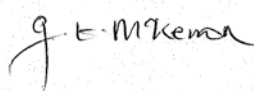





Healthcare Associated Infection Policy for Staff Working within NHS Grampian

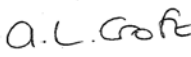
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Executive Sign-Off

This document has been endorsed by the Chief Executive of
NHS Grampian

Signature:



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Version History

Revision Date	Previous Revision Date	Summary of Changes (Descriptive summary of the changes made)	Changes Marked* (Identify page numbers and section heading)
September 2019	September 2016	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".	

Subject (as per document registration categories):

Clinical Policy

Key word(s):

Healthcare Associated Infection (HAI)

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 Prevention and Control.

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.

Responsibilities for implementation:

Organisational: Operational Management Team and Chief Executive

Sector: General Managers, Medical Leads and Nursing Leads

Departmental: Clinical Leads

Area: Line Manager

Responsibilities for review of this document:

Infection Prevention and Control Manager,

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Fiona Smith, Senior Infection Prevention and Control Nurse

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Healthcare Associated Infection Policy for Staff Working in NHS Grampian

1. Introduction

This policy is directed at all staff, including contractors. 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 in the first instance).

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 (IPCT) 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. Human Resource Policies will support a culture which promotes the reporting of incidents and the improvement of care systems.

2. The Purpose of the Policy

The key purpose of this overarching policy is to ensure an organisation wide approach to the prevention of Healthcare Associated Infection (HAI). All staff have a responsibility in prevention of infection. This policy will detail how staff are supported to achieve infection prevention.

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. NHS Grampian (NHSG) use the National Infection Prevention & Control Manual (NIPCM). Information leaflets are also available on the intranet and may be freely printed and distributed to students, patients, visitors etc. as required

The Infection Prevention and Control intranet pages hold the key infection control policies, procedures and guidance for staff use. These are updated biannually. Updates will be undertaken earlier as and when evidence reflects or the NIPCM updates.

Link to NHSG's Intranet page:

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

The IPCT are also available to provide operational risk based guidance in implementation of national and local protocols as required.

3. Education

All staff are supported to prevent infection through completion of the corporate induction process. This is complimented by local ward / department induction and the undertaking of mandatory & supplementary training modules.

The responsibility for arrangements relating to staff training & education rests with individual line managers and is supported by the HAI Education Group & corporate induction process.

Mandatory training is role specific and outlined on the NHS Grampian IPC Intranet page. Supplementary training is available via links within the TURAS Learn platform to the Scottish Infection Prevention and Control Education Pathway (SIPCEP) hosted by NHS Education for Scotland (NES).

All new NHSG employees are expected to complete the modules which form the foundation layer of SIPCEP (and which are relevant to their specific role) upon appointment; three pre-agreed mandatory modules are completed during corporate induction with the remainder completed within year one as guided by their line manager.

All new staff should complete the following mandatory modules via the TURAS Learn platform at corporate induction

- Why Infection Prevention & Control Matters
- Breaking the Chain of Infection
- Hand Hygiene

All clinical staff should complete the following mandatory modules via the TURAS Learn platform

- Infection Prevention & Control refresher for Clinical staff (annually)
- Clostridium difficile (also known as Clostridioides difficile) (every two years)

All non clinical staff should complete the following mandatory modules via the TURAS Learn platform

- Infection Prevention & Control refresher for non Clinical staff (annually)

Ad-hoc education is available from the IPCT upon request.

Roles and responsibilities are clarified within the Roles and Responsibilities Matrix (see appendix 2)

4. HAI Auditing

HAI auditing within all clinical departments is an essential component of maintaining and improving patient safety as part of our ongoing IPC programme.

This standardised approach assures the safety and cleanliness of our patient care environments and assists with the identification of relevant areas for improvement. All wards and clinical departments currently undertake the following compliance measurements.

