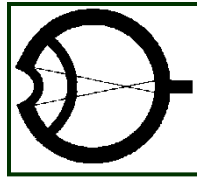


**Hudson Eye Physicians
&
Surgeons, LLC**



600 Pavonia Avenue
6th Floor
Jersey City, New Jersey 07306
(201) 963-3937

288 Millburn Avenue
Millburn, New Jersey 07041
(973) 912-9100

OFFICE MANUAL

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I. GENERAL OFFICE INFORMATION

A. Mailing Address

Hudson Eye Physicians and Surgeons, LLC

600 Pavonia Avenue, 6th Floor

Jersey City, New Jersey 07306-2929

B. Telephone Numbers

Jersey City Office

Patient Numbers

(201) 963-3937

(201) 963-9216

Administrative

(201) 963-5846

(201) 963-6241

Surgical Number

(201) 792-2020

Fax Number

(201) 963-8823

Pavonia Optical

(201) 963-9187

Millburn Office

Patient Number

(973) 912-9100

Administrative

(973) 912-9100

Millburn Optical

(973) 912-9773

Fax Number

(973) 912-0800

C. Office Hours

1. Monday through Saturday, with varying schedule as necessary.

D. Office Holidays

HEPS offices will be closed for the following holidays:

1. New Year's Day
2. Memorial Day
3. July 4th Holiday
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

E. Federal Employer I.D.# 20-0298999

F. Office Accountant

Bederson & Company
405 Northfield Avenue
West Orange, New Jersey 07052-3003

Steven Bortnick, C.P.A.
Phone #: 732-736-3333
Fax #: 732-736-3367

G. Actuarial Consultant

Steven Bortnick, CPA
Bederson and Company
405 Northfield Avenue
West Orange, New Jersey 07052-3003
Phone # 973-736-3333
Fax # 973-736-3367

II. GENERAL EMPLOYMENT POLICIES FOR HEPS

A. Paid Time Off (PTO)

1. New Employees

New employees must complete ninety (90) days of employment before beginning to accrue PTO and sick benefits. After 90 days full-time employees will accumulate 1 PTO day for every 30 days worked (maximum of 5 PTO days) until the end of that calendar year. PTO should not be used until earned.

2. Regular Employees

For the following calendar year (Yr 1 first full calendar year of employment) all full-time employees will accumulate one (1) PTO day for every 52 days worked which results in one full week of paid time off (5 days).

Beginning the 2nd full calendar year (Yr 2) employees will accumulate one (1) PTO day for every 26 days worked which results in two full weeks of paid time off (10 days). Employees should schedule and plan PTO time so that adequate time has accrued in their PTO bank. HEPS allows for limited PTO carryover (as specified later in this section) in order to facilitate PTO to be scheduled early in the calendar year.

PTO accumulates as shown in table below beginning with the 3rd full Calendar year of employment r

Year	PTO
3 rd calendar yr	13 days
4 th calendar yr	14 days
5 th calendar yr	15 days
6 th calendar yr	16 days
7 th calendar yr	17 days
8 th calendar yr	18 days
9 th calendar yr	19 days
10 th calendar yr	20 days
11 th calendar yr	21 days
12 th calendar yr	22 days

Full-time employees earn an additional PTO day per year until their twentieth (20th) full calendar year when they will earn a total of 27 PTO days accumulated at 1 day for each 9.63 days worked.

- PTO days **must** be put in the PTO book a minimum of two (2) weeks in advance of the scheduled PTO. **Days taken without booking 2 weeks in advance are not permitted without special permission from the Practice Administrator or Partner, and can be grounds for termination.**
- PTO days should be taken in the same calendar year in which they were earned. One week (5 days) PTO days may be carried over to the following year provided that:
 - The Practice Administrator is notified, in writing, before December 1st of your intention to carry time over and
 - The carried over days are used before March 1st of the year in which they are carried over to.
- Summer and Christmas season PTO weeks are encouraged as well as other times when one or more Doctors are scheduled to be out of the office and appointments are light.
- PTOs will be listed in the Days-Off Calendar, available on the network under Public Folders. Please check this prior to requesting days off to verify that other employees are not scheduled to take off at the same time.

3. Accrual

Full-time employees accrue vacation allowance commencing with the completion of the ninety (90) day probationary period. Other than the initial probationary period, HEPS provides a PTO accrual as worked and on a monthly basis. Please plan accordingly.

