



Australian Government

Department of Education, Employment and Workplace Relations

HLTIN402B Maintain infection control standards in office practice settings

Release: 1

HLTIN402B Maintain infection control standards in office practice settings

Modification History

Unit Descriptor

This unit describes the skills and knowledge required of health care workers in office practice settings to comply with infection control regulations, standards, guidelines, policy and procedures and to identify, manage and control infection risks to clients, clients, themselves and other health care workers

Application of the Unit

Elements 5 and 6 may not apply to an office practice that is not required to undertake sterilising in accordance with regulations, standards and guidelines

Application of this unit should be contextualised to reflect any specific workplace infection risks, hazards and associated infection control practices relating to specific workplace instruments and equipment in line with individual workplace policies and procedures

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

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Element	Performance Criteria
1 Implement and maintain infection control practices and infection risk containment measures	1.1 Implement infection control regulations, standards and guidelines, and organisation policy and procedures as required
	1.2 Use standard and additional precautions for all client contact as required
	1.3 Identify workplace infection control risks
	1.4 Manage and control workplace infection control risks
2 Monitor and maintain cleanliness of environment	2.1 Regularly clean office practice work environment according to a pre-determined schedule
	2.2 Clean spills immediately in accordance with organisation policy and procedures
	2.3 Remove contaminated substances and appliances from treatment area following treatment of each client
	2.4 Clean and dry work surfaces after each treatment session/procedure, or when soiled
	2.5 Use appropriate cleaning agents
	2.6 Dry and store cleaning equipment
3 Maintain personal protection	3.1 Select personal protective equipment according to the nature of treatment/procedure to be undertaken and the infection control risks involved
	3.2 Use personal protective equipment correctly
	3.3 Cover open cuts and abrasions by waterproofed dressings
	3.4 Handle sharps with care and immediately dispose of them in accordance with regulations, standards and guidelines for infection control and clinical

waste management

- 4 Undertake infection control measures during procedures and treatments
- 4.1 Clean and tidy work area
- 4.2 Correctly follow hand washing procedures
- 4.3 Assemble all items required prior to procedure or treatment
- 4.4 Provide clean, single use, disposable covering material or clean linen and change between clients or procedures
- 4.5 Ensure instruments and articles not intended to penetrate skin, but for use on clients during procedures, are thoroughly cleaned or disinfected as appropriate, and dried before use and after each use
- 4.6 Ensure instruments, equipment or other items, to be introduced into sterile tissue or for contact with intact mucus membranes, are sterile at the time of use as required by regulations, standards and guidelines
- 4.7 Follow aseptic techniques and procedures where appropriate
- 4.8 Use personal protective equipment
- 4.9 Follow appropriate skin preparation procedures to minimise risk of disease transmission
- 4.1 Use sterile drapes for sterile procedures
0
- 4.1 Maintain integrity of operating field
1
- 4.1 Immediately dispose of single-use items in appropriate containers
2
- 4.1 Place waste in appropriate receptacles in accordance with legislative requirements
3
- 4.1 Place soiled linen and protective clothing in a suitable receptacle
4
- 4.1 Clean work area after use
5

- 4.1 Remove items contaminated or potentially contaminated with blood, body fluids, mucosa or tissue for cleaning and sterilisation
- 6
- 5 Clean and sterilise instruments, equipment and implantable items
- 5.1 Thoroughly clean or decontaminate instruments, equipment and implantable items immediately after use, and prior to sterilising
- 5.2 Choose appropriate sterilising method
- 5.3 Ensure work flows in one direction only from dirty zone to clean zone
- 5.4 Wrap/package instruments, equipment and implantable items as required prior to sterilisation
- 5.5 Configure load to ensure effective sterilisation and safe handling
- 5.6 Follow sterilisation operating procedures in correct sequence and duration according to manufacturer's instructions and relevant Australian standards
- 5.7 Follow validation processes in accordance with Australian standards
- 5.8 Activate appropriate sterilization method and cycle
- 5.9 Follow loading and unloading procedures for sterilisers
- 5.1 Remove contents of steriliser immediately on completion of cycle and check to ensure specified performance criteria have been met
- 0
- 5.1 Follow product traceability guidelines
- 1
- 5.1 Monitor sterilising cycle and record details as specified in current Australian standard/s
- 2
- 5.1 Observe safety precautions to ensure pressure sterilisers function safely
- 3
- 5.1 Store and handle sterilised items to maintain integrity of packs and to prevent contamination from any source
- 4
- 5.1 Dispose of damaged items safely

