Public Health Coordinator

Updated: May 27, 2014
# Table of Contents

"Ctrl+ click on section title" will take you directly to that section.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>TB PROGRAM</td>
<td>8</td>
</tr>
<tr>
<td>Policies</td>
<td>8</td>
</tr>
<tr>
<td>Clinic Overview</td>
<td>9</td>
</tr>
<tr>
<td>TB Clinic Hold Desk Supplies</td>
<td>9</td>
</tr>
<tr>
<td>Clinic Administration Room Supplies</td>
<td>10</td>
</tr>
<tr>
<td>Clinic: Key Players and Their Roles</td>
<td>10</td>
</tr>
<tr>
<td>Clinic Walk-Through</td>
<td>11</td>
</tr>
<tr>
<td>Clinic M.A. Volunteer Administrators</td>
<td>12</td>
</tr>
<tr>
<td>TB Excel Tracking Sheet</td>
<td>13</td>
</tr>
<tr>
<td>TB Clinic: TB Screening Options</td>
<td>14</td>
</tr>
<tr>
<td>TB T-Spot Tests</td>
<td>15</td>
</tr>
<tr>
<td>Completing TB Clinic</td>
<td>17</td>
</tr>
<tr>
<td>TB Treatment Follow-Ups for Students</td>
<td>19</td>
</tr>
<tr>
<td>TB Clinic Advertising</td>
<td>20</td>
</tr>
<tr>
<td>Contact Community Care</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Contact List / Call Tree Update</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Contact List</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Call tree</td>
<td>21</td>
</tr>
<tr>
<td>Orange Emergency Flip Book Training</td>
<td>22</td>
</tr>
<tr>
<td>Disaster Plan</td>
<td>22</td>
</tr>
<tr>
<td>Updates</td>
<td>23</td>
</tr>
<tr>
<td>Seasonal Slide Show</td>
<td>23</td>
</tr>
<tr>
<td>Tracking Stimulant Use</td>
<td>23</td>
</tr>
<tr>
<td>Weekly Flu Updates In Morning Prayer</td>
<td>24</td>
</tr>
<tr>
<td>I.L.I. Flu Updates</td>
<td>24</td>
</tr>
<tr>
<td>Meningitis Vaccine Clinics (Until July 2014)</td>
<td>27</td>
</tr>
<tr>
<td>Blood Borne Pathogens (BBP)</td>
<td>28</td>
</tr>
<tr>
<td>ANIMAL BITES</td>
<td>29</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
</tbody>
</table>
Programs and Logins ................................................................. 5
  Logging into Outlook ........................................................................ 5
  Note about Emails & HIPAA ............................................................ 6
  Checking Voice Mail ......................................................................... 6
  Appointment set-up in Microsoft Outlook Calendar .......................... 6
  Setting a Default Printer .................................................................... 7
  Logging into as400 ........................................................................... 7
  Accessing Collective Wisdom .......................................................... 8
  Logging into Electronic Medical Record ........................................... 8
  BYU-I’s TB Hold Webpage ............................................................... 9
  Logging onto Provo .......................................................................... 9

Semester Responsibilities .................................................................. 10
  Training New Public Health Coordinators ....................................... 10
  Regular Meetings with Mentors/Advisors ......................................... 10
  Tracking Employee Immunizations ............................................... 11
  Travel Health Education .................................................................. 12

TB PROGRAM .................................................................................. 12
  Policies .............................................................................................. 12
  Clinic Overview ................................................................................ 12
  TB Clinic Hold Desk Supplies ......................................................... 13
  Clinic Administration Room Supplies .......................................... 14
  Clinic: Key Players and Their Roles .............................................. 14
  Clinic Walk-Through ......................................................................... 15
  Clinic M.A. Volunteer Administrators ............................................ 17
  TB Excel Tracking Sheet ................................................................. 18
  TB Clinic: TB Screening Options .................................................... 19
  TB T-Spot Tests ............................................................................... 21
  Completing TB Clinic ....................................................................... 22
  TB Treatment Follow-Ups for Students ......................................... 25
  TB Clinic Advertising ...................................................................... 26
  Contact Community Care .................................................................. 27

Emergency Contact List / Call Tree Update ..................................... 27
  Emergency Contact List .................................................................... 27
  Emergency Call tree .......................................................................... 27

Orange Emergency Flip-Book Training ............................................ 28

Disaster Plan ...................................................................................... 28

Updates ............................................................................................... 29
  Seasonal Slide Show ......................................................................... 29
  Clinical Room Announcement-Sheets .............................................. 29
Introduction

This manual has been organized so you will know how to perform the tasks required of you. Please read it carefully as it will help you to apply the principles and techniques included which will enhance your job performance. This manual is subject to change and will be updated as needed. It is your responsibility to update information correctly and accurately.
Programs and Logins

**HIPAA Policy:**
Computers and any documents containing Patient Information (P.I.) cannot be left exposed at the desk and must be put away, turned over, or locked if not being monitored.

Computer must be locked each time the desk is left unattended.

---

**Logging into Outlook**

1. Open Microsoft Outlook
2. Click: [File]→ [+Add Account]
3. Under “Email Address,” enter healthcenterpublichealth@byui.edu
4. Click [Next], then [Finish], then [Okay]
5. Close out of Outlook
6. Open Outlook once more
7. The Public Health Inbox can now be accessed
Note about Emails & HIPAA

If someone sends an email to Public Health with any Personal Health Information in it, **DO NOT** reply to the email in the same thread. You must begin a new email to the person.

In the response, you must be as generic as you can be. Be careful not to link the person you are emailing with any personal information such as their birthday or the fact that they need a TB test.

Save needed information to Public Health’s Email instead of personal thumb drives whenever possible.

**Sample Email**

"Good afternoon,
The hold on your student account has been removed. Thank you and have a good day.
-Student Public Health Coordinator"

Checking Voice Mail

1. Press Messages button on phone base
2. Dial Pin: 5635#
3. Follow Prompts

"The voice mail message should not be changed unless necessary. If needed to be re-recorded, follow this individual-unspecific script:

"Thank you for calling the Public Health Coordinators at the Student Health Center. Currently, we are either out of the office or are away from our phone. Please leave a brief message including your name, the nature of your call, and your best way to be contacted. Due to high call volumes, if your call is not returned within one business day, please try again to contact us. Thank you."

Set the Appointment set-up in your Microsoft Outlook Calendar

1. Click the [Calendar] tab on the bottom left side of Microsoft Outlook
2. Ensure that the Public Health Calendar is selected (it should be the green Calendar)
3. Click [New Appointment] and fill in the Subject, Location, Start Time, and End Time.
4. Click [Invite Attendees] and type in the e-mail addresses of the people you want to invite. (You will want to check their schedule to make sure they are not busy at that time!)
5. Click [Send]

**Setting a Default Printer**

1. Click Windows [Start] button
2. On right hand side click → [Devices and Printers]
3. Right click on HPLaserjet P3015 printer and click [Set as Default Printer]

**Ensure that the Public Health Calendar is selected (it should be the green Calendar)**

Click [New Appointment] and fill in the Subject, Location, Start Time, and End Time. Click [Invite Attendees] and type in the e-mail addresses of the people you want to invite. (You will want to check their schedule to make sure they are not busy at that time!)

**Click [Send]**

Logging into as400

1. Open desktop icon on local network: [BYUI as400]
2. Enter Username: “MD...”(first name follow by first initial of last name)”
3. Enter Password

*See page Completing TB Clinic for further information on as400.

Logging onto Provo...
Open desktop icon: [Provo Health Center.RDP]

Choose the option: [Use another account]

Enter Username: "byuhs\... (first letter of first name followed by last name)"

Enter Password

Check the box [Don’t warn again]

Click [Connect]

Accessing Collective Wisdom

Collective Wisdom is the Office-wide file storage system. All departments have separate sections of this system devoted to their resources. The following are instructions to locate resources for Public Health:

1. While logged into Provo, open the Folder Icon in the lower left corner of the screen (if this folder cannot be located, open [Start] → [Computer] → [Collective Wisdom (W:)])
2. When in the Collective Wisdom folder, open [03 Clinical] → [Public Health]

Logging into Electronic Medical Record

1. Open desktop icon on Provo’s Server: [EMR]
2. Enter Username: (first letter of first name followed by last name)
3. Enter Password
4. Click [Okay]

Accessing Email through Provo’s Server:
1. Open an Internet Browser
2. Enter address: “roles.byui.edu”
3. Enter Student Username and Password
4. Under "Email boxes you have access to", Choose [healthcenterpublichealth@byui.edu]

**BYU-I’s TB Hold Webpage**

1. On Internet Explorer, type in web.byui.edu/tbscreening
2. Log on as you would to get on I-Learn
3. Click [View All (Non-Paged)], this will show all holds on one page

**Logging onto Provo**

1. Open desktop icon: [Provo Health Center RDP]
2. Choose the option: [Use another account]
3. Enter Username: “byuhs... (first letter of first name followed by last name)”
4. Enter Password
5. Check the box [Don’t warn again]
6. Click [Connect]

**Accessing Email through Provo’s Server**

5.1. Open an Internet Browser
6.2. Enter address: "roles.byui.edu"
7.3. Enter Student Username and Password
8.4. Under “Email boxes you have access to”, Choose [healthcenterpublichealth@byui.edu]
Semester Responsibilities

Over the course of the semester, the Public Health Coordinator will have specific responsibilities.

