

Healthcare Associated Infection Policy for Staff Working in NHS Grampian

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Executive Sign-Off

This document has been endorsed by a Director of NHS Grampian

Mh 22

Signature:

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Key word(s): Infection, control, infection control, responsibilities, HAI,

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Policy

Document application: NHS Grampian

Purpose/description: To ensure that all NHS Grampian staff and students

recognise and understand their roles and responsibilities in

relation to infection control.

Responsibility: Responsibility for the effective management of the

organisation's policy, protocol, procedure and process documentation ultimately lies with the Chief Executive. Delegation for formulating, disseminating and controlling these documents falls to either a named individual or a

working group.

Policy statement: It is the responsibility of supervisory staff at all levels to

ensure that their staff are working to the most up to date and relevant policies, protocols procedures. By doing so, the quality of the services offered will be maintained, and the chances of staff making erroneous decisions which may affect patient, staff or visitor safety and comfort will be

reduced.

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Lead Author/Co-ordinator: Infection Prevention and Control Manager

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Revision Date	Previous Revision Date	Summary of Changes (Descriptive summary of the changes made)	Changes Marked* (Identify page numbers and section heading)
September 2016	January 2014	Document extensively reviewed and updated and should be read in its entirety to aid understanding. The name of the document has been changed from "Infection Prevention and Control Policy for Healthcare Premises" to "Healthcare Associated Infection Policy for Staff Working in NHS Grampian".	

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Healthcare Associated Infection Policy for Staff Working in NHS Grampian

1. Executive Summary

This policy is directed at all staff, <u>including contractors</u>. In addition it can be adopted as guidance for independent contractors, and all areas of health and social care provision. (Care Homes should follow guidelines by HPS).

It describes in detail the roles and responsibilities allocated to different staff groups. It details the inter-linking processes that have been put in place to provide the Board with assurances that infection prevention and control performance is being constantly monitored and reviewed to ensure it reflects current best practice and fulfils any specific legal obligations.

Whilst the Board has the strategic responsibility for ensuring infection prevention and control issues are addressed, it is the Infection Prevention and Control Team who provides the guidance and operational support to staff on day-to-day infection prevention and control measures and their implementation. However, it is important to emphasise that infection prevention and control is everyone's responsibility.

Failure to comply with this policy may have medico-legal implications and may in some instances result in disciplinary action being taken.

The NHS Grampian Board in respect of carrying out regulated activities will so far as possible, ensure that patients, healthcare workers and others who may be at risk are protected against any identifiable risks of healthcare associated infection or that potential acquisition of these are kept to an acceptable minimum.

2. The Purpose of the Policy

The key purpose of this overarching policy is to ensure the organisation has an organisation wide approach to the prevention of Healthcare Associated Infection (HAI) and to clarify roles and responsibilities in relation to this.

There is a significant amount of national guidance now available to enable Boards to ensure they have sufficiently effective systems and processes in place to assure patients and staff alike that the health care provided is of a quality that safeguards patients in both hospital and community care. The most notable documents being:

Health Improvement Scotland: Healthcare Associated Infection Standards 2015 http://www.healthcareimprovementscotland.org/our_work/inspecting_and_regulating_care/hei-policies and procedures/hai standards 2015.aspx

Health Protection Scotland: National Infection Control Manual http://www.nipcm.scot.nhs.uk/

Health Protection Scotland: Standard Infection Control Precautions http://www.nipcm.hps.scot.nhs.uk/chapter-1-standard-infection-control-precautions-sicps/

Vale of Leven Enquiry Report http://www.valeoflevenhospitalinquiry.org/Report/j156505.pdf

Health Facilities Scotland: The National Cleaning Services Specification (NCSS) 2016 http://www.hfs.scot.nhs.uk/publications-1/facilities/nhsscotland-national-cleaning-services-specification/

Health Facilities Scotland: Scottish Health Facilities Note 30, Part A - Manual: Information for Design Teams, Construction Teams, Estates & Facilities and Infection Prevention & Control Teams

http://www.hfs.scot.nhs.uk/publications/1421940901-Version%201.0.pdf

Health Facilities Scotland: Scottish Health Facilities Note 30, Part B – HAI System for Controlling Infection in the Built Environment (SCRIBE) Implementation strategy and assessment process

http://www.hfs.scot.nhs.uk/publications/1421940901-Version%201.0.pdf

Scottish Executive Health Department: Infection control: organisational issues. NHS HDL (2005)8

http://www.sehd.scot.nhs.uk/mels/HDL2005 08.pdf

Scottish Antimicrobial Resistance and Healthcare Associated Infection Strategy Group Delivery Plan

Health Protection Scotland: Compendium of Healthcare Associated Infection Guidance http://www.hps.scot.nhs.uk/haiic/haicompendium.aspx

The Infection Prevention and Control intranet pages hold the key infection control policies, procedures and guidance for staff use.

http://nhsgintranet.grampian.scot.nhs.uk/depts/InfectionPreventionAndControlManual/Pages/default.aspx

The Infection Prevention and Control Team are also available to provide operational guidance in their implementation and give guidance when their expertise is required.

