

# Appendix 12 – Reporting Requirements

October, 2013

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## **I. Reports to the Regional Medical Health Officer**

Exposures that have been assessed by the attending physician must be reported to the Regional MHO when the following criteria are met:

1. The fluid the person was exposed to is capable of transmitting blood borne pathogens. See [Guidelines for Management of Exposures to Blood or Body Fluids, Table 2.2.](#)

**AND**

2. The fluid contacted the exposed person in such a way that would allow for transmission of blood borne pathogens:
  - a. An object with the body fluid punctured or broke the skin of the exposed person

**OR**

  - b. the fluid came in contact with mucous membrane of the exposed person (e.g., occupational – splashes into eye, mouth or onto broken skin or non-occupational – sexual exposure).

In order to meet the reporting requirements, the [Exposure Incident Report Form](#) must be faxed to the MHO.

## **II. Reports to the Ministry of Health**

A summary of the following information by exposure setting (occupational, non-occupational, sexual, lifestyle) shall be submitted by the MHO on the attached report form to the Ministry of Health on an annual basis:

- number of exposures;
- number of exposures where a PEP Kit was provided; and
- number of exposures where ongoing PEP was provided.

Reporting timeframe is for exposures from January 1 to December 31. Reports should be submitted by March 15.

In addition to the above reporting, it is expected that regions will evaluate the use of HIV PEP kits within their region to ensure appropriate use of kits.

## Annual Report on Blood and Body Fluid Exposures (Jan 1-Dec 31)

Reporting Authority \_\_\_\_\_ Year: \_\_\_\_\_

Exposure Setting	Exposures	PEP Kit Initiation	Ongoing PEP
Occupational			
Non-occupational			
Sexual			
Lifestyle			
Totals	0	0	0

Submitted By: \_\_\_\_\_