



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTIN301A Comply with infection control policies and procedures in health work**

**Release: 1**

## **HLTIN301A Comply with infection control policies and procedures in health work**

### **Modification History**

### **Unit Descriptor**

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation

This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person

All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker

### **Application of the Unit**

This unit is applicable to workers who are responsible for following workplace procedures to maintain infection control

Application of this unit should be contextualised to reflect any specific workplace infection risks, hazards and associated infection control practices

### **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 define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### Elements and Performance Criteria

Element	Performance Criteria
1 Follow infection control guidelines	<p>1.1 Demonstrate the application of <b>standard precautions</b> to prevent the spread of infection in accordance with organisation requirements</p> <p>1.2 Demonstrate the application of <b>additional precautions</b> when standard precautions alone may not be sufficient to prevent transmission of infection</p> <p>1.3 <b>Minimise contamination</b> of materials, equipment and instruments by aerosols and splatter</p>
2 Identify and respond to infection risks	<p>2.1 Identify <b>infection risks</b> and implement an appropriate response within own role and responsibility</p> <p>2.2 Document and report activities and tasks that put clients and/or other workers at risk</p> <p>2.3 Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organisation</p> <p>2.4 Follow <b>procedures for risk control</b> and risk containment for specific risks</p> <p>2.5 Follow <b>protocols for care following exposure to blood or other body fluids</b> as required</p> <p>2.6 Place appropriate signs when and where appropriate</p> <p>2.7 Remove spills in accordance with the policies and procedures of the organisation</p>
3 Maintain personal hygiene	<p>3.1 Maintain hand hygiene by washing hands before and after client contact and/or after any activity likely to cause contamination</p> <p>3.2 Follow <b>handwashing procedures</b></p> <p>3.3 Implement <b>hand care</b> procedures</p> <p>3.4 Cover cuts and abrasions with water-proof</p>

- dressings and change as necessary
- 4 Use personal protective equipment
    - 4.1 Wear personal **protective clothing and equipment** that complies with Australian/New Zealand Standards, and is appropriate for the intended use
    - 4.2 Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each client contact
  - 5 Limit contamination
    - 5.1 Demarcate and maintain clean and contaminated zones in all aspects of health care work
    - 5.2 Confine records, materials and medicaments to a well-designated **clean zone**
    - 5.3 Confine contaminated instruments and equipment to a well-designated **contaminated zone**
  - 6 Handle, package, label, store, transport and dispose of clinical and other waste
    - 6.1 Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste
    - 6.2 Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified
    - 6.3 Store clinical or related waste in an area that is accessible only to authorised persons
    - 6.4 Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release
    - 6.5 Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements
  - 7 Clean environmental surfaces
    - 7.1 Wear personal protective clothing and equipment during **cleaning procedures**
    - 7.2 Remove all dust, dirt and physical debris from work surfaces
    - 7.3 Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visible soiled

- 7.4 Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols
- 7.5 Dry all work surfaces before and after use
- 7.6 Replace surface covers where applicable
- 7.7 Maintain and store cleaning equipment

## Required Skills and Knowledge

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

### Essential knowledge:

Basic microbiology including:  
bacteria and bacterial spores  
fungi  
viruses

Aspects of infectious diseases including:  
pathogens  
opportunistic organisms

### Disease transmission:

sources of infecting microorganisms including persons who are carriers, in the incubation phase of the disease or those who are acutely ill  
paths of transmission including direct contact, aerosols and penetrating injuries  
risk of acquisition

Susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old

Organisation requirements relating to immunisation, where applicable

The organisation's infection control policies and procedures

Identification and management of infectious risks in the workplace

Clean and sterile techniques

Standard precautions

Additional precautions

Good personal hygiene practice including hand care

Effective hand hygiene:

when hands must be washed

procedures for routine handwash

procedures for surgical handwash

### Personal protective equipment:

guidelines for wearing gowns and waterproof aprons

guidelines for wearing masks as required

guidelines for wearing protective glasses

guidelines for glove use

### Surface cleaning:

cleaning procedures at the start and end of the day

routine surface cleaning  
managing a blood or body fluid spill

Sharps handling and disposal techniques

**Essential skills:**

Ability to:

Apply standard precautions:

consistently follow the procedure for washing and drying hands

consistently put into practice clean and sterile techniques

consistently use personal protective equipment

consistently limit contamination

consistently maintain clean surfaces and manage blood and body fluid spills

consistently protect materials, equipment and instruments from contamination until required for use

consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)