3. Duties

All staff and students are expected to understand the importance of infection prevention and control procedures, particularly the value of hand hygiene and the application of standard infection control procedures. The responsibility for arrangements relating to staff training in infection prevention and control rests with the HAI Education Lead. The Infection Prevention and Control Committee has identified a mandatory programme for all nursing staff Agenda for Change Grade 6 and above. It is NHS Grampian policy not to allow staff to fully undertake their role at this grade until the training has been signed off.

All staff and students have an implicit responsibility to ensure they abide by this policy and the associated guidelines and to take the necessary actions to prevent the spread of infections. Failure to follow the guidance may put the staff member, their colleagues, or patients at risk. Furthermore, serious infringement may result in disciplinary action being taken.

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The National Infection Control Manual is available on the NHS Grampian intranet. Information leaflets are also available on the intranet and may be freely printed and distributed to students, patients, visitors etc as required.

4. Roles and Responsibilities

Chief Executive and NHS Grampian Board

The Chief Executive and NHS Grampian Board will designate responsibility for the prevention and control of infection control, including the control of healthcare associated infections, as a core part of the Board's clinical governance and patient safety programmes. The Board has designated specific responsibility relating to the control of healthcare associated infection to the HAI Executive Lead. The Chief Executive has appointed an Infection Prevention and Control Manager who reports directly to the Board on infection prevention and control issues.

HAI Executive Lead

The HAI Executive Lead has designated specific responsibility relating to the prevention and control of infection to the NHS Grampian Board. The HAI Executive Lead is responsible for the Board approved Healthcare Associated Infection Work Programme and the annual Infection Prevention and Control Report. The HAI Executive Lead chairs the NHS Grampian Infection Prevention and Control Committee.

Lead Infection Prevention and Control Doctor (IPCD)

Is accountable to the HAI Executive Lead and provides clinical leadership on all matters relating to infection prevention and control. He/she advises on surveillance, clinical policies development and implementation of the annual infection control work programme (including antibiotic resistant infections and antimicrobial prescribing, decontamination, medical devices management, and cleaning services). Specific responsibilities relating to the Lead Infection Prevention and Control Doctor:

- Provide clinical leadership to the Infection Prevention and Control Team
- Provide access to specialist infection prevention and control advice and support, including primary care (e.g. general medical practitioners)
- Assess the impact of all existing and new policies and plans on HAI, and making recommendations for change
- In conjunction with the Infection Prevention and Control Manager, challenge noncompliance with local and national protocols and guidance relating to prevention and control of infection, decontamination, antimicrobial prescribing and cleaning
- IPCDs liaise with Health Protection Team regarding chairing of infection prevention and control related problem assessment, outbreak control, and incident management meetings dependent on the organism/communicable disease/incident involved

Infection Prevention and Control Doctors (Community, Dr Gray's and Virology)

- Are accountable to the Lead IPCD for IPC related matters
- Provide clinical leadership to the infection prevention and control team
- Provide access to specialist infection prevention and control advice and support, including primary care (e.g. general medical practitioners)
- In conjunction with the Infection Prevention and Control Manager, challenge noncompliance with local and national protocols and guidance relating to prevention and control of infection, decontamination, antimicrobial prescribing and cleaning

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- IPCDs liaise with Health Protection Team regarding chairing of infection prevention and control related problem assessment, outbreak control, and incident management meetings dependent on the organism/communicable disease/incident involved
- Take an active role in education around the prevention of infection

Infection Prevention and Control Manager

Is accountable to the HAI Executive Lead and has overall responsibility for management of processes and risk assessment relating to infection prevention and control. The Infection Prevention and Control Manager is responsible for ensuring that local interpretation of relevant advice on these matters takes place and for working with Scottish Government Health and Social Care Directorates, Health Improvement Scotland and other agencies on improving practice.

