INSTRUCTIONS for
MDPH ANNUAL SUMMARY OF SHARPS INJURIES

This form shall be either typed or computer generated. This form shall cover sharps injuries occurring in the previous calendar year and shall be sent to MDPH-OHSP by February 1.

Provide the name and license number of the hospital facility.

Provide the calendar year of the data.

Provide a contact name and phone number for the person who is responsible for the data at the hospital.

The date of the injury should be clearly written or typed as MM/DD/200x.

A unique exposure incident number shall be assigned to each exposure event.

Indicate the usual occupation of the exposed health care worker. Use of the list of occupations provided on the attached list is encouraged.

Identify the department or work area where the incident occurred. Use of the list of departments provided on the attached list is encouraged.

Identify the device or item involved in the exposure incident. Use of the list of devices provided on the attached list is encouraged.

Indicate whether the device involved was a safety device.

Identify the brand and model of the device involved in the exposure incident.

Identify the purpose or procedure for which the sharp was used or intended, that is what the device was being utilized for at the time of the exposure incident. Use of the list of procedures provided on the attached list is encouraged.

Indicate how the exposure incident occurred. Use of the list of possible causes provided on the attached list is encouraged.

Insert page numbers and total number of pages if form is typed, not computer generated.

Please do not create separate spreadsheets for each month. Please do not repeat the headers printed at the top of the page. Please enter each injury on a new line, with no empty lines between records.
### OCCUPATION

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Department or Work Area Where Exposure Incident Occurred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesiologist</td>
<td>Ambulance</td>
</tr>
<tr>
<td>Attendant / orderly</td>
<td>Ambulatory care clinic</td>
</tr>
<tr>
<td>Attending physician</td>
<td>Anesthesia</td>
</tr>
<tr>
<td>Central supply</td>
<td>Blood bank</td>
</tr>
<tr>
<td>Clerical / administrative</td>
<td>Cardiac cath laboratory</td>
</tr>
<tr>
<td>Clinical lab technician</td>
<td>Central sterile supply</td>
</tr>
<tr>
<td>Counselor / Social worker</td>
<td>Central trash area</td>
</tr>
<tr>
<td>Dentist</td>
<td>Clinical chemistry</td>
</tr>
<tr>
<td>Dental assistant / tech</td>
<td>Dialysis</td>
</tr>
<tr>
<td>Dental hygienist</td>
<td>Dermatology</td>
</tr>
<tr>
<td>Dental student</td>
<td>Detox unit</td>
</tr>
<tr>
<td>Dietician</td>
<td>Dialysis</td>
</tr>
<tr>
<td>EMT / Paramedic</td>
<td>Dermatology</td>
</tr>
<tr>
<td>Fellow</td>
<td>Detox unit</td>
</tr>
<tr>
<td>Fireperson / First responder</td>
<td>Dialysis</td>
</tr>
<tr>
<td>Food service</td>
<td>Emergency Department</td>
</tr>
<tr>
<td>Hemodialysis technician</td>
<td>Endoscopy / bronchoscopy / / cystoscopy</td>
</tr>
<tr>
<td>Home health aide</td>
<td>Exam room</td>
</tr>
<tr>
<td>Housekeeper</td>
<td>Hematology / Oncology</td>
</tr>
<tr>
<td>Intern</td>
<td>Histology / pathology</td>
</tr>
<tr>
<td>Laundry staff</td>
<td>Histology / pathology</td>
</tr>
<tr>
<td>Law enforcement officer</td>
<td>Histology / pathology</td>
</tr>
<tr>
<td>Licensed Practical Nurse</td>
<td>Histology / pathology</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Home health visit (home)</td>
</tr>
<tr>
<td>Medical assistant</td>
<td>Hospital grounds</td>
</tr>
<tr>
<td>Medical student</td>
<td>Intensive care unit</td>
</tr>
<tr>
<td>Morgue technician</td>
<td>Jail unit</td>
</tr>
<tr>
<td>Nurse Anesthetist</td>
<td>Labor and delivery</td>
</tr>
<tr>
<td>Nurse Assistant</td>
<td>Laundry room</td>
</tr>
<tr>
<td>Nurse Midwife</td>
<td>Long term care</td>
</tr>
<tr>
<td>Nurse Practitioner</td>
<td>Medical / surgical ward</td>
</tr>
<tr>
<td>Nursing student</td>
<td>Morgue / autopsy room</td>
</tr>
<tr>
<td>OR / surgical technician</td>
<td>Morgue / autopsy room</td>
</tr>
<tr>
<td>Patient care technician</td>
<td>Nursing student</td>
</tr>
<tr>
<td>Pharmacist</td>
<td>Obstetrics / gynecology ward</td>
</tr>
<tr>
<td>Phlebotomist</td>
<td>Operating room</td>
</tr>
<tr>
<td>Post anesthesia care unit</td>
<td>Pain clinic</td>
</tr>
<tr>
<td>Psychiatry ward</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Rehabilitation unit</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Radiology department room</td>
<td>Phlebotomy room</td>
</tr>
<tr>
<td>Procedure room (specify)</td>
<td>Post anesthesia care unit</td>
</tr>
<tr>
<td>Other laboratory (specify)</td>
<td>Post anesthesia care unit</td>
</tr>
<tr>
<td>Other outpatient area (specify)</td>
<td>Post anesthesia care unit</td>
</tr>
<tr>
<td>Other location (specify)</td>
<td>Post anesthesia care unit</td>
</tr>
</tbody>
</table>

