

SUBJECT: HIV DISEASE MANAGEMENT

EFFECTIVE
DATE: 03-22-11 (replaces 06-08-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

A. Purpose:

The purpose of this policy is to address management and service issues about HIV-spectrum disorders including the disease AIDS in relation to the organization's consumers and staff.

B. Applicability:

This policy applies to all staff of McIntosh Trail CSB.

C. Definitions:

1. The term "AIDS" stands for "Acquired Immune Deficiency Syndrome" as employed by the Federal Centers for Disease Control (CDC).
2. Acquired: Means that a person did not inherit this illness, but became ill after exposure to the Human Immunodeficiency Virus (HIV).
3. Immune Deficiency: Means that this illness attacks the body's natural disease defense system leaving it unable to fight off infections. These infections are termed "opportunistic" because they take advantage of the impaired natural defense system.
4. Syndrome: Means that people who are ill with AIDS may display any number of a group of symptoms; the disease is not exactly the same in each person.
5. The term "HIV" (Human Immunodeficiency Virus) means the virus that causes AIDS, previously referred to as HTLV-III or LAV.
6. The term "Asymptomatic HIV" refers to those who are infected with the HIV and have signs and symptoms of AIDS but without the life-threatening opportunistic or conditions associated with AIDS.
7. "Universal Precautions" means those infection control measures which must be used to establish a barrier against spread of this contagious illness.

D. Statement of Values:

We value the rights and responsibilities of individuals to protect themselves from exposure to the human immunodeficiency virus through sexual abstinence, mutual monogamy and/or the use of barrier techniques which have proven effective in reducing transmission of the virus.

We value the HIV rights of individuals to access medical and health care services without fear of discrimination, humiliation or recrimination.

We value the rights of individuals to seek voluntary, anonymous or confidential HIV antibody counseling and testing services and to determine with whom the results of such testing should be shared.

We value prevention through health education as the only effective strategy for reducing the spread of the human immunodeficiency virus in the absence of an effective treatment and cure for the acquired immune deficiency syndrome.

SUBJECT: HIV DISEASE MANAGEMENT

EFFECTIVE
DATE: 03-22-11 (replaces 06-08-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY (Continued)

E. Policy Statement:

The McIntosh Trail CSB's policy supports those public policies embodied in State statues enacted by the Georgia General Assembly and policies of the Department of Behavioral Health and Developmental Disabilities. As public policies are added or changed, organizational policies will also be updated/modified.

The organization also supports those policies of the Federal Government and its agencies when applicable.

GENERAL PROCEDURES

A. A staff person will be identified as the organization's HIV Program Coordinator. This person will be responsible for consumer education regarding HIV specialized services to promote risk reduction behavior change, and supportive counseling for HIV positive individuals and/or their sexual partners. This person is also responsible for overseeing outreach services to the community at large and the intravenous drug use population in particular.

B. For purposes of targeting education, training and infection control practices, the Executive Director or designee will place each employee in an exposure category in accordance with the following guidelines based on job requirements.

Category I: Performs tasks that involve exposure to blood, body fluids, or potentially infected tissues.

Category II: Performs tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned category I tasks.

Category III: Performs tasks that involve no exposure to blood, body fluids, or tissues and category I tasks are not a condition of employment.

This exposure category status will be recorded in the employee's personnel file. If the employee changes positions or status, it is the immediate supervisor's responsibility to change the exposure category record and to insure that appropriate training and instruction in infection control procedures are provided and documented.

C. Only trained HIV EIS (Early Intervention Specialist) counselors who have been trained in the Centers for Disease Control and Prevention (CDC) approved HIV counseling class AND the Rapid HIV Testing class provided by Imagine Hope, Inc, will perform Rapid HIV testing for McIntosh Trail CSB.

