

**THE JAMES B. HAGGIN MEMORIAL HOSPITAL  
POSSIBLE SMALLPOX PATIENT CHECKLIST**

**ED RN MAKES SURE:**

**PATIENT PLACED IN THE PRIVATE ROOM AND HEPA FILTER  
ACTIVATED**

**MASK IS PLACED/KEPT ON PATIENT UNTIL AIR HANDLER SHUT DOWN**

**HIGHEST RANKING OFFICIAL IN HOSPITAL NOTIFIED BY  
SWITCHBOARD**

**ALL APPROPRIATE TEAM MEMBERS USE STANDARD, AIRBORNE AND  
CONTACT PRECAUTIONS BEFORE COMING IN CONTACT WITH PATIENT**

**SWITCHBOARD NOTIFIES CEO, DON, CFO OR DESIGNEES, INFECTION  
CONTROL, SMALLPOX TEAM VACCINEES**

**ED AND PATIENT'S PHYSICIAN NOTIFIED**

**STATE PUBLIC HEALTH DEPARTMENT 1-888-973-7678 AND KENTUCKY  
EMERGENCY OPERATIONS CENTER 1-800-255-2587 ARE NOTIFIED**

**FACILITY IS LOCKED DOWN BY MAINTENANCE/ENVIRONMENTAL  
SERVICES**

**ANY CONTAMINATED SUPPLIES, EQUIPMENT, LINEN, ETC. RED-  
BAGGED AND GIVEN TO ENVIRONMENTAL SERVICES FOR  
APPROPRIATE DISPOSITION**

**VISITOR RESTRICTIONS ARE PUT IN PLACE**

**THE NAMES OF EVERYONE WHO IS IN CONTACT WITH THE PATIENT IN  
THE ED BE LOGGED; I.E. TEAM MEMBER, LAW ENFORCEMENT, EMS,  
PHYSICIAN, RELATIVE, FRIEND, ETC.**

**DON/NURSING COORDINATOR MAKES SURE:**

**DOCUMENTATION CONTINUES ON EVERYONE WHO COMES IN  
CONTACT WITH PATIENT**

**AFTER BEING TRANSPORTED TO AN ISOLATION ROOM, PATIENT IS  
ONLY MOVED AGAIN FOR EMERGENCY REASONS, FOR TRANSFER TO  
ANOTHER FACILITY OR DISCHARGE**

**VISITOR RESTRICTIONS CONTINUED**

**MASK IS PLACED ON PATIENT AS APPROPRIATE**

**ANY CONTAMINATED SUPPLIES, EQUIPMENT, LINEN, ETC. RED-  
BAGGED AND GIVEN TO ENVIRONMENTAL SERVICES FOR  
APPROPRIATE DISPOSITION**

**ALL APPROPRIATE TEAM MEMBERS USE STANDARD, AIRBORNE AND  
CONTACT PRECAUTIONS BEFORE COMING IN CONTACT WITH PATIENT**

**REVIEW STAFFING AND TAKE APPROPRIATE ACTION  
NEEDED SUPPLIES ARE AVAILABLE  
ISOLATION ROOMS ARE MADE AVAILABLE FOR ADMISSION**