Training New Public Health Coordinators

The current Public Health Coordinator is primarily responsible for training the new student interns for the position. Understand and train on the following:

- Advertise the upcoming internship position in major upper-division Health Science classes about two weeks before the application deadline. Examples of classes include the following:
  - HS 370: Epidemiology
  - HS 390: Program Planning
  - HS 391: Research Methods
- The Public Health Coordinator will train his/her replacement at least three weeks prior to the new semester starting.
- Before any training can take place, the new coordinator must have signed the Agreement to Maintain Confidentiality form and taken the HIPAA test on I-Learn. See HR for questions.
- Training will cover daily responsibilities and will also cover each item described in the Competency Form
- The Public Health Coordinator will attend Morning Prayer with all of the Professional Staff and full time students.
- The Public Health Coordinator will need to set up weekly meetings with the Medical Director (Dr. Bradbury) to go over project lists.
  - Call operations to set up an appointment with the Medical Director (Dr. Bradbury) to make sure it is scheduled in centricity. The best times to meet with him are Tuesdays, Wednesdays and Thursdays, preferably in the morning. A typical meeting will take about 30 minutes unless you have a lot of material to cover.

Regular Meetings with Mentors/Advisors

At regular intervals, the Public Health Coordinator will meet with their assigned Mentors and Faculty Advisors. These meetings function to give direction and feedback on the current and future Public Health projects. The Coordinator position has the following mentors:

**General Public Health Mentor:** Medical Director (Dr. Bradbury)

Meetings with the Medical Director (Dr. Bradbury) should be scheduled through Patient Flow either weekly or bi-weekly during an administration time block. If utilized properly,
these meetings can generate needed project ideas. Additionally, these meetings help establish the Public Health Coordinator’s role in the Health Center.

These meetings may focus on the disaster plan, immunization clinics, the TB clinic, epidemiological studies, potential new programs, etc. Be prepared to report on the progress of the things discussed during the previous meeting.

**Health Center Safety Mentor:** Lab Director (Stephanie)
The Lab Director will be the Public Health Coordinator’s mentor for all safety-related programs and projects. Scheduling either weekly or bi-weekly meetings are especially important during the first 2 months of the semester to ensure that the coordinator is fully aware of their safety responsibilities.

These meetings may focus on the emergency contact list, calling tree, fire and bomb safety, blood borne pathogen procedures, and related training exercises.

**Health Science Faculty Mentor:** (Brother Watson)
Health Science faculty mentors assist the Public Health Coordinator in many general ways. Meetings should be held at least monthly, or more as needed. General mentoring is especially important in creating new ideas for additional Public Health projects.

### Tracking Employee Immunizations
The Public Health Coordinator will be responsible for keeping track of all employees’ immunizations. New employees will be requested to provide a copy of their immunizations (Appendix 13) upon being hired. These records, along with those from current employees, will be held by the Coordinator (in the filing cabinet under the desk).

- The Coordinator will update the Employee Immunization Tracking Excel sheet found under: [Employee Immunizations] → [Employee Immunization Tracking].
- The Coordinator will ensure that each employee is up to date on the current required immunizations (Flu and TB). They will also keep track of the immunizations that are recommended by the University in the University catalog (Hep. B, T-dap, influenza, Varicella, MMR).
- Talk with Dr. Bradbury every semester to be sure what tests he wants to be required for all employees.
- In order to be organized, work with the Health Center Operations Manager (Tammy) and Lab to organize an Employee Testing Day where all employees who need certain immunizations can easily complete them (usually during the Fall Semester). Talk to Lab to find a day that will work well with their schedule.
- The Coordinator will make sure that if the employee has already received a vaccine, or is exempt from receiving one, the cell on the excel sheet will state either: exempt, immune, or had disease. The employee must provide a doctor’s signature stating that they are immune or exempt from taking the vaccine.
The public health coordinator will review the guidelines for immunizations on the CDC website to check that guidelines have not changed for certain immunizations.

TRAVEL HEALTH EDUCATION

Travel Health Education:
We will be working with Scott Galer, the director of the Study Abroad trips, and create presentations (on an as-needed basis) for the purpose of educating the students and faculty going on the trip about the public health issues they may face while away, including recommended immunizations, malaria and general travel safety tips.

Guidelines can be found in the Travel Medicine folder. Terry Anderson and Steve Lemmon are the providers who will act as mentors on this project, so you must set meetings up with them as you work on this project so they can direct you as is necessary.

TB PROGRAM:

Policies:

- No TB testing is done on Thursdays. These tests require follow-up within 48-72 hours. Tests cannot be read over the weekend.

- All TB tests must be done in either the U.S. or Canada. Results from other countries are not accepted. This protocol is followed because those who travel internationally are at the greatest risk for acquiring TB. The test must be done in the U.S. or Canada to ensure that the individual is no longer traveling internationally.

- If a PPD (skin) Test comes back as positive (diameter of 5mm or greater), our policy requires us to perform an additional T-Spot (Blood) Test. Outside of the Health Center, providers often order a chest X-ray before this T-Spot. If this is the case, the Public Health Coordinator must inform the patient that the T-Spot Test will still be required. This is done because the chest X-ray may not clearly show Latent TB in the lungs of the patient. The T-Spot Test will show if an individual has either latent or active TB.

Clinic Overview:

A TB clinic will be held at the beginning of each semester for two or three days. The clinic should begin the day holds become active which is usually the Friday or Monday before school starts. Depending on the amount of holds there are, you may...
want to hold a clinic from 9:00 a.m. - 1:00 p.m. on Saturday- the Health Center Operations Manager (Tammy) will decide if this is necessary. It is important to coordinate with the Lab Director (Stephanie), the Charge Nurse (Marilyn), and the Health Center Operations Manager (Tammy) when you are planning the dates of the clinic. You will also need to set up a team of about three people from the Center and an additional two MA / Nursing volunteers per hour.

**TB Clinic Hold Desk Supplies**:
- Tables (2) - Round Table from Student Storage Area, Skinny Table from Conference Room
- 1-2 Health Center Laptops (to be reserved through I.T. before clinic begins)
- Questionnaires (~500)
- Clipboards (6-8)
- Pen Jar
- Laptop (1) - Talk to I.T.
- Rooms (2) – May use Exam Room 1 and 2, Immunizations Room, or Area Director’s Office
- Signs “TB HOLDS STOP HERE” (1) – In Collective Wisdom under [TB Clinic Resources]
- Paper Tray (1) – In supply Closet near Student Storage
Clinic Administration Room Supplies:
- TB test serum in pre-filled syringes (collected from Lab fridge periodically)
- Alcohol wipes, gloves, and sharps container
- Orange reminder cards (pre-stamped)
- Questionnaire collection tray

Clinic: Key Players and Their Roles

Public Health Coordinator: Ensure everything is running smoothly. You will be responsible for the overall organization of the TB Clinic. Try and keep yourself available so that you can oversee all positions, answer more difficult questions, help taking phone calls, and ensure that Questionnaires and Students are getting where they need to go. If you are more available, you will also be able to best help if problems arise and you are needed to bring you attention to a new issue or task.

Runner: Primarily responsible for taking patients to the room where the TB test will be administered. As they do this, they will also confirm the birthdate and first and last name of the student. They are also responsible for periodically bringing completed Questionnaires from the administrating room to the Excel Remover seated at the Public Health Desk.

Hold Remover: Must be student with access to Hold Removal System and is familiar enough with the program that they can answer basic questions regarding the hold system and how it works. They will also be responsible for collecting documents from students who received their tests outside of the Health Center. Because this position can become overwhelming, swamped in the times between classes, the Public Health Coordinator or another helper should be available to aid in this position when necessary.

Excel Remover: Responsible to keep the TB Excel Tracking Sheet updated. As they receive the Questionnaires from the Runner, they will move the student's name in the Excel sheet from current Holds, to Removed Holds. They also ensure that the Questionnaires are then placed in Reception's paper tray in order to be put into centrality.

TB Test Administrators: Those who administer the test will be M.A.A. or Nursing Students. These students will volunteer their time and will be signed up by the Public Health Coordinator who will distribute a sign-up sheet in their class or through their program directors. This should be arranged a month prior to the actual clinic beginning. In order to administer, each student must attend a MANDATORY meeting before the TB Clinic begins. This is best held during Thursday's forum hour between 2:00-3:00 p.m. During this meeting the Administrators will meet with the Charge Nurse (Marilyn), the Lab Director (Stephanie), and the Public Health Coordinator, and will watch a video from Lab and
a short PowerPoint from Public Health, located in Collective Wisdom, where testing will be demonstrated and all questions will be answered.

Clinic Walk-Through

In order to handle a very high flow of patients, you will need to organize a temporary office in the waiting room (near the elevator works well). A simple sign to direct the students to you will be needed. For example: “TB HOLDS THIS WAY!” This temporary office should include a laptop and be manned by someone who can remove holds and answer basic questions: “Hold Remover.”

