

## Hsieh, Patricia

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**From:** Hsieh, Patricia  
**Sent:** Monday, August 08, 2011 4:32 PM  
**To:** 'Bonneson, Patti'; 'Harris-Niang, LaDonna'; 'sswam@tarleton.edu'; 'Gilbert, Karen'; 'Buentello, Gracy'; Mayer, Anne; 'Boyer, Jeffrey A.'; 'Wright, Heidi R.'; 'rosie.ruiz@tamucc.edu'; 'Fernando Cortez'; 'Esquerra, Tarik'; 'Henry, Jerry'; 'Lopez, Becky'; 'mclin@tamhsc.edu'; 'Beverley A. Rose'; 'Overby, Stacy A.'; 'Nicole Pottberg'; 'Payne, Brian S.'; 'Simpson, Walter R.'  
**Cc:** DeLeon, Nancy; Mizer, Lesley; 'Kathy Sartor'; 'Landers, Tricia'; 'Evans, Gordon'  
**Subject:** New online training on bloodborne pathogens  
**Attachments:** 2111525\_BBP\_course\_details.pdf; 2111524\_HBVform\_course\_details.pdf; 2111524\_HBVform\_sample\_notification.pdf

Dear A&M System Training Coordinators,

I am pleased to announce the availability of a new online course in TrainTraq: *Bloodborne Pathogens Online Training – System Version* (course no. 2111525). This course, which was developed in conjunction with the A&M System Office of Safety, is designed to meet all of the training requirements of the Texas Department of State Health Services and, where applicable, U.S. Occupational Safety and Health Administration (OSHA) rules. It can be used both as initial training and as an annual refresher. System members may choose to assign this course to selected employees to meet bloodborne pathogens training requirements. A screenshot of the course details page from TrainTraq is attached.

In addition, at the request of the Office of Safety, we have created a course in TrainTraq called *Hepatitis B Vaccination Form* (course no. 2111524). This course has no content (the course type is “other”); it is intended to be used as a mechanism for documenting completion of the Hepatitis B Vaccination Form. A&M System member Safety offices may choose to assign this course to employees and then manually record a completion after the form has been received (course details and sample notification attached). A completion indicates *only* that the safety office has received a form from the employee; it does not and should not contain any information about how the employee responded.

System members will not be required to use either of these courses; they have been made available primarily as tools that your Safety office can use as needed. Your Safety Officer will be responsible for identifying employees at your System member who should be assigned the course. Please assist him or her in making assignments and monitoring completions as needed. If you need help with making assignments, customizing e-mail notifications, or anything else related to using this course, please let me know.

Thanks,

Pat

**Patricia Yee Hsieh | Training Support Manager**  
HR Employee & Organizational Development | Texas A&M University

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<http://tamus.edu/offices/training> | <http://EODinfo.tamu.edu> | **Learn. Grow. Succeed.**

## Course Details

### 2111525 : Bloodborne Pathogens Online Training - System Version

**Workstation** S - Texas A&M System Offices

**Type** Online

**CEU** 0.00

**CPE** 0.00

**Contact** training@sagomail.tamu.edu

A&M System employees are required to complete bloodborne pathogens training before initial assignment to tasks where occupational exposure may take place. This online course covers the following topics: 1) applicable regulations and definitions of common terms; 2) occurrence and symptoms of the most common bloodborne diseases; 3) how bloodborne pathogens may be transmitted; 4) what an Exposure Control Plan is and its key provisions; 5) exposure determination, including what workplace procedures might cause exposure; 6) control methods used to prevent exposures; 7) Hepatitis B vaccine program offered to potentially exposed employees; 8) emergency procedures to follow when blood or other potentially infectious materials may be present; 9) procedures to follow if an exposure incident does occur, including post-exposure inoculations and post-exposure evaluation and follow up; and 10) signs and labels used for bloodborne pathogens and other biohazardous materials. The training should be taken only during regular business hours. For more information, please contact your local safety office. A list of contacts is available at:

<http://www.tamus.edu/offices/safety/healthsafety/bloodbornepathogens/>

**NOTE: This course will not record your completion properly if you are using an older browser version, such as Internet Explorer 6. If you are currently running an older browser version, please upgrade before launching the course.**

[Start Course](#)

## Course Details

### 2111524 : Hepatitis B Vaccination Form

**Workstation** S - Texas A&M System Offices

**Type** Other

**CEU** 0.00

**CPE** 0.00

**Contact** training@sagomail.tamu.edu

This course is used as a mechanism for documenting completion of the Hepatitis B Vaccination Form. A&M System member Safety offices may assign this course to employees and manually record a completion after the form has been received. A completion indicates only that the safety office has received a form from the employee. For more information, please contact your local safety office. A list of contacts is available at:

<http://www.tamus.edu/offices/safety/healthsafety/bloodbornepathogens/>

**From:** [TrainTraq Messenger](#)  
**To:** [REDACTED]  
**Subject:** Required Training  
**Date:** Wednesday, August 03, 2011 6:03:51 PM

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Dear [REDACTED],

You have assignments as listed below. For more information about these courses, visit <http://traintraq.tamus.edu/>.

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## **2111524 : Hepatitis B Vaccination Form**

**Due Date: 08/31/2011**

**Contact Email:** [REDACTED]

Please complete this assignment by the stated due date.

**ACTION REQUIRED.** You have been assigned this required action because your job description includes potential occupational exposure to bloodborne pathogens, including Hepatitis B virus (HBV). As described in your employer's Exposure Control Plan, you are being offered the Hepatitis B vaccination under the supervision of a licensed physician and at no cost to you.

After you have completed your Bloodborne Pathogens training assignment through TrainTraq, fill out the [Hepatitis B Vaccination Form](#) for acceptance or declination of the HBV vaccine and return it to the assigned individual for your institution. To locate this individual, go to the [A&M System Bloodborne Pathogens](#) website and click on the link for your A&M System member.

If you choose to decline the vaccine at this time, you have the right to change your mind and elect to receive the vaccination at any time in the future.

If you have any questions or need additional information, please contact your local safety office. Contact information can be found on the [A&M System Bloodborne Pathogens](#) website.

\*\*\* This message is an automated notification from the TAMUS TrainTraq application. Please do not reply, as replies are sent to an unmonitored mailbox. If you need assistance, the Support tab in TrainTraq will route your inquiry to the proper person. \*\*\*