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| <b>ULTIMATE MEDICAL ACADEMY</b><br><b>Standard Operating Procedure</b><br><b>SOP-ED-148</b><br><b>Development Date: 9/20/2017</b><br><b>Effective: 9/20/2017</b><br><b>Revised: X/X/XX</b> | <b>Applies to:</b> <ul style="list-style-type: none"> <li>• Clearwater</li> </ul> |
| <b>HEALTHCARE SAFETY AND HIPAA TRAINING</b>  |   |

## Policy

All UMA graduates of occupational diploma programs in the areas of dental assisting with expanded functions, nursing assistant, patient care technician, medical assistant and phlebotomy technician are required by virtue of their job duties to be trained in the following safety procedures: Blood-borne Pathogen (BBP), Biomedical and Hazardous Waste Management (BMW), HIV/AIDS, First Aid and BLS/CPR (Basic Life Support/Cardiopulmonary Resuscitation), and OSHA. Graduates are also expected to be fully trained regarding HIPAA in accordance with the Health Insurance Portability & Accountability Act for employment in any organization involved in direct medical treatment of patients.

## Purpose

While vast majority of professional certification for above described profession requires continuing education units in safety certification and HIPAA and individual State Boards require some of the same (e.g. Florida Board of Dentistry requires CPR, Florida Board of Nursing requires HIV, state healthcare requirements for an automatic external defibrillator training in healthcare), more and more employers require a proof of an official American Heart Association or Red Cross certification and other certifications at the initial employment. In accordance with UMA mission to equip and empower students for their entry level healthcare professions, all graduates are provided not only hours of instruction as a part of curriculum delivered during education experience at UMA, but also offered safety and HIPAA card/certificates issued by UMA certified American Heart Association and OSHA trainers, as a part of students support services prior to graduation.

## Scope

UMA students are subject to the following regulatory requirements specific to each healthcare field as well as some general healthcare industry standards:

### Dentistry

To monitor nitrous oxide inhalation analgesia, a dental assistant must be certified in an American Heart Association, American Red Cross, or equivalent agency sponsored CPR course. All Dental Assisting National Board (DANB) certificates must have current CPR, BLS or ACLS certification from a DANB-accepted provider. Registered Dental Assistant renewal requirement requires 25 hours of continuing education, including: basic life support which shall be met by completion of an American Heart Association, and 2 hours of Infection Control.

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## Hospitals and Physician Offices

Hospitals require medical personal to be CPR and First Aid certified. Like hospitals, all medical personnel in a doctor’s office must know how to perform First Aid and advanced CPR. Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.151(b) defines personnel in infirmary, clinic, or hospital to be proficient in CPR. 29 CFR 1926.50(c) further defines requirement for a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence.

## Nursing and Acute Care

All CNAs must complete a minimum of 24 hours of in-service training each biennium which shall include, but are not limited to, the following areas:

- Blood borne Pathogens, Infection Control
- Medical Record Documentation and Legal Aspects Appropriate to Nursing Assistants
- Resident Rights
- CPR skills.

HIV/AIDS mandatory certification is regulated by the Chapter 381.004(10) of Florida Statute describing HIV testing requirements by which all “medical personnel” including a licensed or certified health care professional; an employee of a health care professional or health care facility; employees of a laboratory licensed under chapter 483; personnel of a blood bank or plasma center; a medical student or other student who is receiving training as a health care professional at a health care facility. providing posttest counseling to a patient with a positive test result shall receive specialized training.

29 CFR 1910.1030(g)(2) of OSHA standard requires mandatory training to any employees who have occupational exposure to blood or other potentially infectious materials in the areas of first aid duties, blood pathogens, biomedical & hazardous waste management.

In addition to general required OSHA workplace training, any healthcare professional is subject to OSHA certification specific to inpatient healthcare settings, hospitals, nursing and residential care facilities including but not limited to musculoskeletal disorders (MSDs), slips/trips/ falls (STFs), workplace violence (WPV), blood

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borne pathogens (BBP), Tuberculosis (TB) - relating to patient or resident handling as a part of general industry standard outlined in 29 CFR 1910.

HIPAA training is mandatory for any single individual who works for an organization involved in direct medical treatment of patients and as such comes into contact with protected health information (PHI) in accordance with the Health Insurance, Portability, and Accountability Act of 1996. HIPAA certification issued by a qualified trainer in healthcare is highly encouraged by employers across the healthcare industry.

## Definitions

*First Aid* is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery.

*Cardiopulmonary Resuscitation & Automated External Defibrillator (CPR & AED)* are lifesaving technique useful in many emergencies in which someone's breathing or heartbeat has stopped.