Patients will pick up the Patient Questionnaire from the Hold Desk, fill it out and then return it to the Hold Remover. After being returned, it is reviewed to ensure it is completely and properly filled out. Once this is done the Hold Remover will remove the hold (making sure to mark the Questionnaire as: Hold Removed). They will then place the questionnaire face down in a paper tray to await pickup from the Runner.

The Runner then takes the papers beginning from the bottom, call the patient, and verify their I-Number. They will then escort the patient back to the Administrators (either M.As or Nursing Students) in one of the two rooms where the test will be given. These rooms will be Immunizations Room, Area Director’s Office, Exam Room 1, or Exam Room 2 (to be decided the day before).

The Administrators will receive the patients along with their Questionnaires from the Runner. As they do this they will verify their name, birthdate, and confirm that they have never tested positive for a skin test (PPD) and that they are not currently pregnant. They will then administer the test, instruct the student on proper wound care, give reminder card, and mark the Questionnaire as: PPD Administered. The Questionnaire will then be place face down in a collecting tray in the room.

After there are a few papers stacked up in the Administrator’s tray, the Runner will bring them to another tray located on the Public Health desk where they will be left, face down, in another tray, for the Excel Remover. While here, the Questionnaires will be used to ensure that the student’s holds are removed from the TB Excel Tracking Sheet. After the excel sheet has been updated, the Excel Remover will then place the Questionnaire in a separate paper tray for Reception.

Throughout the day, Reception will take the Questionnaires and enter them into Centricity, marking them as: “Centricity.” They will then place them upside down in another bin that will then be delivered to Lab. It is important that Lab receives these Questionnaires soon after they have been entered into Centricity so that there they may be entered into Orchard before the End of the day. The Questionnaires will then be held in Lab until Billing is ready for them.
TB Clinic: Key Players and Their Roles:

Public Health Coordinator: Ensure everything is running smoothly. You will be responsible for the overall organization of the TB Clinic. Try and keep yourself available so that you can oversee all positions, answer more difficult questions, help taking phone calls, and ensure that Questionnaires and Students are getting where they need to go. If you are more available, you will also be able to best help if problems arise and you are needed to bring you attention to a new issue or task.

Runner: Primarily responsible for taking patients to the room where the TB test will be administered. As they do this, they will also confirm the birthdate and first and last name of the student. They are also responsible for periodically bringing completed Questionnaires from the administrating room to the Excel Remover seated at the Public Health Desk.

Hold Remover: Must be student with access to Hold Removal System and is familiar enough with the program that they can answer basic questions regarding the hold system and how it works. They will also be responsible for collecting documents from students who received their tests outside of the Health Center. Because this position can become swamped in the times between classes, the Public Health Coordinator or another helper should be available to aid in this position when necessary.

Excel Remover: Responsible to keep the TB Excel Tracking Sheet updated. As they receive the Questionnaires from the Runner, they will move the student’s name in the Excel sheet from current Holds to Removed Holds. They also ensure that the Questionnaires are then placed in Reception’s paper tray in order to be put into centricity.
**TB Test Administrators:** Those who administer the test will be M.A. or Nursing Students. These students will volunteer their time and will be signed up by the Public Health Coordinator who will distribute a sign-up sheet in their class or through their program directors. This should be arranged a month prior to the actual clinic beginning. In order to administer, each student must attend a **MANDATORY** meeting before the TB Clinic begins. This is best held during Thursday’s forum hour between 2:00-3:00 pm. During this meeting the Administrators will meet with the Charge Nurse (Marilyn), the Lab Director (Stephanie), and the Public Health Coordinator, and will watch a video from Lab and a short PowerPoint from Public Health, located in Collective Wisdom, where testing will be demonstrated and all questions will be answered.

**Clinic M.A. Volunteer Administrators:**

Contact the M.A. Department through our M.A. Advisor (Brother Klingler-klinglerg@byui.edu) and set up a time to present the opportunity to help with the TB screening. Do this at least **4** weeks before the end of the semester. Have a sign-up sheet completed by **3** weeks before the end of the semester with each volunteer’s name, email address, and phone number. Train volunteers **2** weeks before end of the semester on blood borne pathogens and the process of what they will be doing in the clinic.

*Coordinate with the Health Center Operations Manager (Tammy) what days and times we will need the volunteers.

**TB Clinic M.A. Training:**
The Public Health Coordinator will arrange a training meeting with all M.A. volunteers at least **2** weeks before the semester ends. The meeting will include the Coordinator, volunteers, the Lab Director (Stephanie), the Health Center Charge Nurse (Marilyn), and possibly the M.A. Faculty Advisor (Brother Klingler). The Coordinator will present a
PowerPoint on the FAQ’s of TB and of the operations of how the system flows. The Charge Nurse (Marilyn) and the Lab Director (Stephanie) will speak of the clinical side of the program and will show a training video on proper administration of the PPD.

Before the clinic begins, all M.A.s will have to observe and then demonstrate their administration with a nurse or other supervisor before they can work unsupervised.

**HIPAA Requirements:**

All RN / MA volunteers must complete a short training on HIPAA and **Bloodborne Pathogen protocol.** This must be completed before they are allowed to come into contact with patients and their private information.

This training can be found in Collective Wisdom under [Public Health] → [HIPAA Training for Volunteers]

**NOTE:** For additional questions, contact the Health Center’s HIPAA Compliance Coordinator.

**TB Excel Tracking Sheet:**

The TB Holds will also be tracked on the **TB Excel Tracking Sheet**, found in the Collective Wisdom’s Public Health folder, under [TB Program], [Hold Spreadsheets], and specific year and semester. This document is password protected. Its passwords can be found through the current supervisors.

This additional Excel step is necessary because the whole BYU–Idaho hold system periodically malfunctions and drops all current holds. This updated spreadsheet is then used to replace the lost holds. It is very important that this document be fully updated EACH DAY.

**Using Tracking Sheet:**

After holds have been removed on BYU–Idaho TB Screening page, use “Ctrl. + F” and search the page of Current Holds for the student’s Name or I-Number (leading zeroes are not included in I-Numbers). When attempting this search, ensure that no entire rows or columns are selected or this will be the only area Excel will search. After finding the Student, right click on the row number (to select all data), and choose the cut option. Then open the Holds Removed tab and insert this data below the lowest entry. At the end of the day, this list can be alphabetized by highlighting all data in both columns and clicking: [Sort & Filter] → [Sort A to Z].
Adding Student Holds to TB Excel Tracking Sheet

The Public Health Coordinator will need to regularly update the spreadsheet as additional holds are placed on student's accounts. This must be done at least at the end of each day. Updating is done as follows:

1. On BYU-Idaho's Hold Webpage, order holds by [Active Date]
2. On the Webpage, copy the entire list of holds that are within the dates of the current semester (copy everything on each line. E.g. the check box through the “delay” button. To do this fastest, after selecting the first few lines, hold [Shift] down while clicking at the end of the list you want to select.)
3. On the Excel Sheet, use “Ctrl. A” to select all data, then delete the current list
4. Right click on Cell A1, and under “Paste Options” select: [Match Destination Formatting]
5. While holding Ctrl, select the entire columns of “A, D, E, F” (everything but the student's Names and I-Numbers)
6. Right click on this selection and click: [Delete]
7. Format the remaining columns by properly sizing each one, orienting the names of the students to the left, and coloring the names blue.
8. Click [Save]

TB Clinic: TB Screening Options:
(Managed by Derek Fullmer, University IT)

Main Options:
- [High-Risk]- Edit/add high risk countries
- [I-Number Look Up]- Enter Student’s last and first Name to find I-Number
- [Individual Info]- Enter I-number to look up the Student’s personal info
- [Screening Report]- View reports from previous semesters
- [Manage Users]- Enter in Campus e-mail of the employee to give access to the TB screening
- [Screening Questions]- Edit/add screening questions
- [Semester Dates]- Look up/change Active Hold Dates
- [Removal Log]- Keep Track of who has been removed during the semester

Show/Hide Utilities:
- [Add Hold]-
1. Enter l-number of Student
2. Click Verify
3. Choose Hold Start day
4. Click Add Hold
5. In pop-up confirmation window, click [Okay]

- **Update Active Dates:**
  1. Enter Current Active Date
  2. Enter New Active Date
  3. Click [Update Active Date]

- **Send Reminder E-mails:**
  To be done one month and two weeks before the Hold becomes Active
  1. Enter Desired Active Date of students to be reminded
  2. Click [Send Reminder E-mails]

Remove/Modify/Delay:
- **Remove** Holds - Removes hold completely
- **Modify** Holds - If a student is not on track or has a liable circumstance, the hold can be modified to a more appropriate date (either days, months, or years in the future)
- **Delay** Holds - Delays the student's hold by three days if additional time is needed to complete test

**Receiving TB Results:**
- **Faxes** Public Health Fax #: (208) 496-9343. This fax is shared with Pharmacy, which is where they arrive. If possible, ask sender to include "Attention: Public Health.
- **Email** healthcenterpublichealth@byui.edu A student can also e-mail their TB Test results to the given email address.
- **Mail** Address: Public Health Coordinator, 100 SHC Rexburg, ID 83460.
- **In Person** Turned in here at the Health Center
  - Ensure that the student has a separate copy of their results. If they do not, make a copy.