Specific responsibilities relating to the Infection Prevention and Control Manager:

- Provide managerial support to the infection prevention and control team
- Co-ordinate prevention and control of infection services throughout the Board area
- Deliver the Board approved Healthcare Associated Infection Work Programme in conjunction with the Lead Infection Prevention and Control Doctor and other key stakeholders
- Provide access to specialist infection prevention and control team members enabling advice and support to all hospital teams by engaging & promoting safe working practices
- In conjunction with the Lead Infection Prevention and Control Doctor, challenge noncompliance with local and national protocols and guidance relating to prevention and control of infection, decontamination, antimicrobial prescribing and cleaning

Infection Prevention and Control Committee (IPCC)

NHS Grampian's Infection Prevention and Control Committee's main purpose is to assure the Board that the responsibilities related to infection prevention and control in NHS premises are being met. It provides an advisory function to the Board and is responsible for the delivery of the Health Board's key responsibilities for the prevention and control of infection and monitoring performance and compliance. Prevention and control of infection and communicable disease is used as a composite term to describe areas of responsibility and encompasses:

- Surveillance, prevention, treatment and control of communicable disease (and the systems to achieve this), excluding sexually transmitted diseases
- · Healthcare associated infections, including antibiotic resistant organisms
- Environmental hygiene
- Decontamination of re-usable medical devices. (NHS HDL (2005)8, Infection Control Organisational Issues)

Remit:

The Infection Prevention and Control Committee (IPCC):

- Develops with relevant others the priorities and strategy for the prevention and control
 of infection
- Endorses all infection prevention and control policies/procedures/guidelines

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- Provides advice and support on the implementation of policies, procedures and guidelines
- Endorses the annual Healthcare Associated Infection Work Programme
- Monitors the progress of the annual HAI Workplan
- Promotes national antibiotic prescribing policies which minimise the development of resistance via surveillance and the widespread dissemination of the policies
- Promotes best principles of clinical governance in the prevention and control of infection including the development of an infection control risk register
- Provides advice and support to the Infection Prevention and Control Team (IPCT)
- Is responsible for assessment of levels of compliance with Healthcare Improvement Scotland's Healthcare Associated Infection (Standards February 2015)
- Annually provides evidence that activity relating to audit and monitoring is widely disseminated, issued to assist training and education and results in increasing awareness of the HAI Standards within NHS Grampian
- Endorses the national and local objectives and priorities for targeted surveillance of infection developed by IPCT.
- Receives results of surveillance with interpretations, recommendations and discusses actions required
- Ensures all members have access to up-to-date legislation and guidance relevant to infection control
- Tasks the Infection Prevention and Control Team and Health Protection Team to investigate and manage outbreaks of infection. Reports should also be presented to IPCC following an outbreak incident
- Promotes the input of infection prevention and control advice in the planning of purchasing decisions across all areas of NHS Grampian

The Infection Prevention and Control Committee reports to the NHS Grampian Clinical Governance Committee (see Appendix 1).

Infection Prevention and Control Team (IPCT)

Is responsible for the surveillance and monitoring of infection within the NHS Grampian Board area. It provides operational advice and support to all staff on infection prevention and control matters. The team comprises the Infection Prevention and Control Manager, the Infection Prevention and Control Doctors, the Senior Infection Prevention and Control Nurse, Infection Prevention and Control Nurses and Surveillance nurse. The Infection Prevention and Control Manager is responsible for the appraisal of the Infection Prevention and Control Team members.

Specific responsibilities of the Infection Prevention and Control Team are:

- Weekly review of surveillance data
- Education and audit support for operational management and hospital based teams
- Review of guidelines, literature, national policy
- Introduction of national and local initiatives
- Identification of infection risks and their escalation to the NHS Grampian risk register via the Infection Prevention and Control Committee
- Provision of evidence for Healthcare Improvement Scotland HAI Standards
- Monitoring of contracts that are applicable to infection prevention and control

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Infection Prevention and Control Nurses (IPCNs)

The IPCNs provide operational advice and support to the service areas within their geographical remit as directed by the Infection Prevention and Control Manager. They are responsible for operational support in the form of advice and guidance to ward/clinical/area managers in terms of the interpretation of statistical control charts, risk management of patients in relation to infection, and the implementation of HAI standards, national policy and local guidance with the support of the Infection Prevention and Control Doctors. IPCNs also:

- Provide access to specialist infection prevention and control advice and support to all hospital teams, by engaging and promoting safe working practices
- In conjunction with the Infection Prevention and Control Manager/Doctor, participate in compliance monitoring with local and national protocols and offer guidance locally to enable implementation
- Undertake audit and data collection to enable compliance monitoring and surveillance

They are held accountable for these responsibilities by the Infection Prevention and Control Manager.

