

One-day training to help your practice avoid fines, penalties and legal action

OSHA

COMPLIANCE 2021

for Healthcare Professionals

Stay up-to-date on the latest regulations for bloodborne pathogen exposure, needlesticks, sharps disposal and more

OSHA compliance is mission critical for medical and dental practices, but keeping abreast of ever-changing rules and requirements can be tough. This seminar addresses all the latest updates, rules and regulations you must be aware of to keep your practice in compliance and your employees and patients safe from workplace hazards.

Here's a sampling of what you'll learn:

- Up-to-the-minute information on the OSHA rules, regulations and updates that may affect your practice
- How to use Hazard Assessment to identify and eliminate hazards, change employee behavior and ensure a safer work environment
- The Needlestick Act: Are you meeting the annual requirements to ensure compliance?
- How to establish and maintain an effective Emergency Action Plan
- Are you on target for an OSHA inspection? What to expect, how to prepare and abatement procedures
- Required elements of BloodBorne Pathogens training and HAZCOM regulations: Is your practice following OSHA protocols?
- And much, much more! See pages 4 – 5 for more details on what you'll learn



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**CareerTrack
P.O. Box 219468
Kansas City, MO
64121-9468**

Attention Medical and Dental Professionals:

OSHA has developed today's medical and dental practice standards to ensure a safe, hazard-free environment for you, your staff and your patients. You may be "pretty sure" or "almost certain" you're in compliance with OSHA's latest standards, but with OSHA, there's no margin for error. This seminar was designed to cut through the confusion and hone in on what you need to know to ensure your practice is fully compliant.

Non-compliance with OSHA is serious business and can cost your practice dearly. In fact, a single citation for a serious violation can carry a monetary penalty of up to \$7,000, while repeat violations may reach upwards of \$70,000!

Don't just *think* you're in compliance ... *know* you are!

OSHA Compliance 2021 for Healthcare Professionals is packed with critical information, tools and techniques to help medical and dental professionals avoid fines and penalties, and ensure their practices are in complete compliance with OSHA standards.

In addition to complying with OSHA's general industry standards, medical and dental practices must also follow the OSHA guidelines, rules and regulations that apply specifically to medical hazards, risks and safety procedures.

Attend this seminar, and gain the very latest information on OSHA rules, regulations and guidelines for medical and dental practices. You'll learn how to:

- Log employee incidents properly
- Maintain records in accordance with OSHA's record-keeping requirements
- Pinpoint hidden or overlooked safety and health issues
- Establish a Hazard Communication program to keep hazard awareness current
- Ensure your practice is up-to-date on BBP, Needlestick and Other Potentially Infectious Materials (OPIM) regulations
- Comply with Exit Route standards — signage, lighting, diagrams, markings
- Prepare for an OSHA inspection
- Promote a culture of safety throughout your entire practice

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Just one day of focused training ensures your practice is OSHA compliant and inspection-ready.

We know how busy a thriving medical or dental practice can be. Dealing with patient issues, scheduling concerns, emergencies and more — some days there's little or no time to take a deep breath, let alone schedule lengthy training sessions for staff members. That's why we've created this comprehensive, one-day program. In one day, you're in, you're out and you're on your way!

If you're wondering if it's really possible to cover all of OSHA's rules, regulations and requirements for healthcare professionals in just one day of training, the answer is a resounding "yes!" By focusing on solid, need-to-know facts, figures and information, we've created a streamlined, powerful training program covering all you need to know to remain OSHA compliant. We'll cover the Bloodborne Pathogens Standard, Needlestick Act, record-keeping practices and other OSHA industry standards that apply to medical and dental practices.

Is your practice at risk for an onsite OSHA inspection?

What you learn here will help ensure your practice and your employees are up to speed on OSHA's latest rules, regulations and record-keeping requirements as they pertain to the healthcare industry. Through onsite inspections and record-keeping reviews, OSHA inspectors can determine if your practice is complying with OSHA standards and requirements. While the majority of OSHA complaints are informal and can be handled over the phone, OSHA inspectors will do an onsite inspection if they suspect abatement procedures have not been followed properly, or if they receive a formal complaint from an employee or patient. From the opening conference to abatement procedures, we'll walk you through the inspection process and give you the knowledge you need to remain inspection-ready when OSHA officials come calling.

OSHA has bumped up onsite inspections, tightened record-keeping requirements and made identifying violations a top priority. Make sure your healthcare practice is ready when OSHA comes calling — register for this seminar today!

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COURSE CONTENT

Program Hours: 9:00 a.m. to 4:00 p.m.