**When Results are Received:** (Print if necessary)
1. **Highlight** the following:
   - Student's Name
   - Results of the test
   - I-Number *
   - Date of Birth *
   - *Write on document if not already included
2. After hold has been properly removed, stamp the document using the HOLD REMOVED Stamp. (Make sure the date is correct)
3. Place stamped document, face down, on middle scanning tray (Public Health TB Only) on the right side of the Public Health desk
TB T-Spot Tests:

When students react as positive to the PPD Test (skin), they are required by University Policy to take an additional and more conclusive T-Spot Test (blood). This test requires Lab to take a small sample of the student’s blood and then send it away to a National Laboratory for testing. 3-5 days after the test is administered, Lab will bring the results to the Public Health Coordinator. Test findings will be one of the following: Negative, Borderline, or Positive.

Negative T-spot Results:

- Students are notified of Negative results through EMR’s Secure Emailing System. The following are instructions on how to notify the patient.
  1. Log into EMR
  2. Click [Actions] → [Find Patient]
  3. Input patient’s name as “last, first” and click [Search]
  4. Confirm patient’s D.O.B. and double click to open their File (if file does not open, click [Open Chart] in the bottom left corner)
  5. Once in the patient’s chart, click [Actions] → [Print]
  6. Under “Print Topics” → click [Letters] → [Idaho]
  7. Under “Print Items,” click [Negative T-Spot]
  8. In the “Printer” drop-down list, select [CutePDF Writer], and click [Print]
  9. Sign the document by checking the box [□ I me] → Click [Sign] → [OK]
  10. A Gray box will come up, Push [Cancel] when the gray box comes up
  11. Click [Close]
  12. Click [Desktop] → [Messaging] → [New Message] → [Patient] (if you do not have the messaging tab, call Kerry in Provo (801) 422-5173)
  13. Search and select the patient. This will open a new E-mail
  14. In Subject Box write: “T-Spot Results”
  15. In Message Body write: “See attachment above to review results”
  16. Click Tab [EMR Chart] and check the box [□ Letter - Negative T-Spot]
  17. Click Send
  18. After the email is sent, place the contact page (1/2 sheet paper) in top scanning tray

Borderline T-Spot Results:

If a result for a T-Spot is Borderline, a second T-Spot must be done. The Public Health Coordinator will call the patient and notify him/her that their test was Borderline and that a second one be done. If the resulting test is Negative, the results are treated as a Negative and the student will be informed through EMR.
Secure Emailing. If the test is again Borderline, we will treat it as a Positive and call and inform the patient. If the second test is Positive, the student will be called and informed. After the patient is contacted, place the contact page (1/2 sheet paper) in top scanning tray.

*Positive* T-Spot Results.

If a patient has a T-Spot result as Positive, the Public Health Coordinator will call the Patient ASAP. The patient will need to set up an Initial TB Physical with the Health Center’s TB Specialists (Christy Goodman or Steve Lemons) and will have to meet with them annually while they are here at BYU-Idaho. After the patient is contacted, place the contact page (1/2 sheet paper) in top scanning tray.

When informing the patient, remember the following:

- A Positive T-Spot is not a diagnosis of TB
- Ensure the patient understands that they should not be worried over this result
- This initial consultation is to familiarize the patient with our providers and to record their progress
- After speaking with the student, transfer them to reception where a provider visit will be made to educate patients regarding common signs and symptoms of TB and to discuss possible treatment options

*Updating Positive T-Spots on Excel.* Once the patient has been informed, be sure to update all necessary information in the TB Excel Tracking Sheet under the tab [+Positive]. This Sheet is updated so that the Public Health Coordinator can follow up on the patient’s progress.

- After updating the patient’s information, talk with reception to find information regarding the date of the patient’s appointment.
- Periodically follow-up with individual patient’s progress by looking in EMR for provider visits. Read through these notes and update information accordingly.
- All patients who had Positive T-Spots MUST visit with a provider. If the patient has not done so in a reasonable amount of time, they must be contacted and have appointment made after having been explained the importance of these visits.

Completing TB Clinic:

*Below are the following instructions for completing the TB Clinic.*

Updating TB Data:
In order to help the TB Clinic run more smoothly in the future, it is important for the Public Health Coordinator to add TB related data to the official [TB Clinical Spreadsheet] located in Collective Wisdom. To collect the needed data, work closely with the Lab Director (Stephanie) and ask her for the amounts of tests given on specified days. As this spreadsheet is updated, give a copy to the Medical Director (Dr. Bradbury) and the Health Center Operations Manager (Tammy) so that they both are aware.

Remaining Holds

By the third week of the semester all TB holds, all PPDs, and T-Spots should be addressed. Additionally, all patients need to have Positive T-Spots should have an appointment to meet with our TB Providers to review symptoms annually or to begin treatment if desired.

After this deadline has passed, there will likely be many students who continue to have active holds (possibly over 200 students). It is the responsibility of the Public Health Coordinator is responsible to sort through these students and either remove, extend, or keep their current hold depending on their situation. Because we cannot contact many of these students in person, we may use the following means to sort through them in the following order:

Student info on BYU-Idaho TB Screening Page:

After clicking on the student's name, their current track will be displayed under [Student Role].

- If the student is serving a mission, it may or may not say "Missionary-Differed Student"; if so, remove the hold
- If the student is on-track during the current semester, use as400 to ensure that the student is currently enrolled in on-campus classes
- If the student is off-track during the current semester, modify their hold until their next on-track semester

BYU-Idaho Alumni Webpage:

This website will allow us to see if the student is still current or have previously graduated.

1. In Internet Explorer, open [www.byui.edu/alumni]
2. On upper left of screen, click [ > Find Alumni]
3. Log-In using Student Username and Password
4. Search student using First and Last Name
4. Choose correct student by clicking on their name

5. Under [Educational Information 1], find the student’s Degree Status:
   - **a.** Current Student: Use as400 to ensure that the student is currently enrolled in traditional-day classes
   - **b.** Degree: Student has graduated; remove hold
   - **c.** Non-grad Alumni / 24hr Non-grad Alumni: Student is either off-track or away from campus; hold can be modified until the next semester

**As400**

This program can be used to lookup the student's current class schedule.

1. In local desktop, open [BYUI as 400]
2. Log-in using steps described previously
3. Type in command: “25” to open Student Master Display; press Enter
4. Type in the student's I-Number and press Enter
5. When in Student Master Display, press “F5” to display the student's Classes
   - If student is currently enrolled in traditional-day classes, submit name to Honor Office
   - If student is currently an online student, modify hold until next semester

**Search Student using EMR**

Before turning over the student’s Names and I-Number to the Honor office, check in EMR to ensure that they have recent TB Testing results. If these results are found, the hold can be removed.

**Honor Code Office** Jolene Mickelsen (9301) mickelsenjo@byui.edu

After student is determined to be a current traditional student, and after multiple attempts to contact the them has been attempted, the Public Health Coordinator will turn over the Names and I-Numbers of all remaining students with holds to the Honor Code Office (usually between 10-20 students). This office will then add a University Hold onto the student’s accounts, blocking their access to classes. This hold should get the student’s attention very quickly. They are informed that they cannot attend classes until they have contacted us personally. After they make personal contact, the Public Health Coordinator will email the Honor Office and have the hold removed.
TB Treatment Follow-Ups for Students

After their first and second initial visits with a TB Specialist, the students who are currently receiving medications for TB treatment will have follow-up appointments with the Public Health Coordinator. Before these follow-up appointments take place, the Coordinator should meet with the TB Specialists (Christy Goodman or Steve Lemons) where they can answer questions on how to meet with the patients and what forms are needed to be filled out. The Coordinator will use EMR during the patient’s visit in order to keep track of how the patient is doing during treatment. These appointments will be made in the Public Health column in Centricity’s scheduling page.

TB Follow-Up Walkthrough:

Before the patient arrives:
1. Log in to EMR
2. Search Patient and open their chart
3. Research previous TB Appointment to be familiarized with the patient’s history

When Patient Arrives:
4. Have an exam room ready with the computer already in the patient’s chart.
5. A Clinician Aid will bring the patient to the room after getting their height, weight and vitals. (The Clinician Aid will add these to their chart)
6. Introduce yourself as the Student Public Health Coordinator before starting the evaluation

After Patient Arrives
4-7. While in Patient’s File, click [Go] → [Chart] → [Update]
   a. For Encounter Type, choose [Idaho TB]
   b. For Provider, choose [Goodman, PA-C, Christy] or [Lemons, PA, Stephen] depending on the patient’s provider
5-8. Under Left side column “Inserted”, double click on [Idaho Subjective TB]
   a. In “TB Risk Exposure” box, enter important information from previous visit notes regarding TB
   b. Fill in the following:
      i. PPD Date and Results
      ii. T-Spot Date and Results
      iii. Chest X-ray Date and Results
   c. With Patient, review all Signs/Symptoms of active TB
      i. If symptoms are present, immediately inform Provider
      ii. Check box as patient denies symptoms
   d. Select patient’s current TB Medication
      i. With patient, review potential side effects of medication
         * If symptoms are present, immediately inform Provider


- Check box as patient denies symptoms
  
  e. Select proper length of treatment
  
  i. Enter Start Date and Expected Finish Date
  
  f. Click [Next Form]

6.9. Skip Physical Exam by, again, clicking [Next Form]

7.10. Under “Idaho Plan TB,” do complete the following:

  a. Select appropriate medications being taken; Choose between:
     i. INH + Vitamin B6
     ii. Rifampin
  
  b. Explain all applicable statements with patient; check when completed
  
  c. Click [Close] to complete update

8.11. Click [End Update], which is located just above the “Documents” tab

  a. For Summary enter: “TB Check-Up”
  
  b. Ensure correct Provider is listed
  
  c. Under “Route to,” ensure Provider is selected
  
  d. Click [Hold Document] to forward Update to Provider

9.12. Ask patient if he/she have any additional questions for the provider; if they don’t, their appointment is complete.


