



**Australian Government**

# **ACMINF501 Develop organisational infection control guidelines for animal care workplaces**

**Release: 1**

# ACMINF501 Develop organisational infection control guidelines for animal care workplaces

## Modification History

| Release   | Comments                                                                                |
|-----------|-----------------------------------------------------------------------------------------|
| Release 1 | This version released with ACM Animal Care and Management Training Package Version 2.0. |

## Application

This unit of competency describes the skills and knowledge required to develop infection prevention and control guidelines, covering policies and procedures, in work contexts where care of animals is provided.

The unit applies to individuals working in roles with managerial responsibilities for infection prevention and control in a range of businesses or community organisations. There may or may not be a team of workers involved.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Unit Sector

Infection control (INF)

## Elements and Performance Criteria

| Elements                                                             | Performance Criteria                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>                     | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                        |
| 1. Research requirements for developing infection control guidelines | 1.1 Access and interpret key features of regulations or industry requirements impacting on the organisation<br>1.2 Collate and evaluate information on biosecurity and infection control relevant to the organisation and animal species kept<br>1.3 Source sample documentation for policies, procedures and |

| Elements                                            | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>    | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                 |
|                                                     | supporting documentation suitable for use in own organisation<br>1.4 Decide on a format and style for documenting the guidelines suitable for the audiences within the organisation                                                                                                                                                                                                                                                                                    |
| 2. Assess infection control risks for organisation  | 2.1 Assess and categorise risks involved in infection prevention and control relevant to the organisation and animal species kept<br>2.2 Review and prioritise outcomes of the risk assessment with relevant personnel and incorporate feedback<br>2.3 Decide on key infection control measures according to workplace practices<br>2.4 Ensure the aims and objectives of the infection control measures conform to legislative requirements and current best practice |
| 3. Document infection control guidelines            | 3.1 Document workplace policies, procedures and related documentation for infection prevention and control, including emergency procedures, relevant to organisation size and operation<br>3.2 Define and allocate infection prevention and control responsibilities<br>3.3 Implement infection control reporting procedures across the organisation<br>3.4 Develop a schedule to review and update all documentation in line with organisational practices            |
| 4. Implement infection control guidelines           | 4.1 Communicate infection prevention and control systems, procedures and responsibilities to relevant individuals<br>4.2 Support infection control implementation by developing resources and facilitating training<br>4.3 Monitor day-to-day effectiveness of infection prevention and control procedures and address issues of concern<br>4.4 Record relevant information and data for future evaluation of the guidelines                                           |
| 5. Review and evaluate infection control guidelines | 5.1 Collect and analyse data related to organisational performance for infection control<br>5.2 Use analysis of infection control data to evaluate the effectiveness of guidelines, in consultation with others to maximise infection control<br>5.3 Update organisational infection control guidelines incorporating improvements identified in review process                                                                                                        |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill                      | Description                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oral communication         | <ul style="list-style-type: none"> <li>Use active listening skills and questioning techniques to obtain and clarify information about infection prevention and control</li> <li>Explain terminology, principles and concepts related to infection control to convey information appropriate to audience</li> </ul>                          |
| Writing                    | <ul style="list-style-type: none"> <li>Prepare succinct documents that use clear language and sequenced instructions</li> </ul>                                                                                                                                                                                                             |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Recognise the importance of infection prevention and control to the organisation and industry and the need for compliance with regulatory requirements</li> <li>Work independently and collectively, taking responsibility for developing guidelines for infection prevention and control</li> </ul> |
| Interact with others       | <ul style="list-style-type: none"> <li>Select and use appropriate written and verbal communication practices to convey information to a range of personnel</li> </ul>                                                                                                                                                                       |
| Get the work done          | <ul style="list-style-type: none"> <li>Plan, sequence and prioritise multiple tasks to achieve outcomes</li> <li>Use routine business technologies and systems to access, prepare and communicate information</li> </ul>                                                                                                                    |

## Unit Mapping Information

| Code and title current version                                                              | Code and title previous version | Comments | Equivalence status |
|---------------------------------------------------------------------------------------------|---------------------------------|----------|--------------------|
| ACMINF501<br>Develop organisational infection control guidelines for animal care workplaces | Not applicable                  | New unit | No equivalent unit |

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>