Monthly Standard Infection Control Precautions (SICPs) audits are undertaken for

- Hand Hygiene (electronic platform SNAP Survey)
- Reusable patient equipment
(the Compliance and Quality Improvement Data Collection Tool can be found under the “Audit Tools” tab on the IPC Intranet page)

6 monthly audits are undertaken for

- Healthcare Associated Infection (HAI) Audit Tool
(this can be found under the “Audit Tools” tab on the IPC Intranet page. This will be migrated to the new electronic platform SNAP Survey late 2020)

The NHSG HAI audit tool incorporates and enables measurement of application, knowledge and practice in the following

- SICPs and Transmission Based Precautions (TBPs)
- Care and maintenance of invasive devices
- Equipment and environmental decontamination, maintenance and monitoring
- Water safety

Supplementary audits of the remaining SICPs may be undertaken utilising compliance and quality improvement tools available as part of any local action plan. Roles and responsibilities for undertaking each audit stream are clarified within Section 5 and the Roles and Responsibilities Matrix (see appendix 2)

Please note that to enable application of local compliance monitoring for Organisational / Divisional governance, audits should be discussed at the local HAI Sub Group meetings

5. Roles and Responsibilities

5.1 Chief Executive and NHS Grampian Board

The Chief Executive and NHSG Board will designate responsibility for the prevention and control of infection control, including the control of HAIs, 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 HAI to the HAI Executive Lead. The Chief Executive has appointed an Infection Prevention and Control Manager (ICM) who reports directly to the Board on infection prevention and control issues.

5.2 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 Healthcare Associated Infection reporting template (HAIRT). The HAI Executive Lead chairs the NHSG Healthcare Associate Infection Executive Committee (HAIEC).

5.3 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 HAI work programme (including antibiotic resistant infections and antimicrobial prescribing, decontamination, medical devices management and cleaning services). Specific responsibilities relating to the Lead IPCC.

- Provide clinical leadership to the IPCT
- 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 ICM, address non-compliance with local and national protocols and guidance relating to prevention and control of infection, decontamination and antimicrobial prescribing
- IPCCs liaise with Health Protection Team (HPT) regarding chairing of infection prevention and control related assessment groups, outbreak control, and incident management meetings dependent on the organism/communicable disease/incident involved.

5.4 Infection Prevention and Control Doctor (IPCD)

- Are accountable to the Lead IPCD for infection prevention and control related matters
- Provide clinical leadership to the IPCT
- Provide access to specialist infection prevention and control advice and support, including primary care (e.g. general medical practitioners)
- In conjunction with the ICM, challenge non-compliance with local and national protocols and guidance relating to prevention and control of infection, decontamination and antimicrobial prescribing
- IPCDs liaise with HPT regarding the chairing of infection prevention and control related preliminary assessment groups (PAGs) and incident management meetings (IMTs). They also take an active role in education around the prevention of infection.

5.5 Infection Prevention and Control Manager (IPCM)

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

Specific responsibilities relating to the IPCM:

- Provide managerial support to the IPCT
- Co-ordinate prevention and control of infection services throughout the Board area
- Deliver the Board approved HAI Work Programme in conjunction with the IPCT and other key stakeholders
- Support the IPCT to provide specialist infection prevention and control advice and support to all hospital teams, by engaging & promoting safe working practices
- In conjunction with the IPCT, challenge non-compliance with local and national protocols and guidance relating to prevention and control of infection, decontamination and antimicrobial prescribing

5.6 Healthcare Associated Infection Executive Committee (HAIEC) & Infection Prevention and Control Strategic Committee (IPCSC)

NHSG's HAIEC in conjunction with NHSG's IPCSC 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 Board's key responsibilities for the prevention and control of infection including 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
- HAIs, including antibiotic resistant organisms
- Environmental hygiene
- Management processes and risk assessment relating to infection control, medical devices decontamination, medical devices management and cleaning services (NHS HDL (2005)8, Infection Control Organisational Issues)

