

# POLICY MANUAL

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**Subject:** Blood Borne Pathogens- Engineering Controls

**Effective Date:** 11/20/90

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**Initiated By:** Cinde Stewart Freeman  
Chief Quality Officer

**Approved By:** Dr. William Anderson  
Medical Director

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## POLICY:

Cumberland Heights employs engineering controls to prevent and/or reduce the transmission of blood borne pathogens.

## PROCEDURE:

1. Employees are prohibited from eating, drinking, smoking, applying cosmetics, and handling contact lenses in work areas.
2. Employees follow needle/sharps precautions (see related policy).
3. Food and drink is not kept in refrigerators or freezers around infectious materials.
4. All procedures involving infectious materials are performed to minimize splashing, spraying, splattering, or generating droplets. Mouth pipetting/suctioning is prohibited.
5. Infectious materials are to be placed in containers which prevent leakage during collection, handling, storage, transport, or shipping.
6. All containers with infectious materials are red bagged and labeled with orange biohazard stickers prior to being stored, transported or shipped.
7. Materials capable of causing punctures or leaking are placed in labeled secondary containers, which prevent such events.

8. Infectious materials are disposed of according to contract agreement with Medical Waste Management (see related policy), in accordance with applicable local, state, and federal law.

# ABBREVIATIONS, CLINICAL SERVICES

<b>ABBREVIATION</b>	<b>MEANING</b>
ACOA	Adult child of Alcoholic
AIW	Acute Intoxication/Withdrawal
ADT	Admit, Discharge, Transfer (sheet)
p	after
p.c.	after meal
A/C	Aftercare
ETOH	Alcohol
A&D	Alcohol and drugs
AA	Alcohol Anonymous
ASAM	American Society on Addiction Medicine
ASAP	As soon as possible
&	and
appt	appointment
AEB	as evidenced by
ad lib	as freely, or as often, as desired
ASA	Aspirin
@	At
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
BPS	Biopsychosocial Interview
BS	Blood sugar
BSW	Bachelor's Social Work
BB	Big Book (e.g. Alcohol Anonymous)
B/P	Blood pressure
Ca++	Calcium
CM	Case manager
CARN	Certified Addictions Registered Nurse
CAS	Certified Addictions Specialist
CD	Chemical Dependency
CXR	Chest X-ray
CH	Cumberland Heights
CIWA – AR	Clinical Institute Withdrawal Assessment
CMT	Certified Medical Technician
CNT	Certified Nursing Technician
CBT	Cognitive Behavioral Therapy
COWS	Clinical Opiate Withdrawal Scale
c/o	Complained of
CCP	Continuing Care Plan
cc	Current Complaint or Cubic centimeter
CH	Cumberland Heights
DOB	Date of birth
↓	Decrease
DT's	Delirium tremens
dept.	Department
detox	Detoxification
Dx	Diagnosis

DSM	Diagnostic and Statistical Manual
DBT	Dialectical Behavior Therapy
D/C	discharge
Dr	Doctor
Ed.D	Doctor of Education
DUI	Driving under the influence
DOC	Drug(s) of choice
D/T	Due to
EAP	Employee assistance person (program)
EMDR	Eye Movement Desensitization and Reprocessing
Etc	et cetera
Exam	Examination
FOO	Family of origin
FP	Family Program
FBS	Fasting blood sugar
F	Female
FAS	Fetal Alcohol Syndrome
e.g.	For example
f/u	Follow up
Fx	Fracture
FROM	Free Range of Motion
GA	Gamblers Anonymous
gr	Grain
gm	Gram
HWH	Halfway house
h/a	Headache
hs	At bedtime
ht	Height
HCT	Hematocrit
HGB	Hemoglobin
H/H	Hemoglobin and Hematocrit
HBV	Hepatitis Type B
HCV	Hepatitis Type C
HP	Higher power
hx	History
H&P	History and physical
HI	Homicidal Ideation
hr	Hour
HR	Heart rate
HIV	Human Immunodeficiency Virus
H <sub>2</sub> O <sub>2</sub>	Hydrogen peroxide
ID	Identification
IOP	Intensive Outpatient
stat	Immediately
↑	Increase
ITP	Initial treatment plan
IQ	Intelligence quotient
ICD	International Classification of Diseases