**TB Clinic Advertising:**

Advertising for the upcoming TB Clinic should begin the month previous to the start of the new semester (if applicable). This will help to lessen the load on the Health Center during the first days of class.

**Posters**

- Blank templates can be found at www.byui.edu/university-communications click [Ad Templates] → [Posters]

  - All official posters require that the official Student Health Center footer be included
  
  - In order to be displayed on campus, all posters must receive official stamp of approval by the BYU-1 Branding and Marketing Department; Email PDFs to: branding@byui.edu

  - Previously used posters can be updated and reused (must still receive approval stamp)

  - Print with either University Press or Copy Spot (Printing with Publisher documents gives better color quality)

  - Student Health Center Account Number: 3710-01-5100.
University Communications usually doesn't prefer departments to use posters on easels. What you need to do is get permission from different offices to have the posters on the easel to be outside of their office.

- Admissions Office: Rosalie McBride (1301)
- Records & Registration Office: Brenda Hintz (1046)
- BYU Bookstore: Doug Mason (3400)
- Custodial Office

**Contact Community Care:**

During the week before the TB Clinic begins, the Public Health Coordinator should contact the Head Nurse of Community Care, (Kim Edelmeyer) at 208-359-1784. She would like to know how many holds we have to know possibly how many students will possibly come go there to get their TB Test done take the TB test.

**Emergency Contact List / Call Tree Update:**

At the beginning of each semester, the Public Health Coordinator will need to verify and update the emergency contact numbers of all continuing and new employees.

- The previous Contact List and Call Tree can be found through Collective Wisdom in [Emergency Contacts and Call Tree].
- The Coordinator can talk with H.R. to get the updated information on each current and new employee (Employee Contact Info, and Employee Positions). After this is received, the information in the Call Tree and Emergency Contact list should be updated and then verified with all Health Center employees.

After these are both updated, they should be distributed as follows:

**Emergency Contact List**
- All professional Staff members
- All managers
- All supervisors
- All departments

**Emergency Call tree**
- All individuals who are assigned to make calls
  - **NOTE:** The Coordinator will ensure that these individuals are aware of their responsibilities and that they have the contact information for those they are assigned to call.
NEW EMPLOYEE TRAINING ON ORANGE EMERGENCY FLIP-BOOK: Orange Emergency Flip-Book Training

At the beginning of each semester, the Public Health Coordinator will need to train all new Health Center Employees on the Orange Emergency Flip-Book. These flip-books should be located at each manager/supervisor desk and should be easily accessible to all employees. The most important information includes the following:

- Campus Security Number: (3000)
- Location of red Jump Bags (Resource Closet near Nursing Station)
- Location of Panic Buttons
  - Reception
  - Nursing Station
  - Pharmacy
- Non-Emergency Contact Numbers
- Health Center Address (100 Student Health Center)
- Fire extinguisher locations
- General emergency guidelines

Disaster Plan:

Brigham Young University-Idaho has developed an Emergency Operations Plan to provide an effective and efficient emergency management operation which will protect life, stabilize the incident, and protect property. As part of the University, the Student Health Center has a specific part in the Emergency Operations Plan as the role of the Medical Unit. The Public Health Coordinator plays a major role in the development and maintenance of this plan.

Each new semester, the Coordinator should review the plan, which is located in a white binder in the desk filing cabinet titled “Emergency Medical Plan”, and become familiar with its included procedures. It is important that the Coordinator works closely with the Medical Director (Dr. Bradbury) in ensuring that this procedure is current, efficient, and that the staff receives training on it either each semester or year. The Lab Manager (Stephanie) will also be the Coordinator’s mentor for this project.
Additionally, each semester the Coordinator should look through and, if needed, update the Disaster Plan supplies that are stored in the back storage closet across from the Health Center Operations Manager’s (Tammy’s) desk.

Updates

Each semester, the Public Health coordinator will need to update the following:

**Seasonal Slide Show**

Each semester, the Public Health Coordinator can add additional and applicable slides to the slide show that plays in the waiting area of the Health Center. These slides can highlight any Public Health subject. Some examples include flu awareness, allergy alerts, national epidemic info, sun protection, and other health-related subjects. Subjects should contain quick facts and each PowerPoint page should be easy to read and eye-catching. Keep slide additions to between 2-4 slides long. All slides must be approved by the Project Supervisor and the Student Area Director and the Health Center Operations Manager (Tammy). After slides are completed and approved, the Public Health Coordinator will work with I.T. to include it on the slideshow.

Ideas include:
- Flu Awareness
- Seasonal Allergies
- National Epidemic Updates/Information
- Sun protection
- Immunization Information
- Healthy Habits

**Clinical Room Announcement Sheet Updates**

Each clinical room contains two plaques that can have health announcements displayed for patients. These can contain seasonal information, current updates, or similar health-related information or advertisements. As new fliers are created, previous ones should be stored in Public Health’s desk filing cabinet for possible future use.

*For suggested ideas, see above Seasonal Slideshow Updates Ideas include:
- Flu Awareness
- Seasonal Allergies
- National Epidemic Updates/Information
- Immunization Information
- Healthy Habits
Tracking Stimulant Use

The use of stimulants is tracked to see what percentage of the student body is being treated for ADD and ADHD by the Student Health Center. This does not include students who are receiving ADD/ADHD medication outside of our office.

- In order to track these you will need to get the student body head count from Records and Registration (or online).
- You will get the number of prescriptions that are prescribed from the Health Center from Shawn Andreasen in Pharmacy.
- The numbers you will receive will be based on month blocks that coincide with the semester. Because of the three track system, the month of August is dropped from the statistics because it would skew the data.
- You will put all of the information through Collective Wisdom: [Stimulant Use] → [Stimulant Prescription Tracking].
- Fill out the updated information on the sheet. This will also update the graph on the following page after the new semester data has been entered.
- If you have questions about how to add or edit the chart, speak with someone in I.T. or anyone who is familiar with using formulas on Excel.

Weekly Flu Updates in Morning Prayer (Fall/Winter Semester):

Every week during the fall and winter applicable semesters, the Public Health Coordinator will give a weekly update on the National Flu/Allergy season in the Morning Prayer.

- Find up to date information online on www.cdc.gov.
- Update the PowerPoint found in [Epidemic Management] → [Flu] → [Flu Weekly Updates] (you can use the same document after you update the information).
- For the Spring Semester we will focus on Allergies/Pollen updates for the weekly update.
- You can also add extra information on other outbreaks or Public Health issues as you see fit.

I.L.I. Flu LU-Updates:

During the Flu Season (Fall and Winter Semesters), the Public Health Coordinator will monitor and record the number of patients who have been seen in the Center who have had influenza-like illnesses (I.L.I). In the back of the office near Patient Flow, there is a folder up against the Operations Pillar. This folder is where the providers record the
amount of Influenza-like Illnesses they have seen during the current week. The patients they record must have a fever greater than 100 degrees AND a cough and/or Sore throat. This information is then recorded by the Coordinator onto the CDC's national I.L.I. tracking system.

This process is performed for two reasons: 1) It is through this process that the CDC can formulate its National Statistics and it will receive free books and reference guides from the CDC as the Health Center regularly completes this update.

2) As the Health Center regularly completes this update, it will receive free books and reference guides from the CDC.

The update process goes as follows:

1. Each Monday the Coordinator will ensure that the I.L.I. binder has a current tracking sheet with the correct date for that week.
2. They will then record the past week's numbers to the current ILINet Work-Folder (in filing cabinet under desk under: Flu)
3. After these cases have been recorded, the Coordinator will email the Student Area Director and request the “Total number of patients seen” during the specified week.
4. Next, the Coordinator will log onto http://www2a.cdc.gov/ilinet to record our facility’s numbers.
5. Enter Log-in information:
   o ID: 16075
   o Password: icpebt
6. Click: [Enter Weekly Data]
7. Choose the correct "Week Ending Data” and input all required data
8. Click: [Submit]

Offsite Flu Clinic:

During the Winter and Fall semesters, the Public Health Coordinator will organize one or multiple flu clinics, depending on need, which will be held in the M.C near the Information Booth. In order to arrange for these clinics, the Coordinator must work closely with the Health Center’s Nurses (Marilyn or Tiffany) and arrange for the M.C setup through the Scheduling Office. Nursing Students / M.A. Students must also be recruited and scheduled to administer the vaccines. Advertisements will also be needed before and during these clinics. These clinics should operate from 8-5pm. The following information describes the steps involved:

Nursing Students / M.A. Students:
Most/all clinics require volunteer administrators. It is the Coordinator’s responsibility to find and organize the volunteers from Medical Assisting and Nursing classes. M.A. students must have passed their clinical tests and must be competent in specific administrations. A sign-up sheet can be brought to the M.A. classes and briefly introduced to the instructor and class. Nursing Students are also needed to volunteer and/or manage off-site clinics. Nursing students are required to do a public health project which can be fulfilled by managing one of the Health Center’s clinics. Speak with Sister Dalling (DALLING@byui.edu) and one of the Center’s nurses in order to coordinate with these students.