*The Occupational Safety and Health Administration (OSHA)* is an agency of the U.S. government under the Department of Labor with the responsibility of ensuring safety at work and a healthful work environment

*Blood-Borne Pathogens* are infectious microorganisms in human blood that can cause disease in humans.

*Biomedical Waste* is any waste which is generated during the diagnosis, treatment or immunization of human beings or animals.

*Hazardous Waste* is waste that poses substantial or potential threats to public health or the environment

*Acquired Immuno-Deficiency Syndrome (AIDS)* is a chronic, potentially life-threatening condition caused by the human immunodeficiency virus (HIV).

*American Health Insurance Portability and Accountability Act (HIPAA)*, stands for the 1996, set of rules to be followed by doctors, hospitals and other health care providers. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy.

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*Laboratory Compliance/AHA Specialist* is a full-time UMA employee qualified to oversee operation of the local American Heart Association training center with the support for OSHA and HIPAA testing, and who is qualified to conduct safety and HIPAA required certifications for UMA students, faculty and qualifying staff.

*AHA Assistant* is a qualified AHA, OSHA and HIPAA trainer employed by UMA who reports directly to the Laboratory Compliance/AHA specialist and delivers testing for AHA coursework, OSHA and HIPAA, on as needed basis.

### Responsibility

Each department is listed in this section. Place “YES” under “Procedures” for each department that has a role. If a department has no role, “N/A” is placed under “Procedures” for that department.

| DEPARTMENT                                     | PROCEDURES |
|--|------------|
| Accreditation                                  | YES        |
| Admissions Department                          | N/A        |
| Career Services (All Placement and Externship) | N/A        |
| Compliance                                     | YES        |
| Education                                      | YES        |
| Finance  | N/A        |
| General—institution-wide policy                | YES        |
| Human Resources                                | N/A        |
| Information Technology                         | N/A        |
| Learner Services                               | N/A        |
| Marketing                                      | N/A        |
| Registrar                                      | N/A        |
| Student Finance                                | N/A        |

### Procedures

Safety certifications and HIPAA content is delivered in cooperation between qualified UMA faculty who follows related instruction outlined in the UMA curriculum and certified AHA/OSHA/HIPAA trainers employed by UMA who conduct certification sessions as a part of broader student support services.

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Laboratory Compliance/AHA Specialist coordinates safety and HIPAA certifications testing with UMA faculty, AHA Assistants and the Program Directors. Schedule of specific certification testing is developed in accordance with UMA curriculum timeline. Laboratory Compliance/AHA specialist is an official AHA training coordinator credentialed by AHA and approved by the Babcock Health, the AHA authorized provider of CPR and ECC courses.

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Laboratory Compliance/AHA Specialist I also HIPAA and OSHA certified. Published campus-wide monthly calendar of all safety and HIPAA testing sessions in accordance to student needs coordinated by Program Directors and Program Lead Instructors.

Testing sessions for Blood-borne Pathogen, HIV/AIDS, OSHA, Biomedical and Hazardous Waste Management, First Aid and BLS/CPR/AED (basic life support/cardiopulmonary resuscitation) are delivered in accordance with training specifications and guidance of the American Heart Association Program Administration Manual (PAM), and applicable OSHA standards. HIPAA certificate is delivered under HIPAA training standards for entry level healthcare professionals in accordance with 45 CFR § 164.530 (b) (1) and specifically under the HIPAA condition that training must be necessary and appropriate for the members of the workforce to carry out their functions.

AHA card is issued by the Laboratory Compliance/AHA Specialist or an AHA Assistant for the First Aid and BLS/CPR/AED successfully passed test. Certificate of completion is issued by the qualified trainer for Blood-borne Pathogen, HIV/AIDS, Biomedical and Hazardous Waste Management, OSHA, and HIPAA successful test completion.

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Timetable of certification expiration dates from the testing date:

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|---|---------|
| First Aid                                 | 2 years |
| BLS/CPR                                   | 2 years |
| Blood-borne Pathogen/OSHA                 | 1 year  |
| Biomedical and Hazardous Waste Management | 1 year  |
| HIV/AIDS                                  | 1 year  |
| HIPAA                                     | 1 year  |

UMA limits the offered safety and HIPAA certification services until the graduation date.

**End of Procedure**

Procedures are maintained by the Campus Directors (ground) and Business Unit Owners (online) and reviewed with department managers to ensure proper implementation. Departmental managers are responsible for implementing and monitoring the procedures that pertain to their department and are responsible for training their staff.