

# THE ADVISOR



## MONTHLY COMPLIANCE COMMUNICATOR

### BACK TO BASICS - SURFACE DISINFECTION

Surfaces, especially in clinical areas, can harbor potentially harmful microorganisms, which could lead to infection. Understanding proper cleaning and disinfection processes is critical to ensure safety for both workers and patients.

#### Create a list of all areas which need attention

Are all potentially contaminated surfaces included in the cleaning schedule? The schedule should include all surfaces likely to become contaminated with spray or spatter during a procedure, or by the health care provider's hands and/or contaminated instruments. These areas may include: any horizontal surface, light handles, radiograph equipment, drawer handles, and reusable product containers used for patient care. Don't forget computers! Surfaces must be appropriately cleaned and disinfected whenever they become contaminated, which is typically after the delivery of care to patients. Don't forget that blood and/or bloody secretions are not the only potential vehicle for transfer of infection. Contamination from secretions of patients with respiratory illness also produce an exposure risk.

#### Select a product

There are many different types, and brands, of products which can be used to clean and disinfect. Regardless of what you select, the product must be an EPA registered hospital level disinfectant which at a minimum eliminates Hepatitis B and HIV, and, when being used in clinical areas, has a tuberculocidal kill claim. Many products can accomplish both the cleaning and disinfection actions needed to ensure the surfaces in clinical areas which allows the use of one product for both steps. The label should address the ability of the product to provide both the cleaning and disinfection steps.

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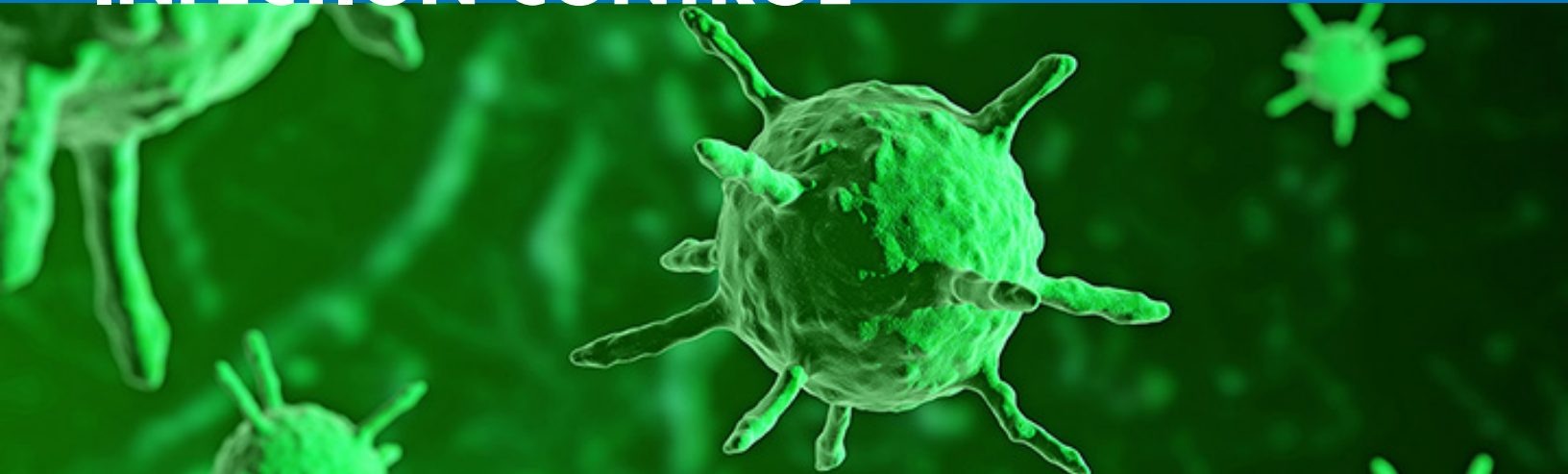
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# INFECTION CONTROL



## BACK TO BASICS - SURFACE DISINFECTION

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- When deciding on which product to use, consider the following 5 questions.
  - Is the product registered as an EPA hospital level [disinfectant](#)?
  - Is the product safe for workers?
  - How long is the contact time to ensure microorganisms have been killed?
  - How much does the product cost?
  - Is the smell pleasant or at least tolerable?

Prior to beginning the surface disinfection process, each worker should review the manufacturer's instructions for use located on the label of the container. Each worker should clearly demonstrate an understanding of protections required, such as the use of personal protective equipment.

## SPRAY – WIPE – SPRAY OR WIPE – WAIT – WIPE

Before surfaces can be disinfected, they must be cleaned to remove any visible soil. This is the spray/wipe segment. If your practice uses commercial wipes rather than a spray product be aware that multiple wipes must be used to accomplish the cleaning process. When the surfaces are visibly clean, then the second step is disinfection. The disinfectant can be applied by either spraying the surface or utilizing multiple wipes to apply the product. During the second step, the surface must remain wet for an assigned period, which is referred to as the contact time. It is important to follow the manufacturer's instructions for use on the appointed timeframe to ensure that any residual microorganisms are killed.