SUBJECT: HIV DISEASE MANAGEMENT

EFFECTIVE
DATE: 03-22-11 (replaces 06-08-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

STAFF EDUCATION AND TRAINING

- A. Basic HIV/AIDS training will be given during the orientation class.
- B. All personnel and contracted providers will receive HIV/AIDS education within 90 calendar days of employment via eLearning. Completion of this training will be documented in the individual's personnel file.
- C. Specific workplace procedures will be reviewed by each employee and contracted provider within 30 days of employment. This will be certified by the employee's supervisor in the individual's personnel file.
- D. Applicable updates or new significant information will be made available to all employee and providers through: staff meetings, memoranda, videotape presentations, newsletters, etc.
- E. Employees will be provided equipment/information required for safe care, treatment or service for consumers according to organizational policy. This will include instruction in dealing with unruly consumers.

INFECTIOUS CONTROL

- A. Since it cannot be determined which employees or consumers may be infective, the technique of "Universal Precautions" will be employed. This technique presumes that anyone may be infective, and that all contacts with an individual's blood or other body fluids must be managed by procedures designed to limit the possibility of spread of this infection.
- B. Refer to Infection Control Policy Section 2501 through 2513 for other related procedures for staff of this organization.

PERSONNEL MANAGEMENT

- A. Reporting of Possible Exposure to HIV Infection:
 - 1. If a staff member has a parenteral (e.g., needle puncture wound or cut) or mucous-membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood - especially when the exposed skin is chapped, abraded or afflicted with dermatitis - the incident is to be considered serious, and, in addition to the procedures outlined in Organizational Policy Section 2511 (Employee Exposure to Blood and Other Potentially Infectious Body Substances), the following procedure will be followed:
 - a. The employee will notify his/her supervisor of the incident immediately. Completion of the telephone notification and the First Report of Injury Form as required by Worker's Compensation will be done by the supervisor immediately upon learning of the incident. The employee will schedule an appointment with a physician on the Worker's Comp panel that is within 72 hours of exposure.
 - b. Records of the counseling, the recommended testing and acceptance or refusal and results will be maintained by the testing agency (private physician or District Health Office) under strict confidentiality. With the staff members consent, these results may be released when indicated (to effect job accommodations, pursue workmen's compensation, etc.)

SUBJECT: HIV DISEASE MANAGEMENT

EFFECTIVE
DATE: 03-22-11 (replaces 06-08-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PERSONNEL MANAGEMENT (Continued)

B. Staff with AIDS, Asymptomatic HIV or HIV Infection:

1. Employees who have AIDS, Asymptomatic HIV or are known to be HIV infected will be permitted to work as long as they are physically and mentally capable of safely performing the essential functions of their job with or without reasonable accommodation. This decision will be made by Clinical Director or Director of Developmental Disabilities Services in conjunction with the Executive Director and/or the Medical Director.
2. Information regarding an employee with AIDS, Asymptomatic HIV or HIV infection is confidential. Information may be shared with other persons only with the staff member's consent. Such consent should be requested when it is necessary to make determinations regarding job accommodations, workman's compensation and other decisions by those in a "need to know" position.
3. Violations of the duty to keep test results confidential, whether through negligence or misconduct, will subject staff to adverse action and is a misdemeanor.
4. Staff who are disabled from employment on the basis of AIDS or Asymptomatic HIV are entitled to the same leave considerations as staff who are disabled for other medical reasons.
5. Reasonable accommodations as determined by the Executive Director will be made for any staff who has AIDS, Asymptomatic HIV or HIV infection. Consultation will be made with the Medical Director and/or any medical personnel deemed necessary regarding such accommodations.

C. Counseling and Testing of Staff:

1. If staff members wish to be tested for HIV, they may be referred to the trained designated pre and post testing counselor at the Health Department or their primary care physician. McIntosh Trail HIV counselors will not provide HIV testing to any McIntosh Trail staff.