5

- 6 Maintain sterilizer equipment
- 6.1 Clean and maintain sterilisers as per manufacturer's specifications and as specified in current Australian standard/s
 - 6.2 Conduct and document regular monitoring, validation and calibration of sterilisers
 - 6.3 Follow and document regular maintenance program
 - 6.4 Recognise and report steriliser operation faults and incidents and take corrective action
- 7 Maintain awareness of implications of premises layout and maintenance for control of infection risks
- 7.1 Arrange premises layout, equipment location, ventilation and movement of people to minimise risk of transmission of infection
 - 7.2 Design surfaces, fixtures and fittings to allow easy cleaning and discourage accumulation of moisture and soil
 - 7.3 Configure work areas to ensure separation of sterile, clean and dirty instruments, equipment and linen
 - 7.4 Ensure hand washing basins, hand cleaning agents and hand drying materials are appropriately located for easy access
 - 7.5 Ensure cleaning areas are separated from treatment/procedure area
 - 7.6 Ensure clean and dirty storage areas are physically separated
 - 7.7 Clean storage areas regularly and ensure they are free of moisture
- 8 Comply with infection control regulations and standards, and related legal obligations
- 8.1 Maintain appropriate registration or licensing of premises or practice
 - 8.2 Comply with occupational health and safety laws
 - 8.3 Comply with laws relating to profession or occupation
 - 8.4 Obtain client consent to treatment

8.5 Comply with infection control regulations, standards and guidelines

Required Skills and Knowledge

To demonstrate competence for this unit the worker must acquire the essential knowledge and skills described:

Essential knowledge:

Aetiology of infection

Sources of infection and means of transmission

Principles of risk management in relation to infection control

Standard and additional precautions as defined by the national health and medical research council (NHMRC) or other authoritative resource

Knowledge of reference documents relating to infection control regulations, guidelines, Australian standards and organisation policy and procedure relevant to the office practice and the health care worker's role

Procedures and practices that support infection control measures and prevent transmission of infection

Cleaning and disinfection procedures

Procedures for responding to spills

Procedures for notification and response to needlestick or sharps injury

Impact of premises layout and workflow on infection control risks

Legal responsibilities in relation to infection control, sterilizing, registration or licensing of business, conduct of profession or occupation, and maintenance of premises relevant to the office practice and the health care worker's role

Essential skills:

Ability to:

Apply standard and additional precautions

Correctly and safely use personal protective equipment

Apply risk management principles to infection control risks in particular work area

Apply skin preparation procedures

Apply cleaning, disinfection and sterilizing procedures for instruments, equipment and implantable items where appropriate to office practice and health care worker's role

Operate steriliser, including:

packaging of items

loading

monitoring

validation

calibration and

documentation requirements if appropriate to office practice and health care worker's role

Use aseptic techniques if appropriate to office practice and health care worker's role

Apply AS 4815 and AS 4187 where applicable to office practice and health care worker's role

Use cleaning procedures, including selection, safe use and storage of cleaning agents

Use correct waste segregation and disposal practices

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate this competency unit:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions

Assessment of Elements 5 and 6 will not apply to an office practice that is not required to undertake sterilising in accordance with regulations, standards and guidelines

A diversity of assessment tasks is essential for holistic assessment

Assessment may be conducted on more than one occasion to cover a variety of situations