HAIEC Objectives

- Commission strategies designed to implement national policies, standards and guidance including Department Letters, the NIPCM, Health Facilities Scotland (HFS), Health Protection Scotland (HPS), NHS Education for Scotland (NES), Scottish Antimicrobial Prescribing Group (SAPG) and other national agencies' guidance
- Agrees Key Performance Indicators (KPIs) for infection prevention and control and antimicrobial stewardship, including audit results and receives regular reports on the achievement of these
- Provides executive support (medical and nursing) for the IPCT and the Antimicrobial Management Team (AMT)
- Endorses all infection control policies / procedures / guidelines
- Endorses the annual HAI Work Plan and HAI Annual Report

- Endorses the national and local objectives and priorities for targeted surveillance of infection
- Sign off of HAI Reporting Template (HAIRT) and the HAI Work Programme (Vale of Leven (VoL) Inquiry Report recommendation)

5.7 The Infection Prevention and Control Strategic Committee (IPCSC)

- Develops with relevant others the priorities and strategy for the prevention and control of infection
- Provides advice and support on the implementation of policies, procedures and guidelines
- Monitors the progress of the annual HAI Work Plan.
- 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 IPCT
- Is responsible for assessment of levels of compliance with HIS HAI 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 NHSG.
- 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 IPCT and the HPT to investigate and manage outbreaks of infection. Reports are considered for shared learning following assessment group learning or IMT learning.
- Promotes the input of infection prevention and control advice in the planning of purchasing decisions across all areas of NHSG.

The HAIEC and the IPCSC report to the NHS Grampian Clinical Governance Committee (NHSG CGC) (see Appendix 1).

5.8 Infection Prevention and Control Team (IPCT)

Are responsible for the surveillance and monitoring of infection, within the NHSG Board area. It provides risk based operational advice and support to all staff on infection prevention and control matters. The Team comprises the IPCM, IPCDs, the Senior Infection Prevention and Control Nurses (SIPCNs), Infection Prevention and Control Nurses (IPCNs) Surveillance Nurses and administrative staff.

Specific responsibilities of the IPCT are:

- Weekly review of surveillance data
- Surveillance directed by HPS
- Leading on quality improvement for IPC
- Education and audit support for all staff
- Evidence Based Review of guidelines, literature, national policy
- Introduction of national and local initiatives
- Identification of infection risks and their escalation to the NHSG Risk Register via the IPCSC
- Provision of evidence for the HIS HAI Standards

5.9 Senior Infection Prevention and Control Nurses (SIPCNs) / Infection Prevention and Control Nurses (IPCNs)

The SIPCNs / IPCNs provide operational advice and support to the service areas within their geographical remit as directed by the ICM. 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 process control (SPC) 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 IPCDs. 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 IPCM / IPCD 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

- Provide supported Quality Assurance (QA) auditing and training to all clinical services for the audit streams described in Section 4. This includes training upon request and at initial appointment for all Senior Charge Nurses (SCNs), departmental managers or their nominated deputy
- Provide support to all clinical services to implement relevant changes for content and application of HAI audit tools or processes

They are held accountable for these responsibilities by the IPCM.

5.10 Surveillance Nurses

The Surveillance Nurses have an active role in the surveillance of HAIs and will provide input into developing a quality, proactive infection prevention and control service within NHSG. They are responsible for the development/delivery of infection prevention and control surveillance and its clinical management throughout NHSG and the associated enhancement of the overall quality of patient care. Surveillance nurses also:

- Participate in the development, review and implementation of infection prevention and control related policies and procedures with an emphasis on those pertaining to surveillance
- Participate in the development of a programme to enable all Healthcare staff to undertake surveillance within their clinical specialities
- Develop databases to compile and analyse relevant data in surveillance programmes
- Take the lead in the compilation and assist in the dissemination of surveillance data
- Provide surveillance based support during outbreak of infection
- Collate and interpret surveillance data and disseminate the findings to the clinical teams in order that they can be applied to improved clinical practice
- Liaise with external agencies to enable the smooth transfer and validation of surveillance data

5.11 Infection Prevention and Control Administrative Services

The Administrative Team are responsible for providing a comprehensive administrative service to the IPCT, input surveillance data for national and local requirements and prioritise workload on a daily basis to support the Team.

