

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.

MDPH ANNUAL SUMMARY OF SHARPS INJURIES

OCCUPATION				
Anesthesiologist	EMT / Paramedic	Medical assistant	Physician assistant	Safety / security
Attendant / orderly	Fellow	Medical student	Physical therapist	Surgeon
Attending physician	Fireperson / First responder	Morgue technician	Psychiatric technician	Transport / messenger
Central supply	Food service	Nurse Anesthetist	Public health worker	Volunteer
Clerical / administrative	Hemodialysis technician	Nursing Assistant	Radiologic technician	Other ancillary staff (specify)
Clinical lab technician	Home health aide	Nurse Midwife	Radiologist	Other dental worker (specify)
Counselor / Social worker	Housekeeper	Nurse Practitioner	Registered Nurse	Other medical staff (specify)
Dentist	Intern	Nursing student	Researcher	Other student (specify)
Dental assistant / tech	Laundry staff	OR / surgical technician	Respiratory Therapist / tech	Other (specify)
Dental hygienist	Law enforcement officer	Patient care technician	Resident PGY-1	Other technician (specify)
Dental student	Licensed Practical Nurse	Pharmacist	Resident PGY-2	
Dietician	Maintenance	Phlebotomist	Resident PGY-3	
DEPARTMENT OR WORK AREA WHERE EXPOSURE INCIDENT OCCURRED				
Ambulance	Dental Clinic	Histology / pathology	Microbiology	Post anesthesia care unit
Ambulatory care clinic	Dermatology	Home health visit (home)	Morgue / autopsy room	Psychiatry ward
Anesthesia	Detox unit	Hospital grounds	Nursery	Radiology department room
Blood bank	Emergency Department	Intensive care unit	Obstetrics / gynecology ward	Rehabilitation unit
Cardiac cath laboratory	Employee health / Infection control	Jail unit	Operating room	Procedure room (specify)
Central sterile supply	Endoscopy / bronchoscopy	Labor and delivery	Pain clinic	Other laboratory (specify)
Central trash area	/ cytосcopy	Laundry room	Pediatrics	Other outpatient area (specify)
Clinical chemistry	Exam room	Long term care	Pharmacy	Other location (specify)
Dialysis	Hematology / Oncology	Medical / surgical ward	Phlebotomy room	
WHAT DEVICE OR ITEM WAS INVOLVED IN THE INJURY?				
Hollow bore needle	Winged steel needle attached to a vacuum tube collection holder	Explorer	Other type of sharp object (specify)	Additional dental / surgical devices
Biopsy needle		Histology cutting blade		Dental bur
IV stylet	Winged steel needle attached to IV tubing	Lancet	Glass	Dental pick
Hollow-bore needle, type unknown		Laser	Capillary tube	Drill bit
Huber needle	Vacuum tube collection holder / needle	Pin	Medication ampule / vial / IV bottle	Hypodermic needle attached to non-disposable syringe
Hypodermic needle attached to a disposable syringe	Other type of hollow bore needle (specify)	Razor	Pipette	Elevator
Hypodermic needle attached to IV tubing		Retractor	Slide	Extraction forceps
Phlebotomy needle (other than butterfly)	Other sharp object	Scaler / curette	Specimen / test / vacuum tube	Root canal file
Prefilled cartridge syringe	Bone chip / chipped tooth	Scalpel blade	Other glass item (specify)	Rod (orthopaedic)
Spinal or epidural needle	Bone cutter	Scissors		Other dental / surgical device or item (specify)
Unattached hypodermic needle	Bovie electrocautery device	Tenaculum	Suture needle	
Winged steel needle	Bur	Trocar	Curved suture needle	
		Wire	Straight suture needle	
		Sharp object, type unknown		

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PURPOSE OR PROCEDURE FOR WHICH SHARP WAS USED OR INTENDED:		
<p>Line procedures: To insert a peripheral IV line or set up a heparin lock To insert a central IV line To insert an arterial line To connect IV line (intermittent IV / piggy back / IV infusion / other IV line connection) To flush heparin / saline Other injection into IV injection site or IV port (specify) Other line procedure (specify)</p> <p>Blood procedures: Dialysis / AV fistula site Draw blood from arterial line Draw blood from central or peripheral IV line or port Draw blood from umbilical vessel Finger stick / heel stick Percutaneous arterial puncture Percutaneous venous puncture (e.g. phlebotomy) Other blood sampling (specify)</p>	<p>Other procedures: Cutting (e.g. surgery / autopsy) Drilling Epidural / spinal anesthesia Intramuscular (IM) injection Shaving Subcutaneous / intradermal injection / skin test placement Suture removal Suturing To obtain a body fluid or tissue sample (CFS / amniotic / biopsy) To obtain laboratory specimens Transferring blood / body fluid to another container Other procedure (not a line or blood sampling procedure) (specify) Unknown</p> <p>Dental procedures: Dental drilling</p>	<p>Hygiene (prophy, root plane, curettage) Oral surgery Simple extraction Surgical extraction Fracture reduction Other (specify) Unknown Orthodontic procedure Periodontal surgery Restorative (amalgam, composite, crown) Root canal Other dental procedure (specify) Unknown</p> <p><i>Where did the injury occur?</i> Inside the patient's mouth Outside the patient's mouth Unknown</p>
HOW DID THE INJURY OCCUR?		
<p>Before use of the item</p> <p>During use of the item: Collided with co-worker or other person Device malfunction Incising Manipulating suture needle in holder Palpating / Exploring Passing, receiving or transferring equipment 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</p>	<p>After use, before disposal: 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 In transit to disposal 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 Transferring blood / bodily fluids into specimen container Other (specify) Unknown</p>	<p>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</p>