SUBJECT: HIV DISEASE MANAGEMENT

EFFECTIVE
DATE: 03-22-11 (replaces 06-08-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PERSONNEL MANAGEMENT (Continued)

D. Consumer Services:

1. Individuals with AIDS, Asymptomatic HIV or HIV infection will be provided appropriate services.
2. Staff, after having completed the organization's education program, who have some concern or questions about providing services to people with AIDS related disorders, will be provided counseling as directed by their appointing authority. This will include specific information on the disease and precautionary steps and methods for the staff to follow.
 - a. All staff will adhere to the universal precaution procedures of the organization. When monitoring reveals a failure to follow these precautions, counseling, education and/or retraining will be provided. If necessary, appropriate disciplinary action, up to and including dismissal, will be taken.
3. Serving consumers with AIDS, Asymptomatic HIV or HIV infections:
 - a. All consumers will be treated with dignity and professionalism.
 - b. No consumer will be refused services solely on the basis of AIDS, Asymptomatic HIV or HIV infection or a perception thereof.
 - c. Supportive Services and referral to support groups will be provided for consumers as appropriate.
 - d. This organization will participate in the development and operation of an effective referral network for health care and social services for consumers with AIDS, Asymptomatic HIV or HIV infection.
 - e. Services to this organization's consumers will not be contracted from service agencies/providers who mandate testing for HIV infection unless such testing is required by law.
4. Education and Testing of Consumers
 - a. Staff will offer free, confidential Rapid HIV Testing to consumers during the admission process. If consumers request HIV testing, staff will contact the HIV Coordinator or other HIV counselor to schedule testing.
 - b. The HIV Coordinator and/or designated HIV counselors will offer HIV education and testing to McIntosh Trail Addictive Disease therapy groups, dual diagnosis groups, and other groups as deemed appropriate, as an adjunct to their therapy.
 - c. The HIV Coordinator and/or designated HIV counselors will provide HIV education and testing to the community at health fairs and other community functions when invited.
 - d. Partners, significant others, spouses, and family members of consumers may request and receive free confidential HIV testing by scheduling an appointment with an HIV counselor.

Education and Testing of Consumers continued on next page.

SUBJECT: HIV DISEASE MANAGEMENT

EFFECTIVE
DATE: 03-22-11 (replaces 06-08-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PERSONNEL MANAGEMENT (Continued)

D. Consumer Services: (Continued)

5. Placement Policy:
 - a. Our policy is to not discriminate based solely on HIV status.
 - b. Situations requiring involuntary testing and disclosure of the results to a provider are likely to be rare with adoption of universal precautions. Examples might include prostitutes, intravenous drug users who are sexually promiscuous, and individuals who are sexually aggressive.
 - c. Should possible HIV exposure occur, the Medical Director or designee, will be consulted. Opportunities for testing and counseling will be provided for all consumers known to be at high risk for exposure to the HIV infection.
 - d. In providing day-care services, the organization will comply with the guidelines from the Centers for Disease Control and with the recommendations of the State Task Force on AIDS.

CONFIDENTIALITY

1. Information obtained in connection with the examination, care or treatment of any individual under any program is considered "AIDS confidential" information. As such, it is accorded a higher level of confidentiality than even the stringent Federal substance abuse protections, not being subject to disclosure through subpoena, court order, or other judicial process. Information may be disclosed under the following circumstances:
 - a. With the written consent of a consumer, parent of a minor child, or legal guardian for a minor or adult ward.
 - b. When the medical director or attending physician determines that it is necessary to release such information to a health care provider or facility which has provided, is providing, or will provide health care services to a consumer when the provider or facility:
 1. Has personnel or consumers at risk of being infected with HIV by that consumer, if the consumer is an HIV infected person and the disclosure is reasonably necessary to protect personnel or other consumers at risk.
 2. Has a legitimate medical need for that information in order to provide health care services to that consumer.
2. Consumer Records: HIV confidential information such as test results or reports based on these will be maintained in a file separate from the clinical record. The Medical Director or designee should supervise such files and ensure that any disclosure of this information conforms to the guidelines in this section. There will be no status reference to request for testing documented in record.
3. Information used from any center/program may be disclosed in statistical/demographic summary form, only if the identity of the individual diagnosed or provided care or treatment under the program is not disclosed.