



Bloodborne Pathogens

Instructor Guide
Preview

AMERICAN
SAFETY &
HEALTH
INSTITUTE

Bloodborne Pathogens Instructor Guide, *Version 7.0*

Purpose of this Guide

This ASHI *Bloodborne Pathogens Version 7.0 Instructor Guide* is solely intended to give information on the presentation and administration of ASHI Bloodborne Pathogens certified training classes. The information in this book is furnished for that purpose and is subject to change without notice.

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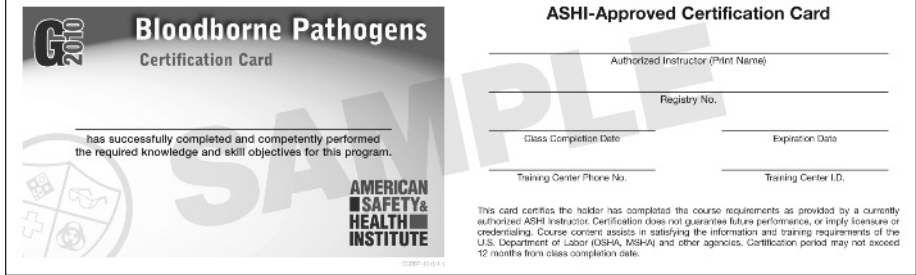
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Program Standards

Bloodborne Pathogens	
Intended Audience	Individuals with a reasonable anticipation of contact with blood or other potentially infectious materials as a result of performing designated job duties.
Instructor Requirement	A current and properly authorized ASHI Instructor in good standing.
Class Options	None
Participant Prerequisites	None
Required Training Materials	<ul style="list-style-type: none"> •ASHI Bloodborne Pathogens Student Handbook (one per participant, print or digital) •ASHI Bloodborne Pathogens media presentation (Program Video, PowerPoint®, or Computer/Online Blended Class) •ASHI Bloodborne Pathogens Instructor Guide (one per Instructor, print or digital)
Course Length	<ul style="list-style-type: none"> •Varies by class type (initial, refresher) and method (classroom, blended). <ul style="list-style-type: none"> ▪ Initial class about 2 hours ▪ Successful completion is based on achievement of the core learning objectives rather than a prescribed instruction time
Certification Requirements	<p>Complete all course requirements as provided by an authorized ASHI Instructor.</p> <ul style="list-style-type: none"> •Written Exam — Optional •Performance Evaluation — Successfully complete the course requirements for the Bloodborne Pathogens program.
Card Issued	
Certification Period	May not exceed 12 months from class completion date.
Notes:	<ol style="list-style-type: none"> 1.U.S. DOL/OSHA regulations require that the person conducting the training is knowledgeable in the subject matter as it relates to the employee's workplace. Instructors must also meet specific requirements for training records, including documenting his or her qualifications and the contents of the training program among other requirements. See OSHA 1910.1030 (Bloodborne pathogens standard) for more. 2.Proficiency in standard microbiological practices for HIV and HBV research and production facilities is beyond the scope of this program.

Bloodborne Pathogens

Reason for Learning

OSHA estimates that 8 million workers in the healthcare industry and related occupations are at risk of occupational exposure to bloodborne pathogens. Occupational exposure to blood or other potentially infectious materials, (OPIM), puts you at risk for serious illness or death. The viruses of main concern are the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV).

Core Learning Objectives

This bloodborne pathogens training program will provide students with the essential knowledge necessary to help reduce or eliminate the occupational risk of exposure to bloodborne pathogens. The goal of the course is to help students understand the risks and develop behaviors that will help protect them when they are exposed to blood or other potentially infectious materials.

Knowledge Objectives

Upon completion of this training program, a student will be able to:

1. Explain the epidemiology and symptoms of bloodborne diseases; (1910.1030(g) (2)(vii) (B);
2. Explain the modes of transmission of bloodborne pathogens; 1910.1030(g)(2)(vii)(C);
3. Explain the employer's exposure control plan and how to obtain a copy of the written plan; 1910.1030(g)(2)(vii)(D);
4. Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials; 1910.1030(g)(2)(vii)(E);
5. Explain the use and limitations of methods that will prevent or reduce exposure to blood and other potentially infectious materials, including engineering controls, work practices, and personal protective equipment; 1910.1030(g)(2)(vii)(F);
6. Describe the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; 1910.1030(g)(2)(vii)(G);
7. Explain how to select personal protective equipment; 1910.1030(g)(2)(vii)(H);
8. Describe the efficacy, safety, method of administration of the hepatitis B vaccine, and recognize the benefits of being vaccinated free of charge; 1910.1030(g)(2)(vii)(I);
9. Recognize the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; 1910.1030(g)(2)(vii)(J);
10. Explain the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available; 1910.1030(g)(2)(vii)(K);
11. Describe the required post-exposure evaluation and follow-up after an exposure incident; 1910.1030(g)(2)(vii)(L);
12. Describe the required signs and labels and/or color coding; 1910.1030(g)(2)(vii)(M);
13. Recognize an opportunity for interactive questions and answers with the knowledgeable person conducting the workplace training session; 1910.1030(g)(2)(vii)(N); 1910.1030(g)(2)(viii).

Note: the applicable BBP standard reference number is in parentheses next to each objective.

Skill Objectives

There are no required skill objectives for this training program.

Bloodborne Pathogens

Program Overview

ASHI *Bloodborne Pathogens* is a detailed training program in managing exposure to potentially infectious materials in occupational settings. This workplace-integrated bloodborne pathogen training program has been designed for those with an occupational requirement to be trained to safely handle potentially infectious material and who may be expected to complete work-related tasks that expose them to bloodborne pathogens. The Bloodborne Pathogens training program provides the information every employee with an identified risk of occupational exposure needs to know to avoid accidental exposure to blood and other potentially infectious materials and to manage an accidental exposure if one occurs.

Flexibility

The course is Instructor dependent and video based with supporting print material and PowerPoint® presentation. This stand-alone training program is intended to help meet Occupational Safety and Health Administration (OSHA) training regulations in regard to bloodborne pathogens. It makes an ideal supplement to a CPR and first aid training program. It can be customized to meet the teaching styles of the Instructor, the learning needs of the student, and the regulatory needs of an employer.

In the United States, Canada, and most other industrialized countries, workplace safety regulations and occupational licensing requirements may call for specific training content to be covered. Instructors must be familiar with the regulations and licensing requirements of the students they offer training and certifications to.

The ASHI *Bloodborne Pathogens* training program has listed core learning objectives that must be covered in order to issue certification cards. Instructors bear the responsibility of ensuring that each student meets the learning objectives for successful completion. To meet additional training requirements, the program materials also include supplemental topics and content that can be included to varying degrees at the discretion of the Instructor. Supplemental content is intended for reference, further reading, continuing education, or adapting the class to the specific needs of an employer or student.

Initial Training

Students are required to meet the knowledge objectives listed in this program to receive an initial certification card. These core learning objectives represent the minimum content a student needs to help reduce or eliminate the occupational risk of exposure to bloodborne pathogens or other potentially infectious materials.

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Program Segments and Practices

The ASHI *Bloodborne Pathogens* training program uses varied ways of presenting the information to the student to help create better knowledge retention. As a result, students develop more confidence in their ability to manage occupational exposure to bloodborne pathogens. Each segment in the ASHI *Bloodborne Pathogens* program uses a combination of video and print to present information to a student. Segments build on each other, reinforcing the core information. The video uses short, scenario-based video pieces to relay essential cognitive information and to give students real-life demonstrations of skills techniques and applications.

The following table provides an overview of the required segments and practices found within the ASHI Bloodborne Pathogens training program. Optional practices are noted.

Segments	Demonstration and Practice
Introduction	
What are Bloodborne Pathogens?	
How Infection Occurs	
Bloodborne Pathogens	
Specific Bloodborne Pathogens	
Transmitting Bloodborne Pathogens	
Your Employer's Exposure Control Plan	
Recognizing the Potential for Exposure	
Methods to Control the Risk of Exposure	
Using Personal Protective Equipment	Removing Contaminated Gloves (optional); may also include use of site-specific PPE
Hepatitis B Immunization	
If an Exposure Occurs	
Housekeeping	
Communicating a Hazard in the Workplace	

Bloodborne Pathogens

Recommended Class Schedules

There are many factors affecting classroom time, including the varying nature of learning, the number of students, the amount and quality of previous training, the amount of equipment available, and the experience level of the Instructor. Because of these factors, a time range is recommended instead of a fixed number of hours.

