**Administrator’s Checklist**

**Safe Blood Glucose Monitoring and Injection Practices in**

**Assisted Living Facilities and Nursing Homes**

* Establish responsibility for infection prevention activities in your facility.
* Assure that policies and procedures are developed for infection prevention, including blood glucose monitoring and injection administration, and are based on recommendations and requirements from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). Periodically review and update the policies.
* Regularly review individual schedules for persons requiring assistance with blood glucose monitoring and/or insulin administration.
* Assure that adequate staffing levels are maintained to perform all diabetic care procedures.
* In accordance with OSHA requirements, provide a full hepatitis B vaccine series to all previously unvaccinated staff persons whose activities may involve contact with blood or body fluids and then check and document post-vaccine titers one to two months after completion of the 3-dose hepatitis vaccine series.

* Provide a continuous supply of materials/equipment necessary for glucose monitoring and medication injection procedures including, but not limited to: gloves, alcohol-based hand sanitizer, handwashing supplies (e.g., soap, water, paper towels), cleaners/disinfectants, and sharps containers.
* Provide staff members who assume responsibility for percutaneous procedures (blood glucose monitoring, injections) with infection prevention training including practical demonstration of aseptic technique upon hire and annually.
* Ensure a safe physical environment is provided when staff members perform percutaneous procedures, such as a nurses’ station or resident’s room. Do not conduct these procedures in a common-use living or activity area.
* Assure staff members know how to report exposures to blood/potentially infectious body fluids and breaches in appropriate practices.
* Assess compliance with infection prevention recommendations for glucose monitoring and insulin administration (hand hygiene, appropriate glove use, proper use of fingerstick devices) by observing personnel and tracking use of supplies. Report findings to staff members and, if necessary, implement measures to improve compliance.
* Refer residents for medical care who develop symptoms that include yellowing of skin and eyes, nausea, weight loss, lethargy, dark urine, pale stool, and/or abnormal liver functions (elevated AST or ALT levels).
* In accordance with disease reporting regulations:
	1. Report any suspected or confirmed clusters of infection (outbreaks) to your local health department.
	2. Report any cases of reportable disease (including hepatitis B and hepatitis C) to your local health department. [*Requirement of directors of nursing homes*]