Proper cleaning and disinfection are KEY to an effective safety program. With a strong written process, employee training, and the appropriate products your practice can ensure that both patients and workers are safe in your practice.

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# TMC HIPAA COMPLIANCE



## PROTECT YOURSELF

We all regularly interact with dozens of websites – whether as employees or just consumers. Most of these sites have robust and (relatively) painless ways to enhance the security of their accounts. And – surprise, surprise – the suggestions made by these various companies are essentially the same. These tips are the standard “best practice” suggestions you have likely heard for years. This guidance applies not only to Facebook and Twitter but to your banking and email accounts too.

So let’s review their recommendations.

- Passwords. Passwords should be long (think passphrase). Don’t reuse the same passwords at two different sites. Do you want a breach at LinkedIn to compromise your Twitter account?
- Protection. Protect your computer with anti-virus software and make sure that patches are automatically applied.
- Fake Emails. Watch for fake emails. Companies should never send you emails asking for passwords. Also, be very wary of links in emails. They can be misleading.
- MFA. An application set to use multi-factor authentication (MFA) will require a password plus something else (e.g. a secret code sent to your phone) to prove you are who you claim. This is an excellent way to protect your accounts. Enable this for all of your critical accounts!

Brought to you by North Wonders ([www.NorthWonders.com](http://www.NorthWonders.com)). They offer security awareness programs that significantly reduce the risk of ransomware, phishing, and compromised bank credentials – helping protect clinical data, patient personal information and your business assets.



## ARE YOU READY FOR A SPILL?

Life is messy, and spills happen. Some spills, like a cup of coffee, are easy and worry-free cleanups. But when blood and/or other body fluids are spilled, precautions must be taken to prevent the spread of bloodborne pathogens. Be prepared and ready for the inevitable with a TMC Spill Kit. These kits contain absorbent materials, cleaners, and chemical neutralizers to contain accidental spills in a medical or dental setting. They are available in our online store just \$12.

### THE TMC SPILL KIT INCLUDES:

- Mask and Gloves,
- Scoop
- BIOHazard bag
- 2 packets of SaniZide germicidal wipes
- Packet of RED-Z fluid control solidifier
- Pad to wipe up spills

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## YOUR NEW FRIEND: SAFETY DATA SHEETS

We've all seen that dusty manual that has been pushed to the back of the cabinet in labs and sterilization areas. Formally known as Material Safety Data Sheets (MSDS), Safety Data Sheets (SDS) often find their home in a book that is rarely read. Safety Data Sheets can be your best friend if you are ordering, storing, using or managing emergencies relating to chemicals in your facility. Get to know your SDS!

We are all aware of the Globally Harmonized System (GHS) for communicating and managing the use and care of chemicals in the workplace. This new hazard communication system is all about communicating the hazards of chemicals in your workplace, so you can know and understand chemical hazards, and you can do your job safely. However many facilities do not have a current and thorough list of the chemicals that reside in their work place and many do not have the most updated SDS and training on hazards and manufacturer's specifications for safe usage.

SDS provide valuable chemical information on many topics. The 16-section format of the SDS makes finding easy what you need to know to work safely with a quick and efficient format. Below will give you some things to think about and where to find the answers.

## 16 SECTIONS

### 1. IDENTIFICATION OF THE PRODUCT

Some chemicals are known by a nickname and the product name is less familiar. SDS are typically organized by product name.

### 2. HAZARD IDENTIFICATION

Make sure you are familiar with the GHS pictograms and their meaning. Signal words, hazard statements, and precautionary statements help to quickly assess chemical hazard.

### 3. COMPOSITION/INFORMATION ON INGREDIENTS

This section gives a breakdown of the hazardous chemicals in a substance or mixture.

### 4. FIRST AID MEASURES

This is one of the most important sections. The information here can save your or one of your colleague's life. Review the SDS of the chemicals you are exposed to on a regular basis. Are you following the PPE recommendations for safe usage? Do you know what to do in case of an accidental exposure? If you are a first responder, these instructions can protect you too!

### 5. FIRE FIGHTING MEASURES

Every chemical has its own extinguishing method, and this section explains which type of extinguisher is appropriate for the chemical. Do you have the correct type of extinguisher for the fire potentials in your facility?

### 6. ACCIDENTAL RELEASE MEASURES

Spills happen. Be ready. Do you know where your spill kit is located and how to use it? Some chemical spills require evacuation and professional cleanup. In this section, you will learn about how to contain spills and the method and materials recommended for cleaning them up.