**HIPAA Requirements:**

Please refer to [HIPAA Requirements under TB Clinic M.A. Training](#) for more information. All RN / MA volunteers must complete a short training on HIPAA and Blood Borne Pathogen protocol. This must be completed before they are allowed to come into contact with patients and their private information. This training can be found in Collective Wisdom under [Public Health → HIPAA Training for Volunteers](#). The Health Center’s HIPAA Compliance Coordinator.

**Advertisements:**

All advertisements must receive final approval through The Health Center Operations Manager (Tammy) and also through the University Communications Department if they are to be displayed throughout campus. They should be completed at least two weeks before the clinics are held.

**Posters**

See [TB Clinic Advertising for poster instructions](#). Blank templates can be found at [www.byui.edu/university-communications](http://www.byui.edu/university-communications). All official posters require that the official Student Health Center footer be included. In order to be displayed on campus, all posters must receive official stamp of approval by the BYU-I Branding and Marketing Department; email PDFs to branding@byui.edu. Previously used posters can be updated and reused (must still receive approval stamp). Print with either University Press or Copy Spot (Printing with Publisher documents gives better color quality). Student Health Center Account Number: 3710-01-5100.
Web Banner:
- Web Banners circulate on a student's myBYU/my.byui.edu page. They are usually displayed two to three days of the week.
- Blank templates can be found at www.byui.edu/university-communications click [Ad Templates] → [Digital Ad Templates] → [My.Byui Banner]
- Previously used banners can be updated and reused (still require approval)

Student Update Email:
- Student Update Email is sent out each Thursday in “The Feed” and must be submitted by Wednesday before 5pm.
- Information and instructions can be found at www.byui.edu/university-communications click [Ad Templates] → [Digital Ad Templates] → [Campus Email]
- Completed ad requests can be emailed to: newsdesk@byui.edu

Scheduling Office Reservations:
- Schedule the Clinic on a Thursday so that everyone has equal opportunity to come during Forum. Organize the needed space in the M.C. with the Scheduling Office (Ruby Whittaker) at ex. 3123.

Required through Scheduling (3123):
- Booths: 215, 216
- 1 x 6 Foot Table
- 3 x 4 Foot Tables
- 3 x Small Garbage Cans
- 9 x Flex Screens
- 8 x Chairs

Optional through Scheduling (3123):
- 1 x Plasma TV (to display PowerPoint)
- 1 x Connecting equipment for TV to computer
- 1 x Laptop Computer (must be reserved through I.T. Help Desk – 9000, McKay 322)

Health Center Equipment / Supplies:
- Easel
- Tablecloth (in upper shelves in break room)
- Questionnaires (250 Student, 100 Employee)
- Flu Reference Guides (30)
- Clipboards (6-8)
- Hand Sanitizer (4)
- Cup of Pens (30)
Paper Trays (5)

Nursing Supplies: To be collected with Nurse

- Large Styrofoam Cooler + Cold Packs
- Bottles of Juice from Nursing Fridge (4 Bottles)
- Gloves (3 Boxes)
- Kleenex (4 Boxes)
- Thermometer
- Alcohol Prep Pads (3 Boxes)
- Cotton Balls (1 big Bag)
- Circular Band-Aids (3 Sheets)
- Immunization Cards
- Syringes
- Sharps Containers (3)

On the Day of the clinic show up at about 7:30 a.m. to get set up in the MC building. Arrange a Clinician Aid to arrange supply drop-off and pick-up with the Health Center Vehicle.

Once the clinic is over, count the number patients who received services. You will want to report these numbers in Morning Prayer the following day.

Once the clinic is over, speak with the Health Center Operations Manager (Tammy) about what to do with the completed questionnaires.

**Meningitis Vaccine Clinics (Until July 2014)**

We have teamed up with Novartis and Idaho Immunization Program to deliver FREE vaccines to all college students. This will be able to happen until the end of Spring semester 2014. Although Marilyn will not be running these clinics herself, she will need to be involved in this process and will need to help in training the nurses who do take on this project with you.

In order for the clinic to be able to run, there must be a group from the BSN class that requires a Public Health Unit. Contact Jo Ann Dalling (the instructor) to pass the word onto her class that this is an opportunity. At this point, only certified RNs can help with this clinic because the vaccine has to be mixed and we feel most confident that the RNs will be best suited to that task.

Once you have established a group to help you, schedule a date. The best day to hold a vaccine clinic is on any given Thursday, as every student will be available during the 2:00-3:00 p.m. hour where there are no classes, therefore giving everyone equal opportunity.
You need to schedule at least three to four weeks in advance. Contact the scheduling office and schedule the same booths and equipment you would if it was one of our Flu vaccine clinics.

Once the date, place and help are secured, contact Jasleen Singh (jasleen.singh@novartis.com) to get things started. Tell her the date and roughly how many doses. If you are running just a one-day clinic, the recommended number of doses is 100.

You will need to be trained on IRIS. Because this is hosted by the state, we have to record every patient's record with the state so the patient could later call the state health department, later down the road and get record of when they had the vaccine administered. To be trained on IRIS, email Carrie Sprague (spraguec@dhw.idaho.gov) from the Idaho Immunization Program. She will arrange a conference call and Web Ex. Training. This is should take about an hour. The Conference Room may be the best place to do that training.

There also needs to be a training meeting involving the RN-BSN group that is helping you, Marilyn, yourself, and either Jasleen or her co-worker, Melissa Porter. Email Jasleen to find out when one of them will be in Eastern Idaho and can come to train you. You will need to coordinate with the RN-BSN group's availability and Marilyn's schedule also.

You will also need to advertise for this event, like you would the flu clinic. You can find past advertisements in the [Epidemic Management] > [Meningitis] > [Advertisements] > [Posters]. Feel free to update one of those or create your own. You will need to run anything new by The Health Center Operations Manager (Tammy) before you send it to University Communications for approval.

Contact Pam Strohfus (pamstrohfus@boisestate.edu) to order supplies. Everything else will essentially run like the flu clinic, except recording all the vaccines in IRIS.

**REMEMBER NOTE:** The meningitis vaccines we offer are completely FREE, but only to college students. No family, friends, or full-time staff are eligible to get the vaccine.

**Blood Borne Pathogens (BBP):**

The Public Health Coordinator is responsible for recording and tracking all incidences of needle-sticks and/or Blood/Body Fluid Exposures occurring in the Student Health Center or the Wellness Center. After these incidences occur, the Coordinator will be the primary employee who ensures that Blood Borne Pathogen Protocols are followed properly (a Health Center Nurse will assist when necessary).
Additionally, the Coordinator will be responsible to train the Wellness Center employees during the first 2-3 weeks of each semester. These trainings will follow the current Blood Borne Pathogen PowerPoint presentation that is located in Collective Wisdom under [Blood Borne Pathogens] → [BBP Training] → [Wellness Center] → [BBP Presentation]. To arrange this training, contact the Wellness Center at ext. 7491, or contact their faculty advisor, Lynn Perkes, at ext. 4653.

In the event of an exposure, the Coordinator will acquire a blue Blood Borne Pathogen folder located in the Public Health filing cabinet at the desk or the by the lockers in the student storage area. The procedure to follow is located inside the folder and will walk the coordinator through necessary steps. Always ensure that a nurse in informed after an incident occurs; they will assist the coordinator in the necessary process.

**ANIMAL BITES:**

In the event of an animal bite, a provider will see the patient for their injury. The Public Health Coordinator will get the patient contact information and call the Rexburg Animal Control (208) 359-3005. If they are not available call the Rexburg Police Department (208) 359-3008 and inform them of the situation. The Public Health Coordinator will need to give the dispatcher the patient’s name, address and phone number. An officer will either come to the Health Center or meet the patient at their residence. Animal Control may ask the owner of the dog/cat to be quarantined for up to 10 days. The owner can be held liable for the acts of the dog/cat even if it is the first time it has bitten someone.

- Rexburg Animal Control (208) 359-3005
- Rexburg Police Department (208) 359-3008
- AnimalShelter@rexburg.org
- rpd@rexburg.org

**TRACKING EMPLOYEE IMMUNIZATION RECORDS:**

The Public Health Coordinator will be responsible for keeping track of all employees’ immunizations. New employees will be requested to provide a copy of their immunizations (Appendix 13) upon being hired. These records, along with those from current employees, will be held by the Coordinator (in the filing cabinet under the desk).