OSHA standards specific to healthcare professionals

- The OSHA regulation every medical or dental practice MUST comply with
- Find out how quickly you must offer the HBV vaccination series to a new hire
- The declination language you MUST use if an employee refuses the HBV vaccination series
- Ionizing radiation requirements: Does your practice meet OSHA's four standards?
- Dental assistants and HIV/AIDS — what you need to know
- Find out if practices have to pay for an employee's titer
- The Needlestick Safety and Prevention Act — What you need to know about this standard:
 - Annual duties required under the Needlestick Act
 - Your written exposure control plan
 - Needles and sharps: Usage, containment and disposal
 - Protective equipment: What's required under OSHA?
 - Medical procedures and follow-up after an exposure incident
 - Employer-provided training
- What are the minimum acceptable labeling requirements under both the BBP and HAZCOM regulations?
- Required elements of Bloodborne Pathogen (BBP) training:
 - How to establish an exposure control plan
 - Documentation to detail the efforts taken to minimize occupational exposure
 - How to use engineering controls
 - How to implement the use of universal precautions
 - Work practice controls
 - Employer responsibilities regarding personal protective equipment (PPE)
 - Procedures to follow after a worker experiences an exposure incident
 - Maintaining medical and training records for your employees
 - Sharps injury logs — is your practice exempt?

General OSHA standards that apply to most workplaces

- Two plans and procedures you MUST have in writing if you have more than 10 employees
- Preventing injuries from slips, trips and falls
- How to use Hazard Assessment to change employee behavior
- Employee Right-to-Know — what it's all about
- Current CDC TB Guidelines — best practices
- The nuts-and-bolts of emergency action plans
- Exit routes: Is your signage visible, legible and illuminated according to OSHA standards?
- Electrical concerns in your practice: What you should be aware of regarding office equipment, sterilizers, centrifuges, ECG, radiograph machines, etc.
- OSHA inspections: Could your practice be selected?
- Seven situations that can lead to onsite OSHA inspections
- What to do when an OSHA Compliance Officer comes calling
- Other OSHA standards that may be applicable to your practice: latex sensitivity, ergonomics, indoor air quality, workplace violence
- What to do when you receive a citation: abatement procedures, providing acceptable proof of abatement and getting back into compliance
- Material Safety Data Sheets (MSDS): employee access, electronic storage and other OSHA requirements
- Do you need MSDS on file for common cleaning solutions like Windex® ?
- HAZCOM container labeling requirements
- How to stay in compliance with strict HAZCOM employee training rules
- New hire and refresher training: How to ensure your employees are adequately trained under OSHA's standards

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Did you know:

Some of OSHA's most frequently issued citations at medical and dental practices include bloodborne pathogens, hazard communication, personal protective equipment, respiratory protection, medical services and first aid, portable fire extinguishers, maintenance, safeguards and operational features for exit routes. How does your practice measure up? In *OSHA Compliance 2021 for Healthcare Professionals*, we'll examine exactly how these types of violations occur, and show you how to mitigate them right now, *before* an incident or complaint draws the eye of OSHA officials.

Who should attend?

We've designed this course exclusively for:

Nurses, Hygienists, Business and Office Managers, Safety and Risk Managers, Administrators, Medical Assistants, Lab Personnel, Medical Technologists, Dentists, Dental Assistants, Physicians, Physician Assistants, Nurse Practitioners and anyone who must be aware of OSHA regulations for medical and dental practices.

A Free OSHA workbook is yours to keep

To ensure what you learn stays with you, we're including a comprehensive workbook packed with valuable information, examples and other supplementary OSHA compliance materials. The workbook alone is worth the price of this course! Back at the office, you'll turn to this manual again and again for answers to all kinds of OSHA dilemmas, questions and concerns.

All of our seminars are 100% SATISFACTION GUARANTEED!

All of our seminars are **100% SATISFACTION GUARANTEED!** We are absolutely confident you will gain a full understanding of OSHA's medical and dental practice requirements in just one day of focused training. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free!*



Free digital resources for every participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

Registration Information

Enroll Today! Hurry, our seats fill fast. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

Career Track offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning Solutions, Inc. are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.



Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

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- How to put an exposure control plan into place
- The Needlestick Act: Are you meeting these annual requirements?
- How to establish an effective Emergency Action Plan
- Are you on target for an OSHA inspection? Here's what to expect
- Required elements of BBP training and HAZCOM regulation
- OSHA standards for record-keeping and retention

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Job Title: _____

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3

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Email (required): _____ Business Home

Mr. Ms. _____

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4

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Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; Honolulu 4.712%), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).

Please check one of the following:

1. Registration fee enclosed. Check # _____ Amount \$ _____

2. Our Purchase Order is attached. P.O. # _____

3. Bill my organization. Attention: _____

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Note: If you've already registered by phone, by fax or online, please do not return this form.

REGISTRATION FORM — OSHA Compliance 2021 for Healthcare Professionals