B. Sick Leave/Occurrence Policy

HEPS recognizes that employees occasionally get sick and are required to be away from work. As such, the following sick leave/occurrence policy has been established.

- Employees are eligible for the HEPS sick leave/occurrence policy after ninety (90) days of employment. Accumulating one (1) occurrence for each four (4) months of employment up to a maximum of three (3) occurrences in one calendar year.
- If more than one (1) consecutive day is taken, a note from your personal physician will be required.
- Three (3) consecutive days will be the limit of an allowed occurrence.

- If less than four (4) hours is taken for a doctor appointment, it will be considered half ($\frac{1}{2}$) of an occurrence. If greater than four (4) hours is taken for a doctor appointment, it will be considered as a full occurrence.
- Greater than three (3) occurrences is unpaid and subject to disciplinary action up to and including termination.
- An occurrence should be called in personally **only** to the Practice Administrator.
- If at the end of a calendar year an employee has not used any occurrences and has had a perfect attendance record, they will be given a \$300 bonus in the first payroll of the following year.

C. Late Occurrence Policy

Lateness affects our ability to provide care to patients and cannot be tolerated. The start time that an employee is given is the time that the employee should be at their work station and ready to perform their office duties. (Techs: prepared to bring patients in from the waiting room, reception staff: preparing to check in their first patient, etc.)

If an employee is late three (3) times over a three (3) month period, they will be charged with one half ($\frac{1}{2}$) a PTO day. Any PTO charged to an employee under this Late Occurrence Policy will automatically disqualify them from the attendance bonus payment under the Sick Leave/Occurrence Policy. If, in the same calendar year, the employee is late three (3) times over another three (3) month period, they will be charged with an additional full PTO day. Chronic lateness is grounds for termination.

D. Part Time Employees

1. PTO days accumulated per units of 200 hours of work at rate of
 - 1 day per unit for years one through 4.
 - 1.5 days per unit for years 5 through 9.
 - 2 days per unit after 10 years.
2. Part time employees are not eligible for any additional benefits as described in this manual for full time employees.

E. Employees with similar positions may not take PTO together

Specifically, the following groups of employees should be careful not to schedule PTO at the same time.

Jersey City Office

- Receptionists

- Administrative Personnel
- Billing Staff
- Ophthalmic Technicians
- Optical Employees

Millburn Office – unless cross coverage has been arranged by the Practice Administrator

- Receptionists
- Technicians

F. Unpaid Days Off

HEPS policy does not allow for unpaid time off. If however, there are extenuating circumstances, please discuss this with the Practice Administrator.

G. Holidays – Full Time Staff Only

- New Years Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas Day

H. HEPS is an Equal Opportunity Employer

Applicants for positions are must meet the requirements of the position. HEPS is committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, where employees are treated with respect and dignity.

III. OFFICE HOURS

Office hours and work schedules will vary with the needs of our patients, as determined by the partners and managers. Generally hours will not begin before 7:30 AM and the last scheduled patient will not be after 6:30 PM on weekdays. On Saturday the last scheduled appointment is generally 12:30.

It is understood that scheduled reception and technician staff will arrive early enough so that office operations can begin as scheduled (generally fifteen minutes).

As we are a medical facility with primary responsibility for patient care, it is understood that we may finish later than scheduled on any given day.

Administrative secretary

Monday – Friday: 8:00 AM – 4:00 PM

Surgical secretary

Monday – Friday: 9:00 AM – 5:00 PM

Front desk receptionists

- Schedules will be adjusted on an individual basis to meet office needs, within the parameters mentioned above.
- Front desk personnel who work Saturdays will accrue a minimum of 4 hours of work.
- Saturday schedules currently necessitate fewer employees. The Saturday responsibilities will generally be rotated according to office needs, with front reception schedules generally posted one (1) month in advance.

Technicians

- Technician hours will match that of scheduled patients.
- The Technician supervisor will be responsible for all technician work schedules.
- Technicians who work Saturdays will accrue a minimum of 4 hours of work.
- Technicians may arrange rotating coverage for days when hours extend beyond the normal finish time (either mid-day or at end of day).

IV. CLOSING POLICY

Emergencies such as severe weather, fire, power failure, or disaster can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility or the cancelling of a satellite clinic.