- The Coordinator will update the Employee Immunization Tracking Excel sheet found under: [Employee Immunizations] → [Employee Immunization Tracking].
- The Coordinator will ensure that each employee is up to date on the current required immunizations (Flu and TB). They will also keep track of the immunizations that are recommended by the university in the university catalog (Hep. B, Tdap, influenza, Varicella, MMR).
- Talk with Dr. Bradbury every semester to be sure what tests he wants to be required for all employees.
- In order to be organized, work with the Health Center Operations Manager (Tammy) and Lab to organize an Employee Testing Day where all employees who need certain immunizations can easily complete them (usually during the Fall Semester). Talk to Lab to find a day that will work well with their schedule.
- The Coordinator will make sure that if the employee has already received a vaccine, or is exempt from receiving one, the cell on the excel sheet will state either: exempt, immune, or had disease. The employee must provide a doctor’s signature stating that they are immune or exempt from taking the vaccine.
- The public health coordinator will review the guidelines for immunizations on the CDC website to check that guidelines have not changed for certain immunizations.

**TRACKING STIMULANT USE:**
The use of stimulants is tracked to see what percentage of the student body is being treated for ADD and ADHD by the Student Health Center. This does not include students who are receiving ADD/ADHD medication outside of our office.
- In order to track these you will need to get the student body head count from Records and Registration (or online).
- You will get the number of prescriptions that are prescribed from the Health Center from Shawn Andreasen in Pharmacy.
- The numbers you will receive will be based on month blocks that coincide with the semester. Because of the three track system, the month of August is dropped from the statistics because it would skew the data.
- You will put all of the information through Collective Wisdom: [Stimulant Use] → [Stimulant Prescription Tracking].
- Fill out the updated information on the sheet. This will also update the graph on the following page after the new semester data has been entered.
- If you have questions about how to add or edit the chart, speak with someone in I.T. or anyone who is familiar with using formulas on Excel.

**TRAINING NEW PUBLIC HEALTH COORDINATORS:**
- The current Public Health Coordinator is primarily responsible for training the new student interns for the position. Understand and train on the following:
  - Advertise the upcoming internship position in major upper-division Health Science classes about two weeks before the application deadline. Examples of classes include the following:
    - HS 370: Epidemiology
    - HS 390: Program Planning
    - HS 391: Research Methods
• The Public Health Coordinator will train his/her replacement at least three weeks prior to the new semester starting.
• Before any training can take place, the new coordinator must have signed the Agreement to Maintain Confidentiality form and taken the HIPAA test on I-Learn. See HR for questions.
• Training will cover daily responsibilities and will also cover each item described in the Competency Form.
• The Public Health Coordinator will attend Morning Prayer with all of the Professional Staff and full time students.
• The Public Health Coordinator will need to set up weekly meetings with the Medical Director (Dr. Bradbury) to go over project lists. Call operations to set up an appointment with the Medical Director (Dr. Bradbury) to make sure it is scheduled in centricity. The best times to meet with him are Tuesdays, Wednesdays and Thursdays, preferably in the morning. A typical meeting will take about 30 minutes unless you have a lot of material to cover.

REGULAR MEETINGS WITH MENTORS / ADVISORS:
At regular intervals, the Public Health Coordinator will meet with their assigned Mentors and Faculty Advisors. These meetings function to give direction and feedback on the current and future Public Health projects. The Coordinator position has the following mentors:

• **General Public Health Mentor:** Medical Director (Dr. Bradbury):
  Meetings with the Medical Director (Dr. Bradbury) should be scheduled through Patient Flow either weekly or bi-weekly during an administration time block. If utilized properly, these meetings can generate needed project ideas. Additionally, these meetings help establish the Public Health Coordinator’s role in the Health Center.

  These meetings may focus on the disaster plan, immunization clinics, the TB clinic, epidemiological studies, potential new programs, etc. Be prepared to report on the progress of the things discussed during the previous meeting.

• **Health Center Safety Mentor:** Lab Director (Stephanie):
  The Lab Director will be the Public Health Coordinator’s mentor for all safety-related programs and projects. Scheduling either weekly or bi-weekly meetings are especially important during the first 2 months of the semester to ensure that the coordinator is fully aware of their safety responsibilities.
These meetings may focus on the emergency contact list, calling tree, fire and bomb safety, blood borne pathogen procedures, and related training exercises.

- **Health Science Faculty Mentor** (Brother Watson)

  Health Science faculty mentors assist the Public Health Coordinator in many general ways. Meetings should be held at least monthly, or more as needed. General mentoring is especially important in creating new ideas for additional Public Health projects.

**OFFSITE FLU CLINIC:**

During the Winter and Fall semesters, the Public Health Coordinator will organize one or multiple flu clinics, depending on need, which will be held in the M.C. near the Information Booth. In order to arrange for these clinics, the Coordinator must work closely with the Health Center’s Nurses (Marilyn or Tiffany) and arrange for the M.C. setup through the Scheduling Office. Nursing Students / M.A. Students must also be recruited and scheduled to administer the vaccine. Advertisements will also be needed before and during these clinics. These clinics should operate from 8-5pm. The following information describes the steps involved:

**Nursing Students / M.A. Students:**

Most/all clinics require volunteer administrators. It is the Coordinator’s responsibility to find and organize the volunteers from Medical Assisting and Nursing classes. M.A. students must have passed their clinical tests and must be competent in specific administrations. A sign up sheet can be brought to the M.A. class and briefly introduced to the instructor and class. Nursing Students are also needed to volunteer and/or manage off-site clinics. Nursing students are required to do a public health project which can be fulfilled by managing one of the Health Center’s clinics. Speak with Sister Dalling (DALLINGJ@byui.edu) and one of the Center’s nurses in order to coordinate with these students.

**HIPAA Requirements:**

All RN / MA volunteers must complete a short training on HIPAA and Blood Borne Pathogen protocol. This must be completed before they are allowed to come into contact with patients and their private information.

This training can be found in Collective Wisdom under [Public Health] → [HIPAA Training for Volunteers].

For additional questions, contact the Health Center’s HIPAA Compliance Coordinator.

**Advertisements:**

All advertisements must receive final approval through The Health Center Operations Manager (Tammy) and also through the University Communications Department if they are
Public Health Coordinator Continuity Log

Posters:
- Blank templates can be found at www.byui.edu/university-communications click [Ad Templates] → [Posters]
- All official posters require that the official Student Health Center footer be included
- In order to be displayed on campus, all posters must receive official stamp of approval by the BYU-I Branding and Marketing Department; Email PDFs to: branding@byui.edu
- Previously used posters can be updated and reused (must still receive approval stamp)
- Print with either University Press or Copy Spot (Printing with Publisher documents gives better color quality)
- Student Health Center Account Number: 3710-01-5100.

Web Banner:
- Web Banners circulate on a student’s myBYUI page. They are usually displayed 2-3 days of the week.
- Blank template can be found at www.byui.edu/university-communications click [Ad Templates] → [Digital Ad Templates] → [My.Byui Banner]
- Previously used banners can be updated and reused (still require approval)

Student Update Email:
- Student Update Email is sent out each Thursday in “The Feed” and must be submitted by Wednesday before 5pm.
- Information and instructions can be found at www.byui.edu/university-communications click [Ad Templates] → [Digital Ad Templates] → [Campus Email]
- Completed ad requests can be emailed to: newsdesk@byui.edu

Scheduling Office Reservations:

---

To be displayed throughout campus. They should be completed at least two weeks before the clinics are held.
Schedule the Clinic on a Thursday so that everyone has equal opportunity to come during Forum.
Organize the needed space in the M.C. with the Scheduling Office (Ruby Whittaker) at ex. 3123:

Required through Scheduling (3123):
- Booths: 215, 216
- 1 x 6 Foot Table
- 2 x 4 Foot Tables
- 3 x Small Garbage Cans
- 9 x Flex Screens
- 8 x Chairs

Optional through Scheduling (3123):
- 1 x Plasma TV (to display PowerPoint)
- 1 x Connecting equipment for TV to computer
- 1 x Laptop Computer (must be reserved through I.T. Help Desk – 9000, McKay 322)

Health Center Equipment / Supplies:
- Easel
- Tablecloth (in upper shelves in break room)
- Questionnaires (250 Student, 100 Employee)
- Flu Reference Guides (30)
- Clipboards (6-8)
- Hand Sanitizer (4)
- Cup of Pens (30)
- Paper Trays (5)
Nursing Supplies: To be collected with Nurse
- Large Styrofoam Cooler + Cold Packs
- Bottles of Juice from Nursing Fridge (4 Bottles)
- Gloves (3 Boxes)
- Kleenex (4 Boxes)
- Thermometer
- Alcohol Prep Pads (3 Boxes)
- Cotton Balls (1 big Bag)
- Circular Band-Aids (3 Sheets)
- Immunization Cards
- Syringes
- Sharps Containers (3)

On the Day of the clinic show up at about 7:30 a.m. to get set up in the MC building. Arrange a Clinician Aid to arrange supply drop-off and pick-up with the Health Center Vehicle.

Once the clinic is over, count the number patients who received services. You will want to report these numbers in Morning Prayer the following day!

Once the clinic is over, speak with the Health Center Operations Manager (Tammy) about what to do with the completed questionnaires.