- Bloodborne Pathogens — 1–2 hours

Integration

The ASHI *Bloodborne Pathogens* program can be added onto and supplement other ASHI CPR and AED programs as well as First Aid programs, to meet OSHA training requirements regarding exposure to bloodborne pathogens.

Skills Practice

While there are no specific skill requirements associated with this program, instructors can provide optional practice in the use of personal protective equipment unique to a particular workplace or facility. If practicing the use of barriers, Instructors should take necessary steps to be aware of students with latex allergies and provide suitable, non-latex barrier products for their use in class.

Renewal

Renewal training is accomplished by repeating an initial training class.

Challenging the Program

There is no challenge option available for this course.

Online Blended Training

Blended training combines the convenience of online learning with an opportunity for interactive questions and answers with the person conducting the training in order to meet the knowledge objectives.

The online learning platform used for ASHI blended training classes is ASHI Learning. This specially designed, web-based learning system allows for a variety of sensory interactions to provide users with a low-stress, easy-to-use, and convenient way to learn cognitive information.

It is important to note that students must successfully complete both the online and interactive portions of blended training. Completion of the online portion alone will not result in certification.

The entire administrative process for blended training is done through the Training Center Manager. A Training Center purchases blended training credits, which include a student seat in an online class and a Student Handbook.

Training Centers schedule classes and add students. Students are notified by email of enrollment in the online class. Student progress can be monitored online.

To successfully complete the online class, students must complete all of the lessons. Check marks will indicate which lessons have been completed. When all of the lessons are finished, the student will have the capability of printing a completion certificate for the class. If a class exam is included in the class, a student will have to achieve a passing score in order to complete the online class.

The opportunity for interactive questions and answers is achieved either face-to-face in a classroom setting, or via online video conferencing. Sessions can be conducted for groups or for individuals. For more information:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=25992

Video Guided Practice

Because the program video is informational in nature, there are no guided practice or skill segments included.

Remote Skills Practice and Evaluation

This option is not available for the ASHI *Bloodborne Pathogens* Program.

Program Materials

Instructor Guide

The ASHI *Bloodborne Pathogens Instructor Guide* provides organized instructional guidance on how to conduct a bloodborne pathogens training class. It is integrated with the Student Handbook, Program Video, and PowerPoint® presentation. Information regarding the details of the training program and how to prepare for a class are provided in the front of the guide. The majority of the guide follows a topic-by-topic approach to training that provides required Instructor activities. Instructions on completing the required class administration are also included.

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Student Handbook

The ASHI *Bloodborne Pathogens Student Handbook* provides the content a student needs to meet the learning objectives. Each student must have access to a printed or digital copy of the Student Handbook during class. It is also required to give each student a personal printed copy to take home or access to a digital version they can download online. During the program, students will use the Student Handbook to reinforce cognitive information learned in the class.

Program Video

The ASHI *Bloodborne Pathogens Program Video* is a scenario-based presentation that provides a visual learning tool to accomplish the learning objectives. It is available on DVD and is also streamed online as a component of the online blended class. Using the DVD, Instructors can play the entire video or select individual topics as desired.

PowerPoint® Presentation

The ASHI *Bloodborne Pathogens* program also includes a program PowerPoint® presentation. The presentation is closely integrated with the Instructor Guide and provides a visual tool to reinforce cognitive information, skills practices, if any, and case studies as applicable.

Scenario Sheets

There are no scenario sheets for this program.

Class Roster/Student Record

The Class Roster/Student Record is the primary paperwork for documenting the completion of an ASHI *Bloodborne Pathogens* training class. It can be found online in the document section of Training Center Manager or your Instructor Portal.

A Class Roster is required for every training class. Completely and accurately fill out the class information. Have students legibly fill out personal information. If a Written Exam is used, document each student's successful completion on the Class Roster/Student Record. When finished with a training class, sign and return the completed Class Roster/Student Record to the Training Center responsible for the class.

Written Exams

Written evaluation is required when specified by organizational, local, or state requirement. Written Exams for this class can be found online in the document section of Training Center Manager or your Instructor Portal. Successful completion of a Written Exam requires a correct score of 70% or better. Document the successful completion of the written exam (when used) on the Class Roster/Student Record. When conducting written evaluation, take precautions to prevent cheating and allow adequate time to complete the exam.

Rate Your Program Class Evaluation

Encouraging students to provide feedback and then using that feedback to improve instruction is an essential aspect of any quality educational effort. All students are required to fill out the Rate Your Program class evaluation in order to get a certification card.