Consistency of performance should be demonstrated over the required range of workplace situations:

application of contemporary work practices and standards for infection control within work area

application of standard and additional precautions

application of cleaning, disinfection and sterilising techniques and procedures where appropriate

Context of and specific resources for assessment:

Resource requirements include access to:
Applicable Regulations, standards and Guidelines
Applicable State and Territory Health Laws and Regulations
National Health and Medical Research Council Guidelines for Infection Control
Various state and territory government standards and guidelines
Australian standards in relation to sterilizing, sterilizers, clinical waste and sharp medical items
Infection Control Guidelines published by applicable professional associations
Policy and procedure manuals of the office practice
Manufacturer's recommendations and operating manuals for the office practice steriliser
Duty statements and/or job descriptions

Method of assessment

Observation in the workplace is essential
Evidence of essential knowledge and understanding may be provided by:
traditional or online (computer-based) assessment
Written assignments/projects

Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
Questioning
Staff and/or client feedback
Supporting statement of supervisor
Authenticated evidence of relevant work experience and/or formal/informal learning
Role play/simulation

Access and equity considerations:

All workers in the health industry should be aware of access and equity issues in relation to their own area of work

All workers should develop their ability to work in a culturally diverse environment

In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people

Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Office practice settings may include:

General practitioner rooms

Dental prosthetic clinics

Dental laboratories

Specialists consulting rooms/clinics

Clinics or rooms where skin penetration procedures are undertaken (e.g. Tattooists, body piercers, beauty therapists)

Physiotherapy or chiropractic rooms

Sports medicine clinics

Health care workers may include:

Professionals, practitioners, staff and contract workers in office practice settings
Owners and operators of office practices

Regulations, standards and guidelines may include:

Various applicable state and territory health laws and regulations
National Health and Medical Research Council Guidelines for Infection Control
Various State and Territory standards and Guidelines
Australian standards in relation to sterilizing, sterilizers, clinical waste and sharp medical items; and in particular AS 4815 and AS 4187
Infection Control Guidelines published by Professional Associations
Relevant industry codes of practice
Policy and procedure manuals of the office practice
Manufacturer's recommendations and operating manuals
Standard and Additional Precautions are as defined in National Health and Medical Research Council Guidelines for Infection Control or other authoritative resource document

Organisation policy and procedure may relate to:

Methods of handwashing (routine and surgical)
Personal protective equipment
The setting up of the treatment area in preparation for a client/ visit
The defined areas of contamination that require protective barriers and cleaning between clients
Change-over procedures between clients
Management of blood or body fluid spills
Notification and response to sharps injuries
Handling and disposal of sharps
Waste segregation, disposal and management
Management of blood/body fluid exposure
Procedures for the containment and cleaning of spills
Processing of reusable items - cleaning, packaging, sterilisation, disinfection, Storage
Processing of radiographs
Quality control mechanisms, including documentation of maintenance and monitoring programs for equipment
Staff immunisation requirements
Single-use items
Solo operators (those professionals that do not have access to assistants during direct client contact)
Continuing education
Recording of information during client treatment
Use of computers and computer-run equipment during client treatment
Management of water lines which have direct client contact

Workplace infection control risks may include:

Sharps
Waste
Human waste and human tissue
Body fluids
Spills
Personal contact with infectious clients
Wet areas
Stagnant water
Stock, including sterile packs or food which has passed 'used-by' dates
Chemicals
Animals, insects and vermin
Incorrect concentration of disinfectants

Cleaning agents may include:

Cleaning chemicals
Disinfectants

Personal protective equipment may include:

Gloves
Eye and/or facial protection
Masks
Gowns and aprons
Footwear
Safe needle handling systems

Waste may include:

Clinical and contaminated waste
General waste
Heavy metals
Sharps
Chemicals
Radiographic solutions
Amalgam
Hazardous substances

Disinfection may be:

Thermal disinfection
Chemical disinfection

Unit Sector(s)