### 7. HANDLING AND STORAGE

This section explains how and where to safely store an item. Can you store your chemical in the attic? In the basement? In the dark? Does temperature or light effect your chemicals? Can they become a fire hazard or inactivated because of improper storage?

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## YOUR NEW FRIEND: SAFETY DATA SHEETS

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### 8. EXPOSURE CONTROLS/PPE

Do you know what your exposure limit is for the hazardous chemicals you might use or become exposed to when you work? This section provides the permissible exposure limits and recommended engineering controls for working safely.

### 9. PHYSICAL AND CHEMICAL PROPERTIES

Chemicals come in many colors and some are colorless. This section explains the properties of your products. If it is no longer the color that is described, does that mean it is no longer effective? Do your chemicals have expiration dates? How often do you check?

### 10. STABILITY AND REACTIVITY

Can your products be mixed with anything? Will they react?

### 11. TOXICOLOGICAL INFORMATION

This section gives you more information about exposure routes, related symptoms, effects and numerical measures of toxicity.

Sections 12-15 are not regulated by OSHA but by other agencies. It is still important to be familiar with these sections.

### 12. ECOLOGICAL INFORMATION

### 13. DISPOSAL CONSIDERATIONS

### 14. TRANSPORT INFORMATION

### 15. REGULATORY INFORMATION

Can I dump my expired chemicals down the sinks or commodes without it hurting the pipes? Can I discard the unused portion of a certain chemical in the stream alongside of our office? Can I pour the diluted chemical in the garden bed out back? What is the recommended way of transporting this chemical? Are there other rules that need to be followed when using this chemical?

### 16. OTHER INFORMATION

How old is this chemical preparation and when was it last revised?

Get to know your SDS's. They are your new friend, looking out for your safety.



## What does this pictogram stand for?

Is everyone in your practice current on the United Nations Globally Harmonized System of pictograms that communicate hazardous chemicals? Each month we will print a GHS pictogram. If you can identify it correctly, you will be entered in a drawing to win a cash gift card. At the end of the year we will have one big drawing for the grand prize! Don't wait! [Click here](#) to enter by October 31st for your chance to win!

Last month our pictogram was skin irritation. Many got it right, but we had to pick only one winner and it was Katherine R. of Delaware. Congratulations Katherine!

**CLICK HERE TO ENTER**

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# TMC COMPLIANCE

## GETTING TO KNOW TMC EMPLOYEES

Last month we kicked off our new Get to Know Us feature with Bill Fivek, President and CEO. This month we are pleased to introduce you to Susanne Little, one of our TMC Consultants. Susan brings over thirty years of experience as a Registered Nurse to TMC. Her experience includes providing direct patient care in a hospital setting and most recently as an Ambulatory Surgery Center (ASC) Director. During her tenure in the ASC arena, Susan was responsible for providing continuing education to staff and physicians in the areas of infection control, risk management, and safety issues. She understands this education is an integral part of delivering excellent patient care in a safe environment.



1. What is your must-have or go-to morning beverage? [Coke Zero](#)
2. What is the most fun or unusual item you keep on your desk?  
[A signed copy of a Def Leopard picture/gold record plaque](#)
3. What is the strangest or most fun job you've ever had? [Selling Polaroid instant print cameras at Belk when I was in high school. I stood at the bottom of the escalator, took pictures of shoppers as they rode down and sold lots of cameras!](#)
4. How far away from home is the farthest away you've ever been?  
[Singapore](#)
5. What is your go-to item that you most often bring to potlucks?  
[My signature carrot cake](#)
6. Where is your favorite place to listen to music? [My car with the volume turned way up!](#)
7. What is the last movie you saw in a movie theatre? [The Meg](#)
8. Do you have any phobias? [Snakes](#)
9. What is the most daring thing you've ever done? [Skipped classes in high school](#)
10. Do you collect anything? [Roosters, but not live ones](#)
11. Do you (or would you) sing at Karaoke night? [No, I can't carry a note and you would thank me for not singing. When my son was little, he even said; "Mama, please don't sing anymore."](#)
12. Are you related (even distantly) to anyone famous? [No](#)
13. What is your favorite holiday? [Thanksgiving](#)
14. What was the last non-work-related thing you read? [Mary Higgins Clark, "The Sleeping Beauty Killer"](#)
15. Is your glass half-empty or half-full? [My glass is usually full](#)

## IT'S YOUR CALL

### OSHA Situation:

When using a disinfectant wipe, what type of gloves should you use?

### HIPAA Situation:

What is the fine for not having a Business Associate Agreement in place?

[CLICK HERE FOR MORE INFO](#)

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## MONTHLY COMPLIANCE COMMUNICATOR

SIGNATURE

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### INSTRUCTIONS

Print and post newsletter in office for staff review. Each member should sign this form when completed. Keep on file as proof of training on these topics.

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