When the decision to close the office early is made AFTER the workday has begun, employees who have reported and are actively working that day will be paid for time off from scheduled work in addition to the hours actually worked with the total not to exceed eight (8) hours.

When the decision to open the office late is made, those who arrive at the work facility by the late-start opening time will be paid for the hour(s) between the originally scheduled start time and the late-start time in addition to the hours actually worked that day but not to exceed eight (8) hours. Employees who don't feel they can safely travel to the work facility are encouraged to stay home and may use available paid leave time. Staff members should call their supervisor as soon as possible if they will not be able to make it to the office at any time.

When the decision to close the office for an entire day is made, time off from scheduled work will be paid once (1) per snow season for eight (8) hours by HEPS. In the event that HEPS is closed for more

than one (1) day during the snow season, staff will have the option to use PTO or not be paid for that time. Staff members who work from home to notify patients should document their work time so that they can be paid for time worked.

V. HEALTH POLICY

A. Health insurance, if elected, is an employee only benefit that begins on the 91st day of employment.

Policy Name: **Horizon HMO Access**
Group Number 78-682G3

Contact Information: **Robert D. Parisi**
R.D. Parisi Agency
973-669-3150

- Employees who elect single health insurance coverage for themselves will contribute 8% of the actual health insurance premium. Health insurance contributions will be deducted directly from employee paychecks. Health insurance is available for purchase for employee's family at the full cost to HEPS at the sole discretion of the employee.

VI. PAYROLL

- Payroll checks are distributed biweekly on the Wednesday following the 14-day work period. If the Wednesday falls on a holiday, the checks will be distributed on the last working day prior to that holiday.
- Direct Deposit is available to anyone wishing to sign up and is encouraged.

VII. DRESS CODE

- During patient hours all employees shall appear neat, well groomed and exude good personal hygiene.
- At all times, blue jeans and sweat pants are prohibited
- Employees will wear scrub outfits, both tops and bottoms.

- Scrubs will be ordered through our supplier and all tops will have the Hudson Eye Logo embroidered on the right breast area and the employee's first name on the left breast area. HEPS will pay the cost of embroidery.
- If, in unusual circumstances, an employee must wear business or dressy attire, prior approval from the Office Administrator or one of the partners must be given. In this event, they will wear a white lab coat over the street clothes while in patient care areas.

VIII. PERSONAL USE of the TELEPHONE

Employees may use the office telephone system for outgoing local calls at designated hours. Non-emergency calls should be made prior to starting office hours, on an employees lunch hour, and anytime after office hours. It is understood that "emergency" telephone calls may need to be made during hours.

It is also understood that there are times when family or friends must reach you during the day. This should be RARE, SHORT and limited to URGENT SITUATIONS. When these calls have to be made, the individual should be instructed to call in on the private line (201-963-5846). Incoming calls tie up the phone lines and keep you from your work. As a result, all personal calls should be kept to an absolute minimum. Abuse of this policy is subject to disciplinary action up to and including termination of employment.

VOICE MAIL

Many employees are provided access to voice mail on the HEPS telephone system.

All messages created, sent or received are the property of HEPS, and all uses of the Practice's voice mail system are solely for business purposes. Voice mail may not be used in violation of the HEPS anti-discrimination policy or any other policy, and any use of the system to send messages with sexual content or other offensive language is prohibited. Employees are prohibited from accessing voice mail messages that are intended for others without permission from his/her supervisor. Violations of these policies may be grounds for discipline up to and including termination.

HEPS reserves the right to monitor all voice mail; consequently there should be no expectation of privacy in the voice mails sent or received.

AUDIO/VIDEO/COMPUTER MONITORING

In addition to monitoring telephone calls, the Practice reserves the right to monitor employee activity by means of audio or video recording techniques. The Practice further reserves the right to monitor an employee's computer usage. These procedures are required at times to ensure the integrity of our operations, compliance with all Practice rules and regulations, for patient safety and for quality control purposes. All audio/video/computer monitoring of employee activity must be approved by Dr Constad.

Employees may not, on their own initiative, electronically record the actions or conversations of other employees, patients, guests or those with whom the Practice has a business relationship.

CELL PHONES

Cell phones are to be kept in the employee's locker during office hours with the exception of lunchtime, or other directed times. The phone should either be turned off, or put into silent mode. A ringing phone in the locker will be disruptive to the office. Use of cell phones, including for text messaging is not permitted during times of employment. This telephone policy is critical to the proper functioning of the office.

