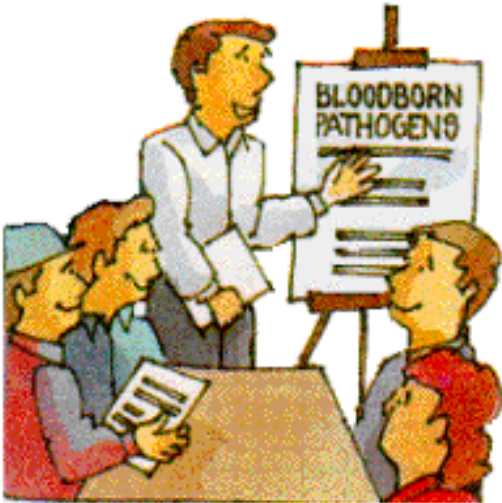


UF Bloodborne Pathogen & Biomedical Waste Training "Train the Trainer"



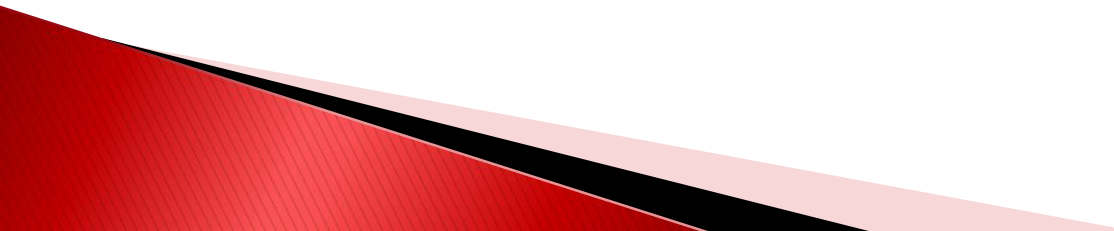
Biological Safety Office
Environmental Health & Safety

352-392-1591

www.ehs.ufl.edu

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Outline

- ▶ Who to train?
 - ▶ When to train?
 - ▶ What to cover?
 - ▶ Training methods
 - Online through myTraining
 - Instructor-led
 - ▶ Departmental trainer duties
 - ▶ Record keeping
- 

Who?

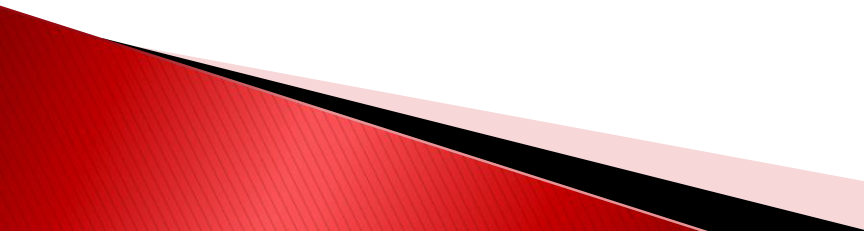
- ▶ Employees, staff, students, volunteers, affiliates with *potential exposure* to bloodborne pathogens (BBPs) from **human** blood / other potentially infectious material (OPIM)
- ▶ **Trainers:** identify people in your department that need training (new people, people who have moved to a position involving potential exposure to BBPs, new tasks, etc.)

When?

- ▶ **Training is required:**

- At the time of initial assignment to tasks where occupational exposure may take place and annually thereafter (within one year of previous training)
- SHCC does not provide initial training to new hires – work with your departmental HR rep to ensure new hires are trained

What to cover?

- ▶ OSHA Bloodborne Pathogen standard
 - ▶ UF Exposure Control Plan
 - ▶ UF Biomedical Waste Training
- } EH&S Biosafety Office
- ▶ **Site-Specific Exposure Control Plan & Site-Specific Standard Operating Procedures (SOPs) - updated annually**
 - ▶ If you develop your own training, OSHA requires certain topics be covered (see section 1910.1030(g)(2)(vii)). Please send us a copy of your training material so we can review it & ensure all the topics are covered.
- 

Your trainees must also have...

