



State of Tennessee Department of Children's Services
Administrative Policies and Procedures Change Notice - February 18, 2010

Below is a listing of new/revised policies and policy related updates. Applicable State and Federal Laws and Rules governing policies are listed in "Authority" Section and applicable best practice standards are listed in the "Standards" section of each policy. New/revised policies should be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#). If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

The "**Policy on PREVIEW**" notation below indicates that the revised/new policies are placed in the **PREVIEW** folder on the "**Policies and Procedures**" web page for a maximum of thirty (30) days (or less as applicable) prior to their effective date and will require a review as specified. The thirty (30) day **PREVIEW** period is designated for policy review, instruction, interpretation and/or training prior to implementation. For revised policies, the **PREVIEW** document will be "marked up" and contain both deleted and revised information that represents the final/approved policy. Deleted information will be displayed as a "striketrough" (ex., ~~striketrough~~) and revised information will be displayed in red font. Some policies may not be "marked up" and these represent a total re-write or new policy which will require a **MAJOR policy review**. During the thirty (30) day (or less as applicable) **PREVIEW** period the current policy will remain in the policy chapter until the effective date of the new/revised policy. After the **PREVIEW** period ends, the official policy will be moved to the appropriate Policy Chapter. Policy revisions that are **MINOR** or required to be implemented immediately due to changes in laws, rules, etc., may not be placed on **PREVIEW** or sent on policy review, but placed directly in the policy chapter, an effective date assigned accordingly and announced.

NOTES



- ◆ For the **most current version** of Policies and Procedures **always** refer to the [Policies and Procedures](#) Web Page.
- ◆ If forms are copied and stocked for use, always check the "Forms" Webpage for the **most current version** and discard all previous versions. DCS forms may not be altered without prior approval.
- ◆ **Use the "FIND" feature on the Forms Web Page to quickly locate forms:** Click "**EDIT**" in the top left corner on the Forms Web Page and select "**Find.**" In the "**Find**" dialogue box, type in a **portion of the form title**, or the **complete form title**, or the **form number** to search for forms on this page.
- ◆ If hyperlinks do not work properly from this list, go to the appropriate web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/Revision Date	***Forms Associated with Policies and Procedures
1.	4.15	Employee Health Care and Communicable Disease Prevention and Control	4	Dezanne Russell, Human Resources Ted Martinez, JJ, YDC's Becky Phelps, JJ – Group Homes Patricia Slade, RN, Medical Services	03/15/10	CS-0166, Accident/Injury/Traumatic Injury Report CS-0925 Tuberculosis Self-Assessment for YDC Employees

- **Major Policy Review:** New policy or policy revisions are substantial and/or impact current practice or process.
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor revisions that may not have a significant impact on current practice or process).

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	***Forms Associated with Policies and Procedures
	New Policy:	Policy revised to update policy 20.30 Employee Health Care and to incorporate <u>employee health care procedures extracted from policies 20.19 Communicable Diseases</u> and 20.53 Tuberculosis Control for Youth in DCS Residential Facilities . This new policy combines all the health care procedures for DCS personnel in Youth Development Centers and DCS Group Homes working in congregate care environments. This new policy will go into <u>Chapter 4 Personnel</u> when implemented. Policy 20.30 will be deleted from <u>Chapter 20 Medical Services</u> . Policy on PREVIEW until effective date 03/15/10. Major policy review required.				

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Administrative Policies and Procedures: 4.15

Subject:	Employee Health Care and Communicable Disease Prevention and Control
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA 3-JTS-4-39, 3-JTS-4C-40
Application:	All Department of Children's Services Youth Development Center (YDC) Employees, DCS Group Home Employees and Volunteers Whose Responsibilities Include Direct Contact With Children/Youth
Policy Statement:	
<p>Medical personnel in Youth Development Center Health Care Facilities shall not provide health diagnosis, medical care, treatment or services for employees except for emergency first aid and care. The reporting of communicable disease exposure and disseminating methods for the prevention of communicable illnesses shall be completed in accordance with the provision of the statutes and regulations governing the control of communicable diseases in Tennessee and the Tennessee Department of Health.</p>	
Purpose:	
<p>To ensure that Youth Development Center and DCS Group Home Employees working in congregate care environments may be referred for screening and treatment of communicable diseases if signs suggestive of communicable disease are present.</p>	
Procedures:	
A. Emergency Medical Treatment	<ol style="list-style-type: none"> 1. Limitations <u>Emergency medical treatment</u> must be provided to employees using the Department of Children's Services resources only when necessary to protect life or limb and/or to relieve suffering. 2. Extent of treatment Treatment must be provided as necessary to stabilize the employee until such time as the employee can be transported to a physician or emergency room may include: <ol style="list-style-type: none"> b) Maintaining airway, breathing and circulation; c) Protection during a seizure; d) Use of an automated external defibrillator (AED); e) Performing cardiopulmonary resuscitation (CPR); or f) Calling "911" or the local emergency response number