LOCKERS

Employees may be assigned a locker in which to keep personal belongings, including coats, pocketbooks, cellphones, etc. Employees will be given a numbered key for which they are responsible. If a locker key is lost, the employee will be charged \$5 for key replacement.

USE OF THE OFFICE COMPUTERS AND NETWORK

Computers: Are to be used for work related activities. They are not to be used for personal shopping, web exploring, personal e-mail, etc.

Network Logon: You will be assigned a Network Logon, and personal logons for the office computer system, along with an office e-mail account.

Each employee is responsible for all work, and account access that is performed under your logins.

DO NOT SHARE YOUR LOGIN WITH ANYONE. *Because inappropriate use of your account can violate HIPAA regulations, it is grounds for termination.* If you feel your password has been compromised, please change it or talk to the Practice Administrator, or Partner immediately.

INTERNET ACCESS

Employees may be provided access to the Internet. Use of HEPS facilities for internet access is solely for business purposes and the Practice reserves the right to limit or prohibit workplace Internet access for any reason. Use of the Internet connection for any purpose other than researching and gathering information directly related to the Practice's business is strictly prohibited. The Internet may not be used to solicit others for, including but not limited to, commercial ventures, religious or political causes, outside organizations or any other non-business matters.

Internet access provided to employees in the workplace is the property of the Practice. Employees should be aware that workplace Internet access is not confidential and that the Practice reserves the right to monitor any and all of their Internet usage while in the workplace, whether during business hours or not. Monitoring of employee Internet usage may be random, periodic or continuous. Use of the internet connection for personal purchases, or browsing will be limited to lunchtimes or non working times, and, if

abused will be taken away from everyone.

Downloading files and/or applications from the Internet places the Practice's computer network at risk of infection by computer viruses and other vulnerabilities. Employees must consult with the Practice's administration prior to downloading any files and/or applications.

HEPS employees are strictly prohibited from posting to, and/or participating in any type of bulletin boards, discussion groups, chat rooms or any other type of electronic forum that requires the input of text or images from their workplace computers; unless the employee is doing so for legitimate work-related reasons.

Browsing to websites with racist or sexual themes is expressly prohibited.

A violation of any of these policies may be grounds for discipline up to and including termination.

WORKPLACE SEARCHES

To protect the property and to ensure the safety of employees, patients and the Practice, the Practice reserves the right to conduct personal searches consistent with state and federal law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to or from the Practice's property. In addition, the Practice reserves the right to search any employee's office, desk, files, lockers, equipment or any other area or article on the premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc are the property of the Practice, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Practice. Searches will be conducted with concern of each employee's privacy, subject to the Practice's need to enforce this policy.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property or illegal drugs, will be subject to disciplinary action, up to and including discharge, and possible legal action.

IX. LUNCHROOM POLICY

- The staff will be responsible, on a rotational basis, to care for the dishwasher daily, and be responsible for being sure the kitchen is left clean at the end of the day – coffee maker turned off, grounds emptied, table and counters cleaned.

- HEPS requests that food not be brought out of the kitchen area under any circumstance during office hours. Any beverages should not be kept in examining areas (OSHA regulations), should not be in patient areas and should be kept away from patients in non examining areas.
- While the lunch “period” is scheduled between 11:30 AM and 1:30 PM, and while HEPS provides a half hour lunch period for each employee, it is understood that because of the nature of providing health care to sick people, emergencies can arise frequently and the lunch schedule may be disrupted. Because of this, there will be a rotation schedule to make the lunch break as convenient as possible.

X. SHARED RESPONSIBILITIES

When an employee is absent it is expected that all office personnel share the responsibility of the absent employee.

XI. PROFIT SHARING PLAN

Hudson Eye Physicians and Surgeons, LLC provides a profit sharing plan for all eligible employees on an equitable basis. The contributions are made completely (100%) by HEPS for the benefit of the employee. There is also a 401K option. The complete details and vesting schedule of the plan are available in a separate manual maintained by the office. This manual with its legal description and outline of the plan is available for review by any employee during normal working hours. Photocopied portions will be made available upon request.