Tear-out Rate Your Program class evaluations are found in the back of each Student Handbook. They can also be found online in the document section of Training Center Manager or your Instructor Portal.

The evaluation allows students the opportunity to comment on the program materials and on the Instructor's presentation style and effectiveness. Collect and return the completed Rate Your Program class evaluations to the Training Center responsible for the class.

Class Requirements

The following general requirements are necessary to help ensure all students and Instructors experience a safe, enjoyable, and satisfying ASHI Bloodborne Pathogens training class.

Administration

- Instructors must teach in accordance with the most recent administrative policies and procedures as described in the Training Center Administrative Manual (TCAM).
- An Instructor must be authorized to teach the ASHI Bloodborne Pathogens training program in order to issue certification cards.
- There are no minimum age requirements for participation in an ASHI Bloodborne Pathogens class.

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- Instructors must provide students access to the most current ASHI training materials for use during and after the course.
- As part of an initial training class, Instructors must use one of the associated visual media tools designed for the program. This includes the Program Video, Program PowerPoint® presentation, or the online blended training class. Use of a visual media tool is highly recommended for renewal training. The online blended training class may be used as an alternative approach as long as an interactive questions and answers session is offered to students as required by OSHA.
- An Instructor must verify that each student has met the required knowledge objectives before issuing a certification card. Instructors must include their registry number on the card to validate it.
- Each student must fill out and return to the Instructor the Rate Your Program class evaluation. Completed evaluations must be returned to the Training Center responsible for the class.
- Instructors must complete a Class Roster/Student Record and return it to the Training Center

Equipment

- Required Equipment
 - Visual presentation equipment (television, monitor, projector)

Materials

- Required Instructional Materials
 - ASHI *Bloodborne Pathogens Instructor Guide* (printed or digital)
 - ASHI *Bloodborne Pathogens Class Roster/Student Record*
 - ASHI *Bloodborne Pathogens Program media presentation* (Program Video, PowerPoint®)
- Optional Instructional Materials
 - ASHI *Bloodborne Pathogens Written Exam*
- Required Student Materials (for each student)
 - ASHI *Bloodborne Pathogens Student Handbook*
 - ASHI *Bloodborne Pathogens Certification Card*
- Optional Student Materials
 - Pair of disposable barrier gloves

Health and Safety

If using disposable gloves for optional skills practice in use of PPE, Instructors must take necessary steps to be aware of students with latex allergies and provide suitable, non-latex barrier products for their use in class.

Classroom

- Classes need to be conducted in a safe and comfortable environment conducive to learning.
- Comfortable seating is important and a table or work area is quite useful.
- A monitor stand can help ensure the monitor is easily visible to all students.
- An erasable white board, blackboard, or easel and paper can be very helpful.

Classroom Safety

- All Instructors must ensure a physically safe learning environment for their students.
- Make sure there are no obvious hazards in the classroom, such as extension cords that can be tripped over.
- In addition, Instructors should be aware of the location of the nearest phone, first aid kit, AED, fire alarm pull station, and fire extinguisher.
- Instructors should have an emergency response plan in case of serious injury or illness, including evacuation routes from the classroom.
- Students should be discouraged from smoking, eating, or engaging in disruptive or inappropriate behavior.

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OSHA Guidelines Regarding Training

Meeting Regulation

In the Bloodborne Standard, OSHA specifies the minimum training elements to be covered when training to meet regulation (29 CFR 1910.1030 (g)(2)(vii)). All of these elements are contained in the ASHI *Bloodborne Pathogens* training program to encourage its use as a supplemental training program to ongoing CPR and first aid training. The *Bloodborne Pathogens* training program provides a certification card that can be issued for up to 12 months. To meet OSHA regulations, annual training is required for employees whose job tasks create an occupational exposure to blood or other potentially infectious materials. It is important to understand that this ASHI *Bloodborne Pathogens* training program is only a part of a comprehensive site-specific training plan that is required to meet OSHA training regulation. Instructor activities are included to allow Instructors to cover site-specific details as outlined in an organization's exposure control plan. Space is provided on Student Handbook pages to write notes on site-specific information. Part of the regulation specifies that students need an opportunity for interactive questions and answers with the person conducting the training. Discussion opportunities are included in each segment of the program. When used to meet regulation, the program needs to be conducted according to the OSHA Bloodborne Standard and the class requirements found on page 1 of this ASHI *Bloodborne Pathogens* Instructor Guide. When the program does not need to meet regulation, the use of the training materials is at the discretion of the Instructor.