Relationship of roles and responsibilities between the Infection Prevention and Control Team and the Operational Management Team in NHS Grampian

Ultimately the responsibility for the prevention and control of infection in NHS Grampian rests with the Chief Executive. The management teams in the various clinical and geographical areas within NHS Grampian are accountable for their responsibilities including prevention and control of infection to the Chief Executive via the NHS Grampian operational management arrangements. The table below indicates the relationship between these responsibilities and those of the Infection Prevention and Control Team.

Infection Prevention and Control Team	Management Teams
Specialist support and advice regarding compliance with policy, procedures and standards Educational strategy and delivery Audit support HAI surveillance (data collection, management and analysis) Investigation Outbreak process leadership and support Quality Assurance Procurement advice Improvement support Escalation of concerns Identifying and sharing good practice	Executive Management Strategic direction Compliance with standards Reducing clinical risks Operational Management Delivery of standards, policy and guidance Staff education and competence Performance management Escalation and exception reporting Monitoring HAI and hand hygiene audit results and improvement action plans

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Responsibilities relating to specific groups of staff:

All NHS Grampian staff, regardless of discipline, are expected to comply with infection prevention and control policies, practices and principles and to protect each other from any identifiable infection risks. Staff should escalate any concerns or barriers to enablement of this to their line manager and seek clarity or guidance from the IPCT when unsure. Non compliance with infection prevention and control policies by any staff member may generate disciplinary action.

Consultants

Consultant staff have a responsibility to ensure they abide by the Board's infection prevention and control protocols and procedures and to act as a positive role model for junior doctors and other staff on all infection prevention and control issues, including the application of standard infection control precautions. Infection prevention and control performance should be included as a measure in appraisals of all junior doctors within their teams.

Locums/Agency Staff

Any Locum or Agency Staff must be made aware on commencement of their duties where to access information on infection prevention and control procedures within this Board and how to contact the Infection Prevention and Control Team for advice. Their daily supervisor must ensure they understand the Board's commitment to preventing and controlling infection, and to have the necessary skills to comply with the infection prevention and control requirements placed upon them. Failure to abide by NHS Grampian infection prevention and control policies and procedures may result in termination of the temporary contract.

Unit Operational/Locality/Area Operational Managers

Provide a positive role model to the rest of the staff and to spearhead infection prevention and control initiatives jointly with the Infection Prevention and Control Team. They advise on how strategic decisions on infection prevention and control issues can be implemented, and drive such implementation forward through the roles of the Senior Charge Nurses and Service Leads.

Senior Charge Nurses/Senior Charge Midwives/Departmental Managers

Senior Charge Nurses/Senior Charge Midwives/Departmental Managers are responsible for ensuring that the following Standard Infection Control Precautions (SICPs) are complied with:

- Patient placement/assessment for infection risk
- Hand hygiene
- Respiratory and cough hygiene
- Personal protective equipment
- Safe management of care equipment
- Safe management of care environment
- Safe management of linen
- Safe management of blood and body fluid spillages
- Safe disposal of waste (including sharps)
- Occupational safety: prevention and exposure management (including sharps)

These standard precautions should be embedded into practice and become routine, safe practice by all staff for which they have day-to-day responsibility. This can best be achieved by being a good role model, and through being accessible and visible on a daily basis. Performance of the above precautions should become core to all nurse appraisals with onward referral for further training where skills are found to be lacking.

Further infection prevention and control issues for which senior charge nurses/senior charge midwives/departmental managers are responsible include:

- Appropriate insertion and maintenance of invasive devices, including (but not limited to) peripheral venous catheters, central venous catheters, other venous access devices and urinary catheters
- Managing and recording infection prevention and control adverse events
- Healthcare associated infection and hand hygiene audits
- Good communication with other health care workers, patients and visitors
- Training and education

Senior Charge Nurses/Senior Charge Midwives/Departmental Managers must also ensure that access to the online Infection Prevention and Control Manual and associated guidelines is readily available in all work areas and that all staff know how to obtain infection prevention and control advice at all times.

Nurses/Midwives/Clinical Healthcare Support Workers (all grades)

Have a day-to-day responsibility for ensuring that the SICPs listed above are maintained to the best of their ability and escalating barriers to implementation. They have the responsibility to prevent and reduce the spread of infection by the use of good infection control practices.