XII. OFFICE STAFF MEETINGS

- All employees are expected to attend all office staff meetings. Meetings will be scheduled as necessary and advance notice will be made by office e-mail.
- It is expected that single PTO days or planned medical (illness) days will not be scheduled on the day of these meetings.

XIII. TECHNICIAN CERTIFICATION

A. Certification

1. The cost of this course or of training materials will be borne by HEPS with prior notification and approval of the Practice Administrator / Partners.
2. Upon completion of the technician course or home study, the technician will take the exam to become a Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT) or Certified Ophthalmic Medical Technician (COMT).
3. Upon notification of passing the Certified Ophthalmic Assistant (COA) requirements, a salary increase of \$0.72 per hour (\$1,500 per year) will be given on the first pay period following the technician bringing the certificate into the office.
4. If a technician takes the JCAHPO home study course and passes the exam to become a Certified Ophthalmic Technician (COT), there will be a salary increase of \$1.20 per hour (\$2,500 per year). This increase will begin the first pay period following the technician bringing in the certificate or letter into the office.
5. If the technician allows their certification to lapse, by not having adequate CMEs, then the appropriate incentive will be reduced.

B. Continuing Education

1. HEPS feels strongly that all staff members should continue to develop their skills and experience in the field of ophthalmology and medicine in general. Because of this, the staff is encouraged to attend educational programs. The recommended training programs include the NJ Academy of Ophthalmology, Annual Meeting of the American Academy of Ophthalmology – JCAPCO section, ASCRS, JCAPCO section. Meeting expenses may be paid by the office to employees who have pre authorization according to the following guidelines:
2. Reasonable airfare and a single hotel room will be provided by HEPS at no expense to the staff member. Meals will be reimbursed with receipts up to \$35 per day. Travel advances are not allowed.
3. PTO time will be used for the travel and attendance at the meeting.
4. Reservations will be handled by the Office Secretary and should be arranged a minimum of three (3) months prior to the meeting dates in order to plan staff coverage, secure the best pricing and take advantage of available discounts.
5. These expenses are reimbursable beginning on the evening prior to the approved course.

6. Technicians are eligible to be added to the list beginning the calendar year following the first anniversary of their employment. The partners will decide on who will be sent to the meeting.
7. An acknowledging response by the staff member(s) selected must be given within one week of the date that personnel can book rooms and register.
8. An updated list of qualified staff is maintained by the Administrative Secretary.
9. The New Jersey Academy of Ophthalmology Meeting
 - a) Secretaries, receptionists and technicians may rotate on an informal basis to the New Jersey Academy Meeting. The number of staff attending this meeting is dependent upon how many staff members are needed to maintain the office schedule on that day.
10. Ophthalmic Technician Didactic Training
 - a) All newly hired ophthalmic technicians are expected do the home study course using online educational programs and provided written or electronic material.
11. All home study materials that staff members may feel are important should be brought up at a staff meeting for possible inclusion in the continuing medical education process.

xiv. PARKING

- Parking will be provided when available for all full time employees after 90 days of employment.
- HEPS takes no responsibility for the condition and contents of staff cars parked in HEPS provided parking areas.
- All employees who request parking will have a \$30 payroll deduction each month until their sixth (6th) year anniversary, after which HEPS will provide parking at no cost to the employee.

xv. LENGTH of SERVICE

- Any employee who has not worked for Hudson Eye Physicians and Surgeons (other than for reasons of disability) for greater than 180 days shall be considered a new employee for all benefit considerations.

xvi. DISABILITY

- HEPS does not offer disability insurance to employees. However if an employee is on disability from a state or federally sponsored program, we will keep their position open for the following time periods:
 - Maternity leave disability extends for six (6) weeks after the date of uncomplicated childbirth.
 - Medical or other disability extends for thirty (30) days from the date of occurrence.

xvii. TELEPHONE PROCEDURES

Proper and professional telephone etiquette is vital to maintaining exceptional clinical care as well as a key factor to good customer relations. HEPS is committed to providing the highest level of professional care and follows these principles:

- The phone should be answered within three (3) rings.
- Always identify yourself when you answer the phone. "Good morning Hudson Eye Physicians, "your name" speaking. How may I help you?"

If another doctor is calling one of our doctors, get the spelling of the last name. Ask if the call is regarding one of our patients. If it is, get the full name of the patient and inform our Doctor what the call is in reference to. A caller should never be left on hold unnecessarily.