IM	Intramuscular (ly)
IV	Intravenous
LD	Learning disability
LADAC	Licensed Alcohol & Drug Counselor
LCSW	Licensed Clinical Social Worker
LFT	Liver Functions Test
LIP	Licensed Independent Practitioner/ Professional
LVM	Left message/ Left voice mail
LMFT	Licensed Marriage & Family Therapist
LPN	Licensed Practical Nurse
LPC	Licensed Professional Counselor
LPOS	Last point of sobriety
L)	Left
LU	Last use
M	Male
MSW	Master's Degree in Social Work
M.A.	Master's of Art
mg	Milligrams
MTP	Master Treatment Plan
MD	Medical Doctor
meds	Medication
mtg	Meeting
MHM	Mental health manual
MHSP	Mental health status provider
MMPI	Minnesota Multiphasic Personality Inventory
am	Morning
N & V	Nausea and vomiting
NA	Narcotics Anonymous
NCAC I	Nationally Certified Addictions Counselor, Level I
NCAC II	Nationally Certified Addictions Counselor, Level II
NKDA	No known drug allergies
n/a	Not applicable
obj	Objectives
1 X 1 or 1:1	One on one
OOB	Out of bed
OP	Outpatient
OD	Overdose
PCP	Primary Care Physician
PCN	Penicillin
p.o.	By Mouth
P&P	Policies & procedures
PAWS	Post Acute Withdrawal Symptoms
PRN	As Needed
PTSD	Post Traumatic Stress Disorder
K+	Potassium
ROM	Range of Motion
RRR	Regular Rate Rhythm
Rx	Prescription

PC	Primary counselor
PO	Probation officer
P&C	Privileges & Credential Committee
PMHNP	Psychiatric Mental Health Nurse Practitioner
PT	Patient
QI	Quality Improvement
QM	Quality Management
RC	Recovery Connection
REBT	Rational Emotive Behavior Therapy
R or RR	Respiration
RA	Room Air
re:	Regarding; in reference to
RN	Registered nurse
RN,C	Registered nurse certified in Psychiatric Mental Health Nursing
RN,CD	Registered nurse, certified Chemical Dependency Specialist
Rehab	Rehabilitation
RP	Relapse potential
ROI	Release of Information
R)	Right
rm	Room
R/O	Rule out
SA	Substance Abuse
STD	Sexually transmitted disease
SR	Side rails
S/S	Signs and symptoms
SI	Suicidal Ideation
Na+	Sodium
sol	Solution
St	Street
SASSI	Substance Abuse Subtle Screening Inventory
supp	Suppository
tab	Tablet
TDD	Tentative discharge date
TD	Therapeutic discharge
Thru	Through
X	Times
tx	Treatment
TPR	Treatment plan review
T	Temperature
TOA	Tennessee Orthopedic Alliance
TB	Tuberculosis
TBST	Tuberculosis Skin Test
12x12	Twelve Steps & Twelve Traditions
UDS	Urine Drug Screen
UR	Utilization review
VD	Venereal disease
VM/vm	Voice Mail
v.o.	Verbal order

H <sub>2</sub> O	Water
wk	Week
WNL	Within normal limits
WT	Weight
w/c	Wheelchair
c or w/	With
w/o	Without
V	Vomiting
yr	Year

All fractions are acceptable abbreviations

States shall be abbreviated by standard US postal services norms using two capital letters without a period (e.g. TN for Tennessee)

<i><b>Programs</b></i>	
CHPP	Cumberland Heights Professional Program
CHYP	Cumberland Heights Youth Program
EC	Extended Care
FS	First Step
IOP	Intensive Outpatient
OSS	Occupational Specialty Services
TA	Traditional Adult
SW	Still Waters
YM	Young Men
YP	Youth Program
<i><b>Months</b></i>	
Jan	January
Feb	February
March	March
April	April
May	May
June	June
July	July
Aug	August
Sept	September
Oct	October
Nov	November
Dec	December
<i><b>Days</b></i>	
M	Monday
Tu	Tuesday
W	Wednesday
Th	Thursday
F	Friday
Sa	Saturday
Su	Sunday

<i>Family</i>	
Br	Brother
Sis	Sister
(S)	Son
(D)	Daughter
(F)	Father
(M)	Mother
(H)	Husband
(W)	Wife
MGF	Maternal grandfather
MGM	Maternal grandmother
PGF	Paternal grandfather
PGM	Paternal grandmother
S.O.	Significant Other