Any staff member who feels they do not have the necessary skills to achieve the high standard expected of them should approach their line manager for advice. Line managers must ensure that nursing staff are released to attend infection prevention and control courses.

Nursing/midwifery staff may be asked to participate in audits of various aspects of the standard infection control precautions.

All staff should know where they can access the Infection Prevention and Control Manual and associated protocols and guidelines, and how to contact the Infection Prevention and Control Team if further advice is necessary.

Compliance with infection prevention and control practices should be incorporated into the appraisal process.

Allied Health Professionals (AHPs)

Therapists and technicians will come into contact with patients in a variety of ways; ie direct or indirect physical contact.

All AHPs have a day-to-day responsibility for ensuring that the SICPs listed above are maintained to the best of their ability and escalating barriers to implementation. They have the responsibility to prevent and reduce the spread of infection by the use of good infection prevention and control practices.

Any AHP who feels they do not have the necessary skills to achieve the high standard expected of them should approach their line manager for advice. Line Managers must ensure that AHPs are released to attend courses, where further infection prevention and control training has been identified as a need.

AHPs will be asked from time to time to participate in audits of various aspects of the standard infection control precautions'.

All AHPs should know where they can access the Infection Prevention and Control Manual and associated guidelines, and how to contact the Infection Prevention and Control Team if further advice is necessary.

Compliance with infection prevention and control practices should be incorporated into the AHP appraisal process.

Domestic staff

Domestic staff are employed to maintain a clean environment and hold joint responsibility with care staff for achieving this. All domestic staff must have clear roles and responsibilities which are known throughout the work area. Schedules of cleaning should be displayed, reviewed and maintained. Problems should be immediately reported to the line manager to ensure prompt remedy.

All domestic staff have a day-to-day responsibility for ensuring that the SICPs listed above are maintained to the best of their ability and escalating barriers to implementation. They have the responsibility to prevent and reduce the spread of infection by the use of good infection prevention and control practices.

Any domestic staff member who feels they do not have the necessary skills to achieve the high standard expected of them should approach their line manager for advice. Line Managers must ensure that domestic staff are released to attend courses, where further infection prevention and control training has been identified as a need.

Domestic staff will be asked from time to time to participate in audits of various aspects of the standard infection control precautions'.

All domestic staff should know where they can access the Infection Prevention and Control Manual and associated guidelines, and how to contact the Infection Prevention and Control Team if further advice is necessary.

Compliance with infection prevention and control practices should be incorporated into the domestic staff appraisal process.

All other staff including Healthcare Support Workers/Portering Staff/Estates Staff All staff must undertake induction where information will be provided on the importance of infection prevention and control, relevant to the role that they carry out. Further training is available as part of the infection prevention and control education programme. They must ensure they have access to the relevant infection prevention and control procedures to their role, and where they feel they do not have the skills to deal with infection prevention and control issues, they should seek advice from their line manager.

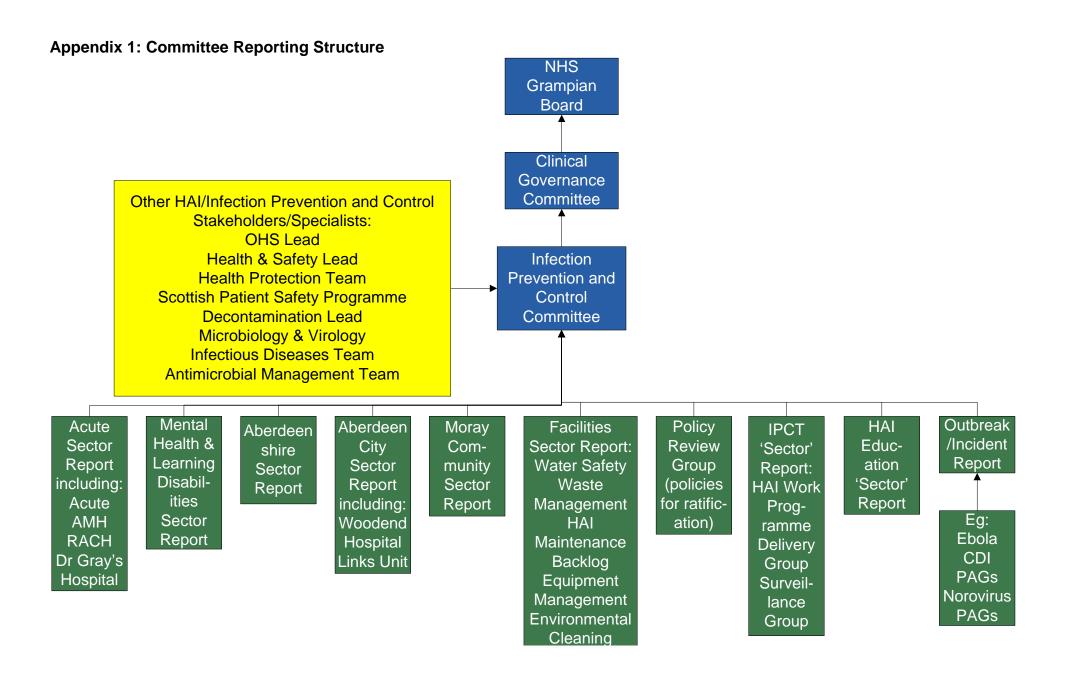
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Contracted Staff