6. 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 NHSG rests with the Chief Executive. The management teams in the various clinical and geographical areas within NHSG are accountable for their responsibilities including prevention and control of infection to the Chief Executive via the NHSG operational management arrangements. The table below indicates the relationship between these responsibilities and those of the IPCT.

Infection Prevention and Control Team	Management Teams
<p>Specialist support and advice regarding compliance with policy, procedures and standards</p> <p>Educational strategy and delivery Audit support</p> <p>HAI surveillance (data collection, management and analysis)</p> <p>Investigation</p> <p>Outbreak process leadership and support</p> <p>Quality Assurance</p> <p>Procurement advice</p> <p>Improvement support</p> <p>Escalation of concerns</p> <p>Identifying and sharing good practice HAI Scribe advice</p>	<p><u>Executive Management</u></p> <p>Strategic direction</p> <p>Compliance with standards Reducing clinical risks</p> <p><u>Operational Management</u></p> <p>Delivery of standards, policy and guidance</p> <p>Staff education and competence</p> <p>Performance management</p> <p>Escalation and exception reporting</p> <p>Monitoring IPC audit results and improvement action plans</p> <p>Chair Assessment groups upon request of the IPCM.</p>

7. Responsibilities of Staff

NHSG is committed to caring, listening and improving. To apply these values to the prevention of infection all NHSG staff (including temporary and contracted staff), regardless of discipline, are expected to:

- Comply with infection prevention and control policies and protocols and to protect each other from any suspected or confirmed infection risks.
- Role model safe practice
- Escalate any concerns or barriers to enablement of infection prevention and control policy or protocol to their line manager and seek clarity or guidance from the IPCT when unsure
- Complete mandatory training and participate in further infection prevention and control education as required for delivery of safe effective quality care.
- Undertake relevant audit. Progress and implement associated action plans and processes / tasks delegated wholly or in part by the relevant SCN / departmental manager or their nominated deputy