- If a patient asks to speak to the Doctor, ask what the call is in reference to. Many patients ask to speak to the Doctor when they simply need to make an appointment. If a patient says he/she isn't feeling well, try to find out specifically what the problem is. The more information you can give our Doctor about a call, the better the Doctor will be able to help the patient.
- Don't pass a call through to the Doctor without asking who it is and what it is about. As a rule, calls should not be passed to the doctor while the doctor is seeing patients unless it is an emergency or you have been told to expect the call or caller.
- Patients that say they have an emergency and need to be seen right away require you to use good judgment. If a patient has recently had surgery, always put them in ASAP. If a patient says he/she is experiencing pain/floaters/double vision, or their eye is swollen, red, "infected", or has a discharge always put them in. Symptoms other than these require your discretion. Always keep in mind that we are here for one reason - to see patients that need medical attention. If there is any question about an emergency appointment, talk to one of the doctors. Emergencies also must come in the same day they call. A patient with an emergency cannot request to be seen "next Tuesday at 2:45". If a patient refuses an emergency appointment you offer, be sure to document it in medical records under patient encounters – Demographics Template.

- When you are at one of the three seats in the reception area, all staff are to answer phones. If you are not busy with a patient, and you see a call on hold, pick it up and ask if you can help the person waiting. Even if you did not originally answer the call, or place the person on hold, no call should remain on hold while a receptionist is available to be of service.
- Smile when you answer the phone. Even though it sounds silly, your voice reflects a smile, and patients respond to that.

XVIII. MISCELLANEOUS

- Staff should not bring other persons to the office for the purpose of "Day Care". We are a medical facility and for the safety of all, visitors are discouraged from entering the facility at any time.
- Exceptions will be limited to true emergencies or health related problems only with the prior approval of the Practice Administrator or Partner.

XIX. SECURITY POLICIES

i. Office Alarm System

1. Employees must not give Guardian security code to anybody.

2. Keys

a) employees should inform the office immediately if a key is lost.

3. Opening the Office

a) any unusual circumstances should be noted. This would include obvious tampering or supplies/equipment out of place. Any open doors or open lights should be reported.

4. Closing the Office

a) make sure that all lights are turned off

b) be certain that all kitchen appliances (including coffee machine) are turned off

c) be certain the gates are securely down

d) be certain the alarm system is set

e) test to be sure the rear door is secure before walking away

5. Building Security

- a) in an emergency building security can be notified by calling
- b) Guardian hot line is 800-533-4827
- c) Pavonia Towers Fire Safety Plan

xx. STATE AND FEDERAL HEALTH RULES AND REGULATIONS

1. Blood Borne Pathogens Prevention Treatment
2. OSHA

xxi. RESOURCE MATERIALS

Occupational Safety and Health Administration

Handling of Instruments:

- 1) Instruments should never be thrown in water basin. Place them gently in basin to be soaked before cleaning.
- 2) Corrosive elements of instruments are saline, blood and tap water.
- 3) Instruments are to be cleaned in MetriClean (detergent and lubricant) rinsed and dried completely, then sterilized.
- 4) Autoclave should be cleaned weekly to remove mineral build up (LPH)
- 5) Fine tips should be covered for protection. Handle instrument gently and all instruments are used for their intended purpose only.
- 6) A knife blade should be removed from its handle by using a needle holder ONLY

Cleaning of Instruments:

- 1) Sinks or basins should be marked for 1 gal.
- 2) Soap and water.
- 3) Protective clothing long sleeve and fluid resistant.
- 4) Heavy duty rubber or plastic gloves

- 5) Rinse to remove gross contamination
Soak and manually wash instruments wearing protective clothing
- 6) Rinse instruments, manually dry and inspect
- 7) Use appropriate protection when in contact with cleaning detergents, germicides, bleach and blood.
- 8) Household bleach blood spills
- 9) Alcohol countertops and equipment. Needs to be in wet contact for 3 min. to be effective.

HUDSON EYE PHYSICIANS AND SURGEONS

POLICY AND PROCEDURE MANUAL FOR BLOOD BORNE PATHOGENS:

PREVENTION AND TREATMENT

1. WHO IS AT RISK?

A. Physicians:

Procedures that involve the use of sharps i.e. needles used to remove corneal foreign bodies, injections for minor surgery anesthesia, sub-conjunctival injections, cutting sutures, minor surgical procedures including chalazion, removal of lid lesions, entropion and ectropion repair and epilation of trichiasis.

