of Nurses office and Rural Services Personnel Office within 1 work day of completion.
 - **F.** Nursing staff are required to establish a tickler system for renewal timelines to ensure compliance with this policy.

G. Nursing staff must have a copy of their current Needlestick Prevention Training certificate available that verifies compliance and is able to be presented at any time in the event of an audit.

525.5.2 Suggested Resources

A. <u>www.ONEandONLYcampaign.org</u>, FAQS, Frequently Asked Questions Regarding Safe Practices For Medical Injections, CDC Publication, March 1, 2011.

525.5.3 Timelines:

Table 525.1: Timelines for Safe Injection Practices and Training Policy

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Initial Mandatory Training for all Registered Nurses	12/31/12	9/1/11	Employee	RN completes initial 2 hour approved Needlestick Prevention Practice and Training.
RN obtains Certificate of Completion	Within 1 work day of completion	Upon completion of the training	Employee	RN submits certificate of completion to the DON and Personnel Office.
Annual Re-training for all Registered Nurses	One year from initial training date	Month of completion of initial training	Employee	RN completes 2 hour approved Needlestick Prevention Practice and Training.
RN obtains Certificate of Completion	Within 1 work day of completion	Upon completion of the training	Employee	RN submits certificate of completion to the DON and Personnel Office
Personnel tracks compliance.	Upon receipt of first certificate of completion but no later than 12/31/12	9/1/11	Personnel Analyst	Personnel maintains tracking spreadsheet.
DON will maintain files of all completed training certificates	12/31/12 and annually thereafter	9/1/11	DON and Personnel Analyst	All copies of certifications will be easily retrievable upon request.
Personnel will establish and maintain a tracking system for required RN training.	12/31/12	9/1/11	Personnel Analyst	Personnel will notify the DON of any deficiency for follow up as necessary.
Nursing staff maintains a copy of their certificate.	Upon completion of the class but no later than 12/31/12 and annually thereafter	9/1/11	Personnel Analyst	All personal copies will be easily retrievable upon request.

Supervisory Responsibility: Supervisors will provide in-service training to ensure all staff understands the requirements of this policy and its procedures. Supervisors will revisit this policy periodically, but no less than annually for recommendations for improvement or additions.

525.6 Policy Cross Reference

Policies: Division of Mental Health & Developmental Services, Rural Clinics Policy and Procedures #3.1012 – Standard Precautions