8. Distribution list

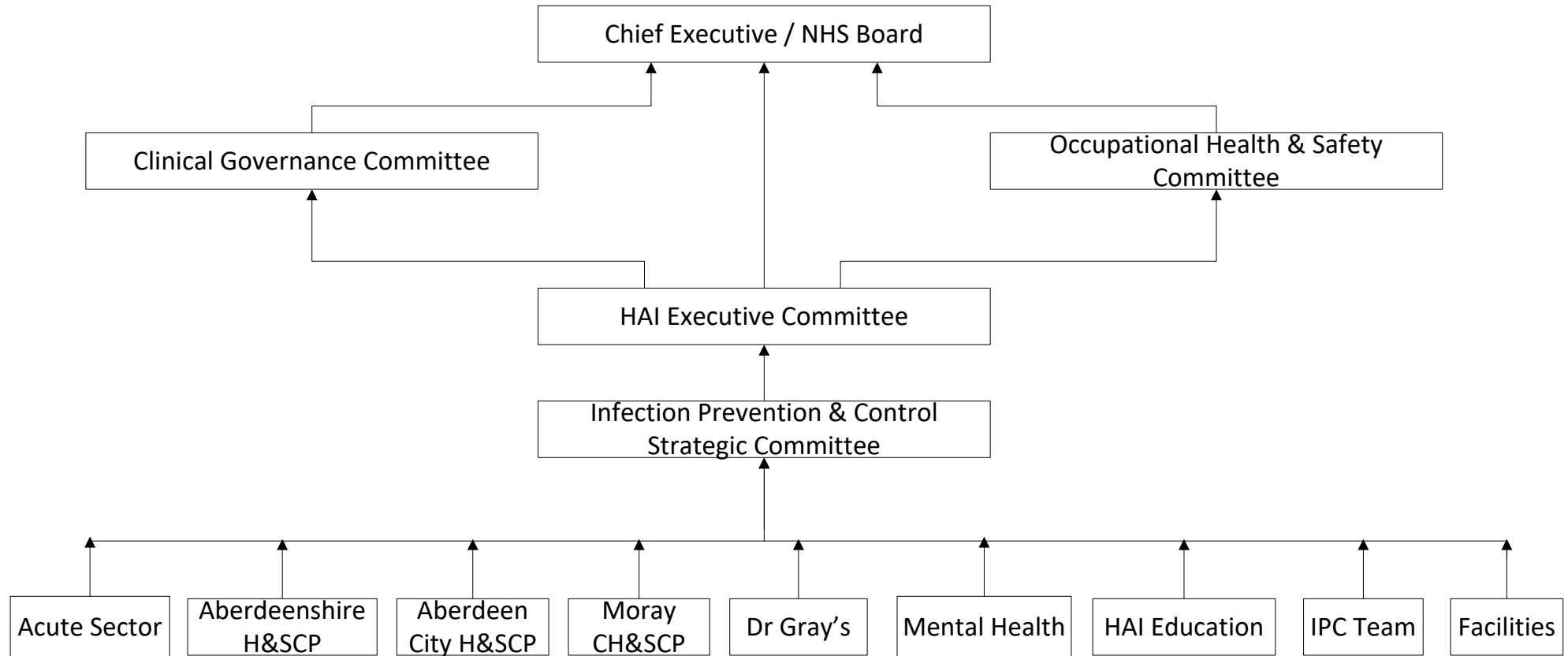
All NHSG Staff

9. Appendices

1. Reporting Structure Flowchart
2. Roles and Responsibilities Matrix

Appendix 1: Reporting Structure

IPC Reporting Structure



Appendix 2: Roles and Responsibilities Matrix

Infection Prevention & Control Roles and Responsibilities in NHS Grampian											
Operational / Management							Infection Prevention & Control Team, Committes and Executive				
	All Staff	Senior Charge Nurse / Departmental Manager	Nurse Manager / Clinical / Departmental Lead	Unit Operational Manager / Area Manager	Head of Nursing Lead Nurse / HAI Sub Group Chair	General Manager	IPCN	IPCD	IPCM	NHSG IPCSC	HAI Exec Lead
Policies & Protocols	Implement policies, protocols & procedures & seek guidance from line manager and IPCT where required	Audit implementation & seek specialist advice when required	Receive implementation information	Review unit implementation information & ensure compliance	Review sector implementation information & take action when non-compliance is identified. Seek support from specialist support services when required	Seek assurance that policy is implemented	Provide tailored advice for implementation Policy / protocol development and update	Provide specialist medical microbiology expertise to policy development & clinical leadership towards implementation	Co-ordinate policy development & review. Ensure policy development is included in HAI Work Programme	Review / ratify new / updated policies / protocols	Ensure review of policies and their sign off as Chair of the HAI Executive Committee
Audits (eg Hand Hygiene, Reusable Patient Equipment, HAI Audit Tool)	Participate in collation, data collection and input. Progress and implement action plans	Conduct HAI audits 6 monthly, develop and implement action plans. Conduct Hand Hygiene and reusable equipment audit monthly (can be delegated to deputy maintaining oversight) Communicate results to line manager and review action plans in partnership	Review audit results and action plans in partnership with relevant teams & escalate unresolvable issues via appropriate structure within Divison / HAI Sub Group	Review audit results and action plans in partnership with Nurse Manager / Departmental Lead and escalate unresolvable issues to risk register / suitable governance structure as appropriate	Review sector wide audit results & identify themes requiring additional support from specialist services. Escalation via suitable governance structure, whilst considering key themes and risks for exception reporting	Check that action has been taken to address issues on risk register	Design and support audit methodology design Undertake Quality Assurance audits and provide specialist IPC support	Provide specialist medical microbiology expertise to audit design & clinical leadership towards resulting change in practice	Ensure there is a robust HAI audit programme which supports application of the current HAI Standards and develops quality assurance systems and governance from ward to ward	Review of audit programme and promote the culture that "IPC is everyone's busniess". Oversight in partnership with HAI Sub Groups and the HAI Executive Committee to drive improvement (consider key themes from exception reports and any subsequent risk)	Ensure review of the audit programme by the NHSG IPCSC Promote the culture that "IPC is everybody's business"