- ▶ Accessible copy of the regulatory text
 - http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051
- ▶ An explanation of its contents
 - Copy of the training material
- ▶ Access to a copy of the site's Exposure Control Plan
 - http://webfiles.ehs.ufl.edu/BBP_ECP.pdf
- ▶ Access to site-specific SOPs - updated annually
 - <http://webfiles.ehs.ufl.edu/BBPSOPS.pdf>

Training Options

- ▶ **Online through myTraining** – the preferred method
 - myTraining linked directly to myUFL
 - Online completion status shown to users immediately.
 - Diplomas available for user to print.
 - Reporting & myUFL – overnight process.
 - Online training standardized
 - Built-in “knowledge checks.”
 - Ability to pause & resume.
 - Reporting/completion data accuracy.
 - Less paperwork & fewer administrative tasks required

- ▶ **Instructor-led sessions** – for departments with special audiences. More later

myTraining Points to Remember

- ▶ Notify all to take the training.
 - Automatic training reminders will be sent only to those who were assigned the training.
 - Those who self-enrolled last year will not be notified.
 - If you need users to be assigned the training, contact BSO.

BBP Trainer Security Roles

- ▶ “Reporter role” in myTraining required to view course completion reports.
 - Proxy/Manager roles can view individual completions
 - For BBP training coordinators **or** appropriate personnel
 - Contact your Department Security Administrator (DSA) to request or confirm that you have the security to access the reporting functionality.
 - Contact the BSO if you need assistance with reports

Departmental Affiliations

- ▶ **Everyone** must be affiliated to department requesting training.
 - Non-employees, students & volunteers designated “departmental associate.”

Instructor-Led BBP Training Sessions

Some audiences, such as O'Connell Center, Animal Care Services, Physical Plant and Housing employees, benefit more from instructor-led sessions.

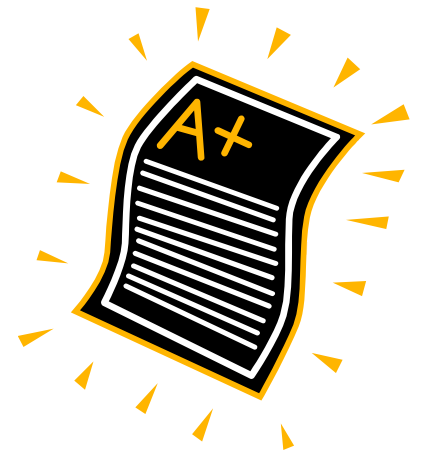
- ▶ Need such a session? Email bso@ehs.ufl.edu a brief explanation of why that is preferred & necessary for your department.
- ▶ Instructor-led session details must be provided to BSO to create a registration site for participants.
 - Preferred method: Attendees can register through a link provided to training coordinator prior to session. If needed, attendees can sign in at session.
 - If attendees pre-registered, roster will be provided to the trainer before the session.
- ▶ After training:
 - Trainer must provide BSO with roster signed by attendees
 - Failure to provide a signed attendance sheet for an instructor-led session will result in no credit for the training
 - Training and Vaccination forms for new people or anyone who hasn't provided one in the past.

BBP Departmental Trainer Duties

- ▶ Identify & train your personnel OR direct those who need the training to the correct myTraining session:
 - Clinical – EHS850C
 - General – EHS850G
 - Dentistry –EHS850D
- ▶ Provide site-specific information.
- ▶ Provide TNV forms (<http://webfiles.ehs.ufl.edu/TNV.pdf>) to new personnel and send the completed TNV forms to the BSO.
- ▶ Be the contact person to address concerns expressed on returned Sharps Injury Log sheets.
- ▶ Check for compliance and remind non-responders to take the training.

Testing

- ▶ Regardless of your training method, a test is required
 - If using myTraining, the test is provided on the site and graded automatically
 - Otherwise, use the test provided by the Biosafety Office or write your own test if you have developed your own program
- ▶ Go over the test with all trainees and then return the test to them or keep in your files
 - Do not return the test to the Biosafety Office



BMW Training

- ▶ For those that need **only** BMW training, this is also available online in myTraining
 - Search by course name (“Biomedical”) or course number (“EHS851”).

Record Keeping

- ▶ HR will maintain training records indefinitely for those who complete training through myTraining
- ▶ Instructor-led sessions - keep records a minimum of 3 years
 - Date, content/summary (ex: handout), attendee list, & trainer of session
- ▶ Training and vaccination form for new hires/new assignments
 - *Already filled one out...no need to do it again*
 - Accept vax – complete and submit the form and then call the SHCC (294-5700) to make an appointment.
 - Decline vax – complete and submit the form being sure to check the appropriate box for why you are declining



Call 392-1591 or email bs@ehs.ufl.edu