Instructor Background

In November of 1999, the Occupational Safety and Health Administration (OSHA) released a directive entitled CPL 2-2.44D Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens. This directive includes information on the background of individuals who wish to provide bloodborne pathogens training. The following is an excerpt from the directive:

“The person conducting the training is required to be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address. In addition to demonstrating expertise in the area of the occupational hazard of bloodborne pathogens, the trainer must be familiar with the manner in which the elements in the training program relate to the particular workplace. The Compliance Officer should verify the competency of the trainer based on the completion of specialized courses, degree programs, or work experience, if he/she determines that deficiencies exist in training. Possible trainers include a variety of healthcare professionals such as infection control practitioners, nurse practitioners, registered nurses, occupational health professionals, physician's assistants, and emergency medical technicians. Non-healthcare professionals such as, but not limited to, industrial hygienists, epidemiologists, or professional trainers, may conduct the training, provided they are knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace. One way, but not the only way, knowledge can be demonstrated is the fact that the person received specialized training. In some workplaces, such as dental or physicians' offices, the individual employer may conduct the training, provided he or she is familiar with bloodborne pathogen exposure control and the subject matter required by paragraphs (g)(2)(ix)(A) through (N). (Of the OSHA Bloodborne Standard 29 CFR 1910.1030).”

Section 1 – Introduction

What are Bloodborne Pathogens?

Reason for Learning

Recognition of the risk of exposure to disease through contact with human blood and other potentially infectious material is of vital importance to individuals who engage in occupational activities that require such contact.

Core Learning Objectives

Upon completion of this training program, a student will be able to:

- Describe the purpose of the bloodborne pathogens standard
- Identify the primary bloodborne pathogens

Instructional Tools Available

- **Student Handbook** — Refer students to page 2
- **PowerPoint® Presentation** — Use slides 1–11
- **Program Video** — 2:17

Sample Curriculum

Knowledge Content

1. The Occupational Safety and Health Administration (OSHA) has recognized that some employees face a significant health risk as a result of occupational exposure to:
 - a. Blood
 - b. Other potentially infectious materials (OPIM)
2. Bloodborne Pathogens Standard, 29 CFR 1910.1030
 - a. Applies to all employees who can reasonably come into contact with:
 - i. Human blood
 - ii. Other potentially infectious materials
3. The purpose of the Bloodborne Pathogens Standard is to:
 - a. Protect employees
 - b. Minimize or eliminate occupational exposure to disease-carrying microorganisms or “pathogens” that can be found in human blood and other body fluids.
4. The primary bloodborne pathogens are:
 - a. Hepatitis B Virus (HBV)
 - b. Hepatitis C Virus (HCV)
 - c. Human Immunodeficiency Virus (HIV)
5. Other commonly recognized pathogens transmitted by body fluids include:
 - a. West Nile Virus
 - b. Syphilis
 - c. Tuberculosis
 - d. Influenza

6. Exposure control strategies presented in this training program apply to all bloodborne diseases.
7. Annual training is required for all employees with occupational exposure.
8. This program will focus on:
 - a. Understanding the risk of exposure to potentially infectious body fluids.
 - b. Preventative actions for reducing or eliminating this risk when performing occupational activities that require contact with potentially infectious body fluids.

Wrap Up

Be sure to ask for and answer any questions students may have.

Additional Information and Supplementary Materials

- An estimated 385,000 needlestick injuries occur annually in hospital settings.
- Nurses are the most frequently injured.
- Laboratory staff, physicians, housekeepers, and other healthcare workers are also injured.
- In April 2001, Congress passed the Needlestick Safety and Prevention Act, directing OSHA to revise the Bloodborne Pathogens Standard.
- The revised standard states that “safer medical devices, such as sharps with engineered sharps injury protections and needleless systems must be used where feasible.”
- Since the act’s implementation, there has been a 31.6% decrease in sharps injuries in non-surgical settings.
- For more information, OSHA has developed an excellent website dedicated to safety and prevention of needlesticks and sharps injuries.
- See the Hospital eTool (HealthCare Wide Hazards Module) at <http://www.osha.gov>.



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