Infection Prevention & Control Roles and Responsibilities in NHS Grampian											
Operational / Management							Infection Prevention & Control Team, Committes and Executive				
	All Staff	Senior Charge Nurse / Departmental Manager	Nurse Manager / Clinical / Departmental Lead	Unit Operational Manager / Area Manager	Head of Nursing Lead Nurse / HAI Sub Group Chair	General Manager	IPCN	IPCD	IPCM	NHSG IPCSC	HAI Exec Lead
Infection Prevention & Control Education	Undertake appropriate iIPC training relevant to their practice	Ensure mandatory training included in PDPs Ensure local induction includes IPC information/ training	Ensure mandatory training included in PDPs	Review reports on uptake of mandatory training Ensure staff are enabled to undertake mandatory training	Review sector wide training results & performance manage uptake.	Check that action has been taken to address education issues Ensure staff are enabled to undertake mandatory training	Develop & deliver educational materials	Provide specialist medical microbiology expertise to the development & delivery of educational programmes	Ensure IPC education is included in HAI work programme	Review / monitor the contribution of HAI education in professional training programmes	Promote the contribution of HAI education in professional training programmes Ensure progress is reviewed by the IPCSC
Provision of Infection Prevention & Control advice	Demonstrate good practice to trainees, new staff or direct reports. Share advice provided by the IPCT with colleagues	Ensure staff are aware of how to access appropriate advice. Provide general IPC advice within limits of own knowledge. Seek advice when issues cannot be resolved within own knowledge. Include IPC advice in patient safety briefings	Ensure staff are aware of how to access appropriate advice. Provide general IPC advice 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	Ensure staff are aware of how to access appropriate advice. Ensure systems are in place to communicate IPC advice within clinical teams.	Ensure staff are aware of how to access appropriate advice. Provide general IPC advice within limits of own knowledge Seek advice when the issue cannot be resolved within own knowledge.	Ensure staff are aware of how to access appropriate advice. Seek assurance that systems are in place to communicate IPC advice within clinical teams	Provide general & specialist IPC advice to all staff	Provide specialist IPC/medical microbiology advice to all staff	Provide an efficient and effective IPC advisory service	Provide appropriate HAI advice to relevant Committees / Boards when required	Ensure that appropriate HAI advice is available to Grampian Health Board and to the Orkney and Shetland Health Boards
Person Centred Care	Provide HAI information to patients relevant to their care.	Ensure HAI information is available to patients	Ensure HAI information is available to patients	Review unit implementation information (from HAI audits) & ensure compliance	Review sector implement-ation information & take action (from HAI audits) when non-compliance is identified.	Seek assurance that patient information systems are in place	Develop patient information materials & advise on the methods of accessing these Provide patient centred risk based advice	Provide specialist IPC/medical microbiology advice to the development of patient information materials	Ensure that gaps in information materials are addressed. Ensure the public are involved in the planning and development of measures to prevent & reduce HAI	Ensure progress is reviewed including involvement from public representatives	Promote the culture of openness around HAI information. Ensure progress is reviewed by the IPCSC

Infection Prevention & Control Roles and Responsibilities in NHS Grampian											
Operational / Management							Infection Prevention & Control Team, Committes and Executive				
	All Staff	Senior Charge Nurse / Departmental Manager	Nurse Manager / Clinical / Departmental Lead	Unit Operational Manager / Area Manager	Head of Nursing Lead Nurse / HAI Sub Group Chair	General Manager	IPCN	IPCD	IPCM	NHSG IPCSC	HAI Exec Lead
Environment & Equipment	Carry out cleaning / disinfection / sterilisation duties & responsibilities	Implement monitoring systems for the cleaning / disinfection / sterilisation of equipment & control of the environment	Receive implementation information	Review unit implementation information & ensure compliance. Report compliance figures to the IPCSC.	Review sector implementation information & take action (from HAI audits) when non-compliance is identified	Seek assurance that systems are implemented	Provide advice for prevention of infection from the environment and equipment including reusable medical devices.	Provide specialist medical microbiology advice	Ensure monitoring systems are developed and reviewed	Review of assurance of monitoring systems	Ensure progress is reviewed by the IPCSC