TRACKING EMPLOYEE IMMUNIZATION RECORDS:
The Public Health Coordinator will be responsible for keeping track of all employees’ immunizations. New employees will be requested to provide a copy of their immunizations (Appendix 13) upon being
The Coordinator will update the Employee Immunization Tracking Excel sheet found under [Employee Immunizations] → [Employee Immunization Tracking].

The Coordinator will ensure that each employee is up to date on the current required immunizations (Flu and TB). They will also keep track of the immunizations that are recommended by the university in the university catalog (Mep. B, T. dapt, influenza, Varicella, MMR).

Talk with Dr. Bradbury every semester to be sure what tests he wants to be required for all employees.

In order to be organized, work with the Health Center Operations Manager (Tammy) and Lab to organize an Employee Testing Day where all employees who need certain immunizations can easily complete them (usually during the Fall Semester). Talk to Lab to find a day that will work well with their schedule.

The Coordinator will make sure that if the employee has already received a vaccine, or is exempt from receiving one, the cell on the excel sheet will state either: exempt, immune, or had disease. The employee must provide a doctor’s signature stating that they are immune or exempt from taking the vaccine.

The public health coordinator will review the guidelines for immunizations on the CDC website to check that guidelines have not changed for certain immunizations.

**TRACKING STIMULANT USE:**

The use of stimulants is tracked to see what percentage of the student body is being treated for ADD and ADHD by the Student Health Center. This does not include students who are receiving ADD/ADHD medication outside of our office.

In order to track these you will need to get the student body head count from Records and Registration (or online).

You will get the number of prescriptions that are prescribed from the Health Center from Shawn Andreasen in Pharmacy.

The numbers you will receive will be based on month blocks that coincide with the semester. Because of the three track system, the month of August is dropped from the statistics because it would skew the data.
You will put all of the information through Collective Wisdom: [Stimulant Use] → [Stimulant Prescription Tracking].

Fill out the updated information on the sheet. This will also update the graph on the following page after the new semester data has been entered.

If you have questions about how to add or edit the chart, speak with someone in I.T. or anyone who is familiar with using formulas in Excel.

**BLOOD BORNE PATHOGENS (BBP):**

The Public Health Coordinator is responsible for recording and tracking all incidences of needle-sticks and/or Blood/Body Fluid Exposures occurring in the Student Health Center or the Wellness Center. After these incidences occur, the Coordinator will be the primary employee who ensures that Blood Borne Pathogen Protocols are followed properly (a Health Center Nurse will assist when necessary).

Additionally, the Coordinator will be responsible to train the Wellness Center employees during the first 2-3 weeks of each semester. These trainings will follow the current Blood Borne Pathogen PowerPoint presentation that is located in Collective Wisdom under [Blood Borne Pathogen] → [BBP Training] → [Wellness Center] → [BBP Presentation]. To arrange this training, contact the Wellness Center at ext. 7491, or contact their faculty advisor, Lynn Perkes, at ext. 4653.

In the event of an exposure, the Coordinator will acquire a blue Blood Borne Pathogen folder located in the Public Health filing cabinet at the desk or the by the lockers in the student storage area. The procedure to follow is located inside the folder and will walk the coordinator through necessary steps. Always ensure that a nurse is informed after an incident occurs—they will assist the coordinator in the necessary process.

**TRAINING NEW PUBLIC HEALTH COORDINATORS:**

The current Public Health Coordinator is primarily responsible for training the new student interns for the position. Understand and train on the following:

- Advertise the upcoming internship position in major upper-division Health Science classes about two weeks before the application deadline. Examples of classes include the following:
  - HS 370: Epidemiology
  - HS 390: Program Planning
  - HS 391: Research Methods
The Public Health Coordinator will train his/her replacement at least three weeks prior to the new semester starting.

Before any training can take place, the new coordinator must have signed the Agreement to Maintain Confidentiality form and taken the HIPAA test on I-Learn. See HR for questions.

Training will cover daily responsibilities and will also cover each item described in the Competency Form.

The Public Health Coordinator will attend Morning Prayer with all of the Professional Staff and full-time students.

The Public Health Coordinator will need to set up weekly meetings with the Medical Director (Dr. Bradbury) to go over project lists.

Call operations to set up an appointment with the Medical Director (Dr. Bradbury) to make sure it is scheduled in centricity. The best times to meet with him are Tuesdays, Wednesdays, and Thursdays, preferably in the morning. A typical meeting will take about 30 minutes unless you have a lot of material to cover.

**DISASTER PLAN:**

Brigham Young University-Idaho has developed an Emergency Operations Plan to provide an effective and efficient emergency management operation which will protect life, stabilize the incident, and protect property. As part of the University, the Student Health Center has a specific part in the Emergency Operations Plan as the role of the Medical Unit. The Public Health Coordinator plays a major role in the development and maintenance of this plan.

Each new semester, the Coordinator should review the plan, which is located in a white binder in the desk filing cabinet titled “Emergency Medical Plan”, and become familiar with its included procedures. It is important that the Coordinator works closely with the Medical Director (Dr. Bradbury) in ensuring that this procedure is current, efficient, and that the staff receives training on it either each semester or year. The Lab Manager (Stephanie) will also be the Coordinator’s mentor for this project.

Additionally, each semester the Coordinator should look through and, if needed, update the Disaster Plan supplies that are stored in the back storage closet across from the Health Center Operations Manager’s (Tammy’s) desk.

**ANIMAL BITEs:**

In the event of an animal bite, a provider will see the patient for their injury. The Public Health Coordinator will get the patient contact information and call the Rexburg Animal Control (208) 359-2005. If they are not available call the Rexburg Police Department (208) 359-2008 and inform them of...
the situation. The Public Health Coordinator will need to give the dispatcher the patient’s name, address, and phone number. An officer will either come to the Health Center or meet the patient at their residence. Animal Control may ask the owner of the dog/cat to be quarantined for up to 10 days. The owner can be held liable for the acts of the dog/cat even if it is the first time it has bitten someone.

Rexburg Animal Control  
(208) 359-3005  
AnimalShelter@rexburg.org

Rexburg Police Department  
(208) 359-3008  
rpd@rexburg.org

TRAVEL HEALTH EDUCATION:

We will be working with Scott Galer, the director of the Study Abroad trips, and create presentations (on an as needed basis) for the purpose of educating the students and faculty going on the trip about the public health issues they may face while away, including recommended immunizations, malaria and general travel safety tips.

Guidelines can be found in the Travel Medicine folder. Terry Anderson and Steve Lemmon are the providers who will act as mentors on this project, so you must set meetings up with them as you work on this project so they can direct you as is necessary.

MENINGITIS VACCINE CLINICS (UNTIL JULY 2014)

We have teamed up with Novartis and Idaho Immunization Program to deliver FREE vaccines to all college students. This will be able to happen until the end of Spring semester 2014. Although Marilyn will not be running these clinics herself, she will need to be involved in this process and will need to help in training the nurses who do take on this project with you.

In order for the clinic to be able to run, there must be a group from the BSN class that requires a Public Health Unit. Contact Jo Ann Dalling (the instructor) to pass the word onto her class that this is an opportunity. At this point, only certified RNs can help with this clinic because the vaccine has to be mixed and we feel most confident that the RNs will be best suited to that task.

Once you have established a group to help you, schedule a date. The best day to hold a vaccine clinic is on any given Thursday, as every student will be available during the 2-3pm hour where there are
no classes, therefore giving everyone equal opportunity. You need to schedule at least 3-4 weeks in
advance. Contact the scheduling office and schedule the same booths and equipment you would if it
was one of our flu vaccine clinics.

- Once the date, place and help is secured, contact Jasleen Singh
  (jasleen.singh@novartis.com) to get the ball rolling. Tell her the date and roughly how many doses
  if you are running just a one day clinic, the recommended number of doses is 100.

- You will need to be trained on IRIS. Because this is hosted by the state, we have to record every
  patient’s record with the state so the patient could call the state health dept. later down the road and
  get record of when they had the vaccine administered. To be trained on IRIS, email Carrie Sprague
  (spraguec@dhw.idaho.gov) from the Idaho Immunization Program. She will arrange a conference call
  and WebEx Training. This should take about an hour. The Conference Room may be the best place to
do that training.

- There also needs to be a training meeting involving the RN-BSN group that is helping you,
  Marilyn, yourself, and either Jasleen or her co-worker, Melissa Porter. Email Jasleen to find out when
  one of them will be in Eastern Idaho and can come to train you. You will need to coordinate with the RN-
  BSN group’s availability and Marilyn’s schedule also.

- You will also need to advertise for this event, like you would the flu clinic. You can find past
  advertisements in the Epidemic Management folder > Meningitis > Advertisements > Posters. Feel free to
  update one of those or create your own. You will need to run anything new by The Health Center
  Operations Manager (Tammy) before you send it to University Communications for approval.

- Contact Pam Strohfus (pamstrohfus@boisestate.edu) to order supplies.

- Everything else will essentially run like the flu clinic, except recording all the vaccines in IRIS.

- REMEMBER: The meningitis vaccines we offer are completely FREE, but only to college students.
  No family, friends, or full-time staff are eligible to get the vaccine.

**Tips for Success from Past PH Coordinators:***

- Don’t be afraid to suggest your own ideas to Dr. Bradbury/Brother Watson.