### DEPARTMENT OR WORK AREA WHERE EXPOSURE INCIDENT OCCURRED

- Ambulance
- Ambulatory care clinic
- Anesthesia
- Blood bank
- Cardiac cath laboratory
- Central sterile supply
- Central trash area
- Clinical chemistry
- Dialysis
- Dermatology
- Detox unit
- Emergency Department
- Employee health / Infection control
- Endoscopy / bronchoscopy
- Histology / pathology
- Histology cutting blade
- Hospital grounds
- Intensive care unit
- Jail unit
- Labor and delivery
- Laundry room
- Long term care
- Medical / surgical ward
- Post anesthesia care unit
- Psychiatry ward
- Rehabilitation unit
- Procedure room (specify)
- Other laboratory (specify)
- Other outpatient area (specify)
- Other location (specify)

### WHAT DEVICE OR ITEM WAS INVOLVED IN THE INJURY?

#### Hollow bore needle
- Winged steel needle attached to a vacuum tube collection holder
- Winged steel needle attached to IV tubing
- Vacuum tube collection holder / needle
- Other type of hollow bore needle (specify)
- Other sharp object
- Bone chip / chipped tooth
- Bone cutter
- Bovie electrocautery device
- Bur
- Explorer
- Histology cutting blade
- Lancet
- Laser
- Pin
- Razor
- Retractor
- Scaler / curette
- Scapel blade
- Scissors
- Tenaculum
- Trocar
- Wire
- Sharp object, type unknown

#### Glass
- Capillary tube
- Medication ampule / vial / IV bottle
- Pipette
- Slide
- Specimen / test / vacuum tube
- Other glass item (specify)

#### Suture needle
- Curved suture needle
- Straight suture needle

#### Other type of sharp object (specify)
- Additional dental / surgical devices
- Dental bur
- Dental pick
- Drill bit
- Hypodermic needle attached to non-disposable syringe
- Elevator
- Extraction forceps
- Root canal file
- Rod (orthopaedic)
- Other dental / surgical device or item (specify)
## Purpose or Procedure for Which Sharp Was Used or Intended:

<table>
<thead>
<tr>
<th>Line procedures:</th>
<th>Other procedures:</th>
<th>Hygiene (prophy, root plane, curettage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To insert a peripheral IV line or set up a heparin lock</td>
<td>Cutting (e.g. surgery / autopsy)</td>
<td>Oral surgery</td>
</tr>
<tr>
<td>To insert a central IV line</td>
<td>Drilling</td>
<td>Simple extraction</td>
</tr>
<tr>
<td>To insert an arterial line</td>
<td>Epidural / spinal anesthesia</td>
<td>Surgical extraction</td>
</tr>
<tr>
<td>To connect IV line (intermittent IV / piggy back / IV infusion / other IV line connection)</td>
<td>Intramuscular (IM) injection</td>
<td>Fracture reduction</td>
</tr>
<tr>
<td>To flush heparin / saline</td>
<td>Shaving</td>
<td>Other (specify)</td>
</tr>
<tr>
<td>Other injection into IV injection site or IV port (specify)</td>
<td>Subcutaneous / intradermal injection / skin test placement</td>
<td>Unknown</td>
</tr>
<tr>
<td>Other line procedure (specify)</td>
<td>Suture removal</td>
<td>Orthodontic procedure</td>
</tr>
<tr>
<td>Blood procedures:</td>
<td>Suturing</td>
<td>Periodontal surgery</td>
</tr>
<tr>
<td>Dialysis / AV fistula site</td>
<td>To obtain a body fluid or tissue sample (CFS / amniotic / biopsy)</td>
<td>Root canal</td>
</tr>
<tr>
<td>Draw blood from arterial line</td>
<td>Other procedure (not a line or blood sampling procedure) (specify)</td>
<td>Other dental procedure (specify)</td>
</tr>
<tr>
<td>Draw blood from central or peripheral IV line or port</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Draw blood from umbilical vessel</td>
<td>Dental procedures:</td>
<td>Where did the injury occur?</td>
</tr>
<tr>
<td>Finger stick / heel stick</td>
<td>Dental drilling</td>
<td>Inside the patient’s mouth</td>
</tr>
<tr>
<td>Percutaneous arterial puncture</td>
<td></td>
<td>Outside the patient’s mouth</td>
</tr>
<tr>
<td>Percutaneous venous puncture (e.g. phlebotomy)</td>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>Other blood sampling (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## How Did the Injury Occur?

### Before use of the item

- Activating safety device
- Cap fell off after recapping
- Collided with co-worker or other person
- Disassembling device or equipment
- Decontamination / processing of used equipment
- During clean-up
- Handling equipment on a tray or stand
- Opening / breaking glass containers
- Processing specimens
- Passing, receiving or transferring equipment after use of the item
- Recapping (missed or pierced cap)
- Sharp object dropped after procedure
- Struck by detached I.V. line needle
- Transfering blood / bodily fluids into specimen container
- Unknown

### During use of the item

- Patient moved and jarred device
- Sharp object dropped
- Suturing
- Tying sutures
- While inserting needle in line
- While inserting needle in patient
- While manipulating needle in line
- While manipulating needle in patient
- While withdrawing needle from line
- While withdrawing needle from patient
- Other (specify)
- Unknown

### After use, before disposal:

- Activating safety device
- Collided with co-worker or other person
- In trash
- In linen / laundry
- In pocket / clothing
- Left on table / tray
- Left in bed / mattress
- On floor
- Over-filled sharps container
- Punctured sharps container
- Protruding from opened container
- Sharp object dropped during / after disposal
- Struck by detached I.V. line needle during / after disposal
- While manipulating container
- While placing sharp in container, injured by sharp being disposed
- While placing sharp in container, injured by sharp already in container
- Other (specify)
- Unknown

### During or after disposal of item:

- Collided with co-worker or other person
- In trash
- In linen / laundry
- In pocket / clothing
- Left on table / tray
- Left in bed / mattress
- On floor
- Over-filled sharps container
- Punctured sharps container
- Protruding from opened container
- Sharp object dropped during / after disposal
- Struck by detached I.V. line needle during / after disposal
- While manipulating container
- While placing sharp in container, injured by sharp being disposed
- While placing sharp in container, injured by sharp already in container
- Other (specify)
- Unknown