Apply additional precautions when standard precautions are not sufficient

## Evidence Guide

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

Observation of workplace performance is preferred for assessment of this unit  
The assessee must provide evidence of specified essential knowledge as well as skills  
The assessee must demonstrate compliance with the organisation's infection control policy as it relates to specific job role  
Consistency of performance should be demonstrated over the required range of workplace situations:  
consistent application of handwashing, personal hygiene and personal protection protocols  
consistent application of clean and sterile techniques  
consistent application of protocols to limit contamination

### **Context of and specific resources for assessment:**

Assessment should replicate workplace conditions as far as possible  
Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible



**Method of assessment**

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.

**Standard precautions include:**

- Aseptic technique
- Personal hygiene practices especially washing and drying hands (eg. before and after client contact)
- Use of personal protective equipment
- Techniques to limit contamination
- Surface cleaning and management of blood and body fluid spills
- Safe handling of sharps
- Safe disposal of sharps and other clinical waste
- Appropriate reprocessing and storage of reusable instruments

**Additional precautions may include:**

- Special ventilation requirements
- Additional use of personal protective equipment
- Dedicated equipment (eg. to each client or as appropriate to work function)
- Use of a special facility

**Minimising contamination may include but is not limited to:**

- Protecting materials, equipment and instruments from contamination until required for use
- Ensuring instruments used for invasive procedures are sterile at time of use
- Cleaning all environmental surfaces

**Infection risks may include but are not limited to**

Sharps injury  
Waste  
Discarded sharps  
Human waste and human tissues  
Related waste  
General waste  
Inhalation of aerosols  
Contact with blood and other body substances  
Personal contact with infectious materials, substances and/or clients  
Stock including food which has passed 'used-by' dates  
Animals, insects and vermin

**Procedures for risk control may include but are not limited to:**

Eliminating a hazardous process  
Using personal protective equipment appropriately  
Changing a system of work to reduce a hazard.  
Isolating the hazard  
Using protective devices to decrease exposure  
Using safe handling techniques  
Following infection control policies and procedures  
Procedures to minimise the risk of exposure to blood and body fluids

**Protocols for care following exposure to blood or other body fluids may include but are not limited to:**

Immediate care following:  
A sharps injury  
A splash of blood or other body fluids

Post exposure care  
Record keeping and notification  
Legal requirements for the notification of all work related occurrences of injury, disease or illness

<b>Hand hygiene procedures may include:</b>	Routine handwash Surgical handwash Use of antiseptic wipes and alcohol based preparations in specific situations where waterless hand hygiene is acceptable
<b>Hand care may include but is not limited to:</b>	Suitable water-based hand creams that are registered on the Australian Register of Therapeutic Goods Using warm water for handwashing Drying hands thoroughly after handwashing Wearing heavy-duty utility gloves when handling irritant chemicals
<b>Protective clothing and equipment may include but are not limited to :</b>	Gowns and waterproof aprons that comply with Australian/New Zealand standards Examination gloves and surgical gloves that comply with current Australian/New Zealand standards Glasses, goggles or face-shields Surgical face masks that comply with current Australian/New Zealand standards Footwear to protect from dropped sharps and other contaminated items Guidelines for latex allergic clients and staff
<b>Clean zone includes but is not limited to:</b>	Storage areas for materials, medicaments, equipment Sterile storage areas Administration areas
<b>Contaminated zone includes but is not limited to:</b>	Area used for items that have become contaminated during use Receiving area for contaminated instruments in the instrument reprocessing centre

**Waste may include but is not limited to:**

Clinical waste:  
discarded sharps  
human tissues  
laboratory waste  
any other waste as specified by the workplace

Related waste:  
radiographic waste  
chemical and amalgam waste  
cytotoxic waste  
pharmaceutical waste  
radioactive waste

General waste

**Disposal of waste requirements may include:**

Disposal in accordance with:  
Environment Protection (Waste Management) Policy  
Environment Protection (Waste Management) Regulations  
Australian and New Zealand standards  
Organisation policies and procedures

**Cleaning procedures include but are not limited to**

Damp dusting benches, equipment and shelving  
Maintaining the interior of drawers and cupboards in a clean and tidy state  
Cleaning floors daily using a mop and water and detergent  
Storing cleaning equipment clean and dry  
Managing the removal of a small blood or body fluid spill

**Unit Sector(s)**