SIFOHS005A Implement and monitor infection and contamination control practices

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

SIFOHS005A Implement and monitor infection and contamination control practices

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to advise staff on infection and contamination control practices, oversee the implementation of these practices, identify non-compliance as it occurs and identify and implement solutions for non-compliance.

Application of the Unit

Application of the unit	This unit applies to funeral home and cemetery or crematorium staff with responsibility for coordinating or supervising staff whose work requires the application of infection and contamination control practices.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Provide information about infection and contamination control practices.	1.1 Ensure information on workplace ***infection and contamination control practices*** is available to all staff in an accessible location and format.
	1.2 Apply appropriate ***communication strategies*** to advise staff members of relevant information.
	1.3 Maintain currency of information using ***relevant sources***.
2 Implement and monitor infection and contamination control practices.	2.1 Implement and monitor ***personal hygiene*** and infection and contamination control practices according to ***relevant legislation*** and ***workplace policies and procedures***.
	2.2 Monitor cleanliness and sanitation of equipment and surfaces according to relevant legislation and workplace policies and procedures.
	2.3 Implement and monitor infection and contamination control practices for handling deceased persons according to relevant legislation and workplace policies and procedures.
	2.4 Implement and monitor practices for removal of ***infectious or contaminated materials and waste***

ELEMENT	PERFORMANCE CRITERIA
	according to relevant legislation and workplace policies and procedures.
3 Address non-compliance with infection and contamination control practices.	3.1 Investigate instances of non-compliance with infection and contamination control in consultation with ***relevant personnel***.
	3.2 Develop and implement action plan to address non-compliance issues in consultation with relevant personnel.
	3.3 Review implementation of action plan and undertake further consultation to address ongoing issues of non-compliance.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills, including clear and direct communication, sharing information and using and interpreting non-verbal communication to provide information to staff on infection and contamination control policies and practices
- problem-solving skills to identify and address unsafe work practices
- teamwork skills to monitor staff performance and share infection and contamination control knowledge in the workplace to improve practice
- literacy and numeracy skills to maintain currency of knowledge and develop action plans to address identified non-compliance issues.

Required knowledge

- in-depth knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS, infection control and handling human remains
- workplace reporting and referral procedures and practices
- use, care and maintenance of personal protective equipment.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • ability to source, compile and present current infection and contamination control information to staff • the ongoing implementation and monitoring of safe work practices for infection and contamination control • implementing and monitoring infection and contamination control practices over a period of time to ensure consistency of performance and ability to respond to and evaluate different situations.

EVIDENCE GUIDE

Context of and specific resources for assessment	Assessment must ensure:
	• demonstration of skills in facility where funeral services industry infection and contamination control procedures are carried out, such as a funeral home, cemetery or crematorium
	• interaction with a team whose infection and contamination control performance is candidate's responsibility.
Methods of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	• observation of candidate identifying unsafe infection and contamination control work practices and developing action plans to address non-compliance issues
	• written or verbal questioning to assess knowledge of infection and contamination control workplace policies and procedures, and relevant legislation
	• review of workplace infection and contamination control information prepared for staff
	• review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.
	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:
	• SIFOHS006A Implement and monitor OHS procedures.
	Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Infection and contamination control practices may include:	- checking for infectious and transmittable disease - using personal protective equipment - sterilising apparatus and instruments - providing sterile storage areas for instruments - using disinfectants - safe removal and disposal of soiled and contaminated garments - safe ventilation - avoiding invasive procedures on bodies - immunisation - periodic X-rays - seeking medical advice - recording injury and incidence - reporting injury and incidence - providing first aid kit - performing first aid as necessary - labelling clothing.

RANGE STATEMENT

Communication strategies may include:	• verbal, such as questioning and active listening
	• written, such as:
	   • pamphlets
	   • memos
	   • signage
	• visual, such as:
	   • videos
	   • posters
	• electronic, such as websites
	• alternative strategies, such as:
	   • use of interpreters
	   • large print materials
	   • materials in languages other than English.

Relevant sources may include:	• manufacturer guidelines • books, magazines, newspapers and other references • internet • relevant industry associations • past and present staff members • local experts • own knowledge, memory and experiences • videos and television.
Personal hygiene may include:	• maintenance of cleanliness of work clothes • hand washing • use of personal protective equipment • participation in workplace health programs.

RANGE STATEMENT

Relevant legislation and regulations may include:	• OHS • federal, state or territory and local government guidelines or ordinances • Coroner's Act • Human Tissue Act • federal transportation regulations • Airlines Act • Public Health Act • Environment Protection Act • Dangerous Goods Act • cemetery Acts and by-laws • Crematorium Acts • Worksafe Australia certification and standards.
Workplace policies and procedures may include:	• OHS • standard operating procedures • use, care and maintenance of tools and equipment • incident reporting and recording.
Infectious or contaminated materials and waste may include:	• body parts • human tissue • human blood and body fluid • materials and equipment containing human blood and body fluid • contaminated garments • soiled dressings, sharps, swabs, catheters and bandages.
Relevant personnel may include:	• manager • supervisor • colleagues.

Unit Sector(s)

Sector   Funeral Services

Competency field

Competency field   Occupational Health and Safety

Service Skills Australia