

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services - BVCHC

Policies and Procedures

Policy Subject/Title:	Employee TB Screen / Labs / Immunizations
Applicability/Department:	All Health services to include BCS Community Health Centers, WIC, Associates, and Head Start
Purpose:	To standardize the process in providing employees any required screenings, lab tests and immunizations in a timely manner.

Policy:

All employees working for any BVCAA Health Services will follow this process to complete any required screenings, lab tests and immunizations.

Procedure:

1. The Supervisor will fill out the form with the employee's name, SS#, agency site, and their name.
2. Supervisor will check appropriate box to determine what needed.
3. Supervisor will give form to employee with instructions.
4. Employee will arrive at the Health Center with form and check-in with front office clerk.
5. Encounter form will print out at the nurses' station.
6. Nursing staff will call employee to exam room.
7. Employee will hand the encounter form to check-out office clerk on the way out.

Tuberculosis Screening

Employees **does not need to schedule an appointment**, but TB skin test is provided only during designated days and hours. Nursing staff may give Mantoux (PPD) skin test per standing order from Medical Director.

- a. Nurse will give TB Skin test and document information on form. Inform employee to return in 2-3 days to have TB Skin test read. (Will need to return during same designated hours)
- b. Place form in TB (PPD) binder, write information onto log sheet under appropriate program.
- c. Once employee returns to have TB skin test read, document results on form, make a copy and give to employee. Original form will be sent to Administrative Assistant of Health Services.

Immunizations or Lab work

Program supervisor will contact Director of Pediatrics to schedule an appointment with the Medical Director. Limited appointments.

Page 2
Employee TB Screen / Labs / Immunizations

For Hepatitis B:

- Nurse and employee will complete portion on form designated for Hepatitis B vaccination, to include vaccination date, lot # and staff signature.
- Make a copy of form, write next scheduled date for dose #2 and give to employee.
- Keep original form in Hep B binder until series completed.
- Schedule next appointment with Director of Pediatrics, otherwise employee should call back.
- Once series completed, give employee a copy of form and send original to Administrative Assistant of Health Services.

For any other vaccines:

- Medical Director will order any vaccines to be given in the designated area entitled *Physician Order* and on the encounter form.
- Nursing staff will administer vaccines as ordered and document in designated area - *Lab results / other immunizations given* - name of vaccine, lot# and expiration date, site of injection and full signature.
- Make a copy of Employee Form and give to employee along with encounter form.

For lab tests:

- Medical Director will write orders in designated area entitled *Physician Order* and on the encounter form.
- Nursing staff will make a copy of the Employee Form which goes to the employee, take the employee to the lab, and give the lab technician the encounter form.
- Nursing staff will give the Medical Director the original Employee Form. Follow-up will be handled by the Medical Director.
- Lab Technician will draw ordered blood test(s) and once completed, give the employee the encounter form.

Enclosure(s):
Employee Screening Form