All contracted staff must abide by this policy and the associated guidelines. Those employing contracted staff have a responsibility to ensure they are aware of the requirements of the organisation, before work is commenced. NHS Grampian reserves the right to review and cancel the contract of any contractor who is non-compliant with their infection prevention and control responsibilities under this policy.

Distribution List:

All NHS Grampian Staff



Appendix 2: Roles and Responsibilities Matrix

	Operationa	ıl/Managem	ent	Infection Prevention and Control Team						
		Charge Nurse		Unit Operational/ Area Manager	Head of Nursing/ Lead Nurse		Prevention and	and Control Doctor	Infection Prevention and Control Manager	HAI Executive Lead
Policies and protocols	and procedures	implement- ation and seek	•	implement- ation	Review sector implement-ation information and take action when non-compliance is identified. Seek support from specialist support services when	that policy is implement- ed	tailored advice for implant- ation	policy development	ment and review Ensure policy develop-ment is	Ensure review of policies and their sign off as Chair of the Infection Prevention and Contro Committee (IPCC)
Audits (eg Hand Hygiene, Environment, Patient	in data collection/	audits and develop action		Review action plans and escalate unresolvable issues to risk	required Review sector-wide audit results and identify	been taken to address	audit method- ology	Provide specialist medical microbiology expertise to		Ensure review of the audit programme by the

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Equipment)			able issues		themes requiring extra support from specialist support services	risk register	assure data collection	leadership towards resulting change in practice	specialist support Ensure there is a	IPCC. Promote the culture that infection prevention and control is every- body's business
Infection Prevention and Control Education	appropriate infection prevention and control training relevant to their practice	training included in	included in PDPs	reports on uptake of mandatory training	sector-wide training results and perform- ance manage uptake	been taken	and deliver educational materials	medical microbiology	and control education is included in HAI work programme	education in profession-
Provision of Infection Prevention and Control advice	strate good practice to trainees, new staff or direct reports. Share	staff are aware of how to access appropriate advice.	aware of how to access appropriate advice. Provide	are aware of how to access appropriate advice. Ensure systems are in place to	staff are aware of how to access appropriate advice. Provide	staff are aware of how to access appropriate advice. Seek	general and specialist infection	specialist IPC/medical microbiology advice to all staff	efficient and	Ensure that appropriate HAI advice is available to Grampian Health Board and to the

	the IPCT with colleagues	of own knowledge. Seek advice when issues cannot be resolved within own knowledge. Include IPC advice in patient safety briefings	within limits of own knowledge. Seek advice when issues cannot be resolved within own knowledge. Ensure IPC advice is included in safety briefings/team meetings	within clinical teams.	knowledge Seek advice when the issue cannot be					Orkney and Shetland Health Boards
centred care	HAI information	Ensure HAI information is available to patients	information is available to patients	•	sector implement- ation information	assurance that patient information systems are in place	patient information materials and advice on methods of accessing	specialist IPC/medical microbiology advice to the development of patient information materials	information materials are addressed. Ensure the public are involved in the planning	the culture of openness around HAI information Ensure

									to prevent and reduce HAI	
r	cleaning duties and response- pilities	Implement monitoring systems for the cleaning of equipment and control of the environ-ment	implement- ation information	implement- ation information and ensure compliance	sector implement- ation information and take	assurance that systems are implement- ed	advice for implant- ation Quality	specialist medical microbiology advice	monitoring systems are	Ensure progress is reviewed by the IPCC