**COORDINATOR OF RADIOLOGY OR DESIGNEE MAKES SURE:**

**STANDARD AIRBORNE AND CONTACT PRECAUTIONS AND PROPER  
HAND WASHING TECHNIQUES UTILIZED**

**X-RAY CASSETTES ARE PLACED IN PLASTIC COVERED BAG AND CLEAN  
TECH-DIRTY TECH PROCEDURE IS UTILIZED**

**ALL EQUIPMENT AND AREA USED BY PATIENT IS CLEANED WITH  
APPROPRIATE DISINFECTANT**

**DIRECTOR OF DIETARY OR DESIGNEE MAKES SURE:**

**DISPOSABLE SERVING SUPPLIES USED**

**TEAM MEMBERS WEAR APPROPRIATE PERSONAL PROTECTIVE  
EQUIPMENT**

**DIRECTOR OF MATERIALS MANAGEMENT OR DESIGNEE MAKES SURE:**

**ISOLATION CART SUPPLIES ARE PULLED AND READY FOR ISOLATION  
UNITS**

**SUPPLIES ARE ORDERED AS NEEDED**

**OPERATING ROOM NURSING COORDINATOR OR DESIGNEE MAKES SURE:**

**THE VENTILATION SYSTEM IS SHUT OFF**

**ELECTIVE NON-SMALLPOX CASES WILL BE SCHEDULED LATER**

**APPROPRIATE ISOLATION PROCEDURES WILL BE FOLLOWED**

**DIRECTOR OF CARDIOPULMONARY OR DESIGNEE MAKES SURE:**

**ALL TEAM MEMBERS USE STANDARD, AIRBORNE AND CONTACT  
PRECAUTIONS**

**DISPOSABLE SUPPLIES ARE USED WHEN POSSIBLE AND PLACED IN RED  
BAGS AFTER USE**

**ALL NON-DISPOSABLE EQUIPMENT WHICH HAS BEEN CONTAMINATED  
OR POSSIBLY CONTAMINATED IS PLACED IN A SEPARATE RED BAG  
AND DELIVERED TO THE DEPARTMENT CLEANING AREA. IF IT IS TOO  
LARGE TO BE RED-BAGGED, IT MUST BE THOROUGHLY DISINFECTED  
PRIOR TO REMOVAL FROM THE ISOLATION ROOM AND TAKEN TO THE  
DEPARTMENT CLEANING AREA.**

**ALL THREE MECHANICAL VENTILATORS AND ALL THREE POSITIVE PRESSURE DEVICES NOT BEING USED ARE READY FOR USE. USE ONLY POSITIVE PRESSURE DEVICES IN THE ED.**

**DIRECTOR OF LABORATORY OR DESIGNEE MAKES SURE:**

**STANDARD, AIRBORNE AND CONTACT PRECAUTIONS ARE UTILIZED.**

**IF LAB PERFORMS THE VENIPUNCTURE, ALL SUPPLIES SHOULD BE DISPOSABLE.**

**DISPOSABLE ITEMS RAE RED-BAGGED IN THE ISOLATION ROOM.**

**ALL PRECAUTIONS WILL BE CONTINUED THROUGHOUT LABORATORY TESTING.**

**COORDINATOR OF CRITICAL CARE UNIT OR DESIGNEE MAKES SURE:**

**CRITICAL CARE SPECIALIZED NURSES ARE AVAILABLE TO ASSIST WITH EMERGENT CARE OF SMALLPOX PATIENT.**

**CRITICALLY ILL SMALLPOX PATIENT PLACED IN NEGATIVE PRESSURE ROOM.**

**EQUIPMENT SPECIFIC TO CRITICAL PATIENT NEEDS TO BE PLACED IN PRIVATE NEGATIVE PRESSURE ROOM, I.E. DEFIBRILLATOR, VENTILATOR, INVASIVE MONITORING EQUIPMENT.**

**CRITICALLY ILL SMALLPOX PATIENT TO RECEIVE 1 : 1 CARE.**

**DIRECTOR OF PHYSICAL PLAT MAKES SURE:**

**MAINTENANCE TEAM MEMBERS ALERTED TO SITUATION. IF OFF DUTY, CALL MAINTENANCE TEAM MEMBERS TO BE ON STANDBY.**

**ALL ISOLATION EQUIPMENT IS READY AND OPERATIONAL. IF OFF DUTY, CALL THE ON-CALL PERSON TO PERFORM TASK.**

**SECURITY IS PROVIDED FOR OUTSIDE TRAFFIC FLOW AND VISITOR TRAFFIC INSIDE THE HOSPITAL.**

**PERSONAL PROTECTIVE EQUIPMENT READY FOR USE.**

**INFECTION CONTROL NURSE MAKES SURE:**

**EDUCATIONAL MATERIALS DISTRIBUTED TO ALL TEAM MEMBERS AND DEPARTMENTS.**

**ROOM 159 AND ED NEGATIVE PRESSURE ROOMS HAVE PROPER NEGATIVE PRESSURE.**

**BUSINESS OFFICE COORDINATOR MAKES SURE:**

**APPROPRIATE TREATMENT/ADMISSION FORM ARE GIVEN TO ED NURSE.**

**INSTRUCTIONS FROM HIGHEST RANKING OFFICIAL ON SITE TO NOTIFY CEO, DON, CFO, INFECTION CONTROL NURSE AND SMALLPOX TEAM VACCINEES ARE CARRIED OUT.**

**MEDIA QUESTIONS RELATED TO PATIENT(S) ARE REFERRED TO THE PERSON DESIGNATED TO HANDLE MEDIA RELATIONS.**

3/13/03