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	<p>3. <u>Referral for treatment</u></p> <p>a) Job-related injuries must be referred to a physician who is state-approved for insurance purposes (worker’s compensation).</p> <p>b) Non job-related injuries must be referred to the emergency room or to a private physician.</p> <p>4. <u>Documentation</u></p> <p>Triage and emergency care provided to employees for work-related injuries must be documented on form CS-0166, Accident/Injury/Traumatic Injury Report.</p>
<p>B. Communicable Disease Guidelines</p>	<p>1. Employees with unexplained symptoms or signs suggestive of a communicable illness must be referred to their private physician or local health department.</p> <p>2. Employees with signs or symptoms of a communicable disease will not be allowed to work within the facility until they are examined and have obtained documentation from a physician stating that they are free of a communicable disease and may return to work.</p> <p>3. The employee is responsible for notifying his/her Supervisor and the YDC Superintendent of the illness. The Superintendent is responsible for the decision to send the employee home.</p>
<p>C. Communicable Disease Control/Treatment</p>	<p>1. <u>Employee/Volunteer Tuberculosis Skin Test</u></p> <p><u>YDC and Group Home Employees and Volunteers.</u> All DCS departmental treatment facility employees who work in congregate care environments and whose responsibilities include direct contact with youth must have a tuberculosis skin test at the time of employment. Initial testing of employees may be done at the <u>Tennessee Correction Academy.</u> Other options include:</p> <p>a) DCS has obtained a letter of agreement with certain Health Departments in the State for initial testing with cost being paid by journal voucher for DCS employees and volunteers who do not receive testing at the <u>Tennessee Correction Academy.</u></p> <p>b) Employees and volunteers may receive TB skin test testing by a private physician. If employees or volunteers choose a private physician, they must bring a written statement from the physician stating they have been tested and/or examined and found to be free of infectious tuberculosis. Cost of testing by a private physician will be paid by the employee.</p> <p>c) Employees that have had past positive skin tests will not be re-tested, but instead they must be referred to the local health department and follow the health department’s guidelines for follow-up and chest X-rays.</p> <p>2. <u>Employee/Volunteer Annual Tuberculosis Risk Assessment</u></p> <p>a) YDC Employees and volunteers will have a tuberculosis risk assessment completed and documented on form CS-0925 Tuberculosis Self-Assessment for YDC Employees on an annual basis at their specific</p>

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YDC Human Resources (HR) office. The HR staff will score the assessment and, depending on the resulting score, the employee will return to work or be directed to go to the local health department or their personal physician for further evaluation.

- b) DCS Group Home employees and volunteers will go to their local Health Dept. (see *item 1, a*) above) for a tuberculosis risk assessment and TB skin test if necessary as determined by the health care provider.

3. Employee Refusal

Employees refusing to permit the tuberculosis skin testing or risk assessment will be required to obtain a statement from their private physician or local health department stating that they have been examined and found to be free of tuberculosis infection. Employees failing to comply with this request will not be permitted to work within the facility until the statement is presented or screening and/or testing is done.

4. Signs and Symptoms of Employee Illness

Symptoms of TB disease depend on where in the body the TB bacteria are growing. TB disease in the lungs may cause symptoms such as a bad cough that lasts three (3) weeks or longer, pain in the chest, coughing up blood or sputum (phlegm from deep inside the lungs), weakness or fatigue, weight loss, no appetite, chills, fever, sweating at night.

- a) If, at any time, an employee displays signs or symptoms of TB, they would be isolated and referred to the local health department or their personal physician for testing and evaluation for TB. Further activities would include containment (preventing transmission of TB and treating persons with TB disease and LTBI); assessment (monitoring, screening and containment efforts); and collaboration between correctional facilities, and the Department of Health in TB control.
- c) All employees with unexplained respiratory symptoms or signs suggestive of tuberculosis will be referred immediately to the local health department or their personal physician for evaluation. Prior to returning to work, the employee will obtain a statement from the health department or their physician concerning the symptoms.
- d) Any employee with a positive tuberculin skin test, and/or has not completed an adequate course of therapy or preventative treatment or is not currently on anti-TB drugs will be referred to the health department or their personal physician for treatment.
- e) Volunteers who are at high risk for tuberculosis will present to the facility, volunteer coordinator, or designee their evidence of freedom from infectious tuberculosis.

5. Tuberculosis Surveillance

When an employee is diagnosed as having transmittable tuberculosis, the local health department will be contacted for assistance in contact investigation and appropriate surveillance measures.

6. Hepatitis B Prevention

DCS has obtained a letter of agreement with certain Health Departments in

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	the state for Hepatitis B vaccination for employees working in DCS congregate care facilities. Cost is paid by journal voucher to DCS.
D. Confidentiality of Employees Personal Health Information	Records and reports with personal health information regarding communicable diseases such as tuberculosis or hepatitis will be filed in a confidential medical file in a secure location that is separate and apart from the official personnel file in Human Resources. (See DCS policy 4.17 Personnel Files .)

Forms:	CS-0166, Accident/Injury/Traumatic Injury Report CS-0925 Tuberculosis Self-Assessment for YDC Employees
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Collateral documents:	<i>None</i>
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