

MEMORANDUM

To: Dr. Erika Paterson, Instructor ENGL 301

From: Meagan Rosenberg, Student MR

Date: November 9th, 2019

Subject: Progress Report- Decreasing Needlestick Injuries at Arden Park Dental

Hello Dr. Paterson, as requested in lesson 2:3 Here is a progress report for my document of decreasing needlestick injuries at Arden Park Dental. Please find below: purpose, significance and audience of the report, as well as my research plan and writing schedule. Also included are 3 links to my survey, and interviews that will be used to conduct my data collection.

Purpose of Report

- To ensure Arden Park Dental has proper protocols and guidelines put in place for keeping their employees safe from needlestick injuries
- To ensure employees are following proper protocols and guidelines for the prevention of needlestick injuries

Significance of Report

- To bring attention to the fact that employees are still injuring themselves with needlesticks

Audience of Report

- Dr. Raphael Jankowski, Owner and Dentist of Arden Park Dental
- Tammy Stoddart, Office Manager and Health & Safety representative at Arden Park Dental

With presenting the report to the owner and office manager, they would have the most ability to act on my recommendations for ensuring the health and safety of all employees.

Research Plan

- Identify the problem and offer a suggestion for solution (completed)
- Investigate the protocols and guidelines in place for needlestick injury prevention (ongoing)
- Investigate the PPE available to employees for needlestick injury prevention (ongoing)
- Create a survey and interview questions for collecting primary data (completed)
- Hand out surveys and conduct interviews (waiting for approval)
- Analyze data from the surveys and interviews (waiting for approval and to hand out surveys and conduct interviews)

Writing Schedule

October 4th-11th – Formal Report Proposal (completed)

October 9th-16th – Peer Review of colleague's report proposal and edit mine with peer review feedback (completed)

November 1-8th – Formal Report Outline (completed)

November 8th-16th- Interview and Survey questions, progress report memo (completed)

November 16th- December 4th – Formal Report Draft (to be completed)

December 4th- 10th – Peer review of colleague’s formal report draft and edit mine with peer review feedback (to be completed)

December 10th- 19th – Final Report due

With being very self disciplined, there is no issue of falling behind in my writing schedule with the report. By many tasks completed already and my superior time management skills, the report will certainly be completed by the deadline. Much enthusiasm is anticipated in starting to collect the data and complete the report!

Please do not hesitate to reach out if you need any clarification or have any questions for me, thank you in advance for your time.

Survey Questionnaire for Employees at Arden Park Dental

I am an undergraduate student enrolled at UBC involved in a technical writing project. The purpose of this survey is to attain primary data for an analysis and investigation that aims to provide recommendations for improving the safety of employees at Arden Park Dental when working with needlesticks. The final report will be addressed to Dr. Raphael Jankowski and Tammy Stoddart. With the data collected from these surveys they will help to serve the ultimate purpose of providing recommendations for decreasing needlestick injuries in the office. This survey contains a total of 6 questions, 5 of which are ranked with 1-5 disagree and agree system, and one multiple choice question and should take about 5 minutes of your time. Please note that responses are voluntary and anonymous. Thank you, and know your participation is very much appreciated.

Adequate training on handling needlesticks has been provided by Arden Park Dental

1 2 3 4 5

Strongly Disagree

Strongly Agree

You are familiar with the possible health effects associated with needlestick injuries

1 2 3 4 5

Strongly Disagree

Strongly Agree

Have you incurred a needlestick injury at Arden Park Dental?

No Yes

There are adequate measures set in place to prevent needlestick injuries from happening at Arden Park Dental (including training, protocols, personal protective equipment, etc.)

1 2 3 4 5

Strongly Disagree

Strongly Agree

All protocols and guidelines set out by Arden Park Dental are being followed thoroughly to prevent needlestick injuries from occurring

1 2 3 4 5

Strongly Disagree

Strongly Agree

Please rank your knowledge level on post exposure protocol after a needlestick injury has occurred. 1 being no knowledge and 5 being well aware of the protocol

1 2 3 4 5

Interview Questions for Health & Safety Representatives

I am an undergraduate student enrolled at UBC involved in a technical writing project. The purpose of this interview is to attain primary data for an analysis and investigation that aims to provide recommendations for improving the safety of employees at Arden Park Dental when working with needlesticks. The final report will be addressed to Dr. Raphael Jankowski and Tammy Stoddart. With the data collected from this interview it will help to serve the ultimate purpose of providing recommendations for decreasing needlestick injuries in the office. This interview has a total of 4 questions and should take about 5 minutes of your time. Please note that responses are voluntary, but not anonymous as I will use your credibility for my report. Thank you, and know your participation is very much appreciated.

1. Since being in the role of Health and Safety representative, how many cases of needlestick injuries have occurred?
2. How often is training provided to staff for prevention of needlestick injuries?
3. How often are the protocols and guidelines for needlestick injuries updated?
4. Do you feel all staff have the proper equipment and training to prevent needlestick injuries from occurring?

Interview Questions for Employees who have Incurred a Needlestick Injury

I am an undergraduate student enrolled at UBC involved in a technical writing project. The purpose of this interview is to attain primary data for an analysis and investigation that aims to provide recommendations for improving the safety of employees at Arden Park Dental when working with needlesticks. The final report will be addressed to Dr. Raphael Jankowski and Tammy Stoddart. With the data collected from this interview it will help to serve the ultimate purpose of providing recommendations for decreasing needlestick injuries in the office. This interview has a total of 6 questions and should take about 7 minutes of your time. Please note that responses are voluntary, but not anonymous as I will use your credibility for my report. Thank you, and know your participation is very much appreciated.

1. Was proper protocol being followed when the needlestick injury occurred?
2. Was the needlestick injury reported to the Health & Safety representative in a timely manner?
3. Was the post exposure protocol easy to follow?
4. What do you feel caused the needlestick injury to occur?
5. Are you more preventative regarding following proper protocols when handling needlesticks?
6. Do you feel like Arden Park Dental could have helped in anyway to prevent the injury from happening?