B. Technicians:

Assisting at minor surgical procedures, cleaning instruments after minor surgery and disposing of sharps.

2. UNIVERSAL PRECAUTIONS

A. Minor Surgery:

While performing minor surgery or assisting at minor surgery, sterile latex gloves will be worn.

B. Cleaning of Instruments after Surgery,

Non sterile latex gloves will be worn. Instruments will be washed with soap and water and then placed immediately in sterilizer to complete cycle.

C. Disposal of Sharps:

All needles and scalpel blades will be discarded immediately after use in RED containers marked for bio-hazardous materials and sharps. When the room containers are full, they will then be placed in the hazardous waster barrel in the storage room. When this container is 3/4 full, disposal company will be called and container sealed until picked up.

3. EDUCATION

A. Monthly Technician Meetings:

Discussion of universal precautions and identification of any risk procedures.

B. Monthly Staff Meetings:

Discussion with rest of staff informing them of risks in office procedures and to identify any other personnel at risk.

4. PROPHYLAXIS:

All physicians and technicians have been offered Hepatitis B Vaccine to be provided by Hudson Eye Physicians and Surgeons. All who decline will sign waiver to that effect.

5. IDENTIFICATION OF RISK PREVENTION OFFICER:

Donald J. Cinotti, M.D.

6. TREATMENT:

All exposures to potential hazardous materials will be reported to risk prevention officer immediately. The type of exposure (needle stick, cut by instruments, exposure to body fluids without protective garments, etc.), the time and if possible the patients name involved. The patient will be contacted by the risk officer and asked if they would allow testing for HIV and Hepatitis, cost borne by Hudson Eye Physicians and Surgeons. The employee will be offered an infectious disease consult at Jersey City Medical Center.. The cost of the consultation and any treatments provided by Hudson Eye Physicians and Surgeons. All such incidents will be held confidential.

SEXUAL HARASSMENT IN THE WORKPLACE

Policy:

HEPS is committed to providing its employees with an environment that is free from sexual harassment in any form. To that end, it is the policy of HEPS that no HEPS employee, physician, patient or visitor may engage in sexual harassment. All reports of sexual harassment will be addressed immediately and will be kept confidential.

Actions to be taken if an employee feels they are being sexually harassed:

1. Tell the person who is the harasser to STOP
2. Keep notes of all behavior that is indicative of harassment
3. Notify your supervisor immediately. If the harasser is your supervisor, notify your supervisor's boss

Objectives:

1. Define sexual harassment and discrimination behavior
2. Understand the law as it relates to harassment in the workplace
3. Describe HEPS policy on sexual harassment
4. List three actions to be taken if you feel you are being sexually harassed

Sexual Harassment

Definition:

Any unwelcome sexual advances in the workplace that is repeated and interferes with an employee's ability to perform his/her job. Any request for sexual favor or other sexual conduct when:

1. an employee's submission is made a condition of employment
2. an employee's submission or refusal is used as a basis for decision affecting employment status
3. such conduct interferes with a workers job performance or creates an intimidating, hostile or offensive work environment

Two Types of Sexual Harassment:

1. Latin Phrase: : Quid Pro Quo "This for That":

Involves manger, supervisor or employer in a position of power. Promises job, promotion or raise in return for sex (implicit or explicit). Also rejection of sexual advances means loss of job, promotion or raise.

2. Hostile Environment:

Behavior by anyone in the work place that produces a hostile environment for an employee. The harassment may be verbal as well as physical. Three conditions which must be met are:

- a. The behavior must be sexual in nature
- b. The behavior must be unwelcome
- c. The behavior must be severe or pervasive

Statistics:

Women who have been sexually harassed in the workplace are nine times more likely to quit than men.

One half of all women workers report unpleasant incidents in the workplace.

These included jokes and demeaning comments

Ninety percent of harassers are men who harass women

Five percent of harassers are women who harass men

Five percent of harassment occurs when both parties are of the same sex

Law:

Workers are protected by laws based on the Title VII of Civil Rights Act of 1964 which led to the creation of the EEOC (Equal Employment Opportunity Commission). The EEOC prohibit discrimination of employees on the basis of race, sex national origin or religion.