



Australian Government

Department of Education, Employment and Workplace Relations

HLTIN403B Implement and monitor infection control policy and procedures

Release: 1

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Modification History

Unit Descriptor

This unit is concerned with infection control responsibilities of employees with supervisory accountability to implement and monitor infection control policy and procedures in a specific work unit or team within an organisation

Application of the Unit

This unit does not apply to a role with organisation-wide responsibilities for infection control policy and procedure development, implementation or monitoring

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

The following competency unit is pre-requisite for this unit:

HLTIN301A Comply with infection control policies and procedures in health work

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 Provide information about infection control policies and procedures	1.1 Explain accurately and clearly to the work group relevant information about infection control policy and procedures, and applicable industry codes of practice
	1.2 Regularly provide information about identified hazards and the outcomes of infection risk assessments to the work group
	1.3 Provide opportunities for the work group to seek further information on workplace infection control issues and practices
2 Integrate infection control policy and procedure into work practices	2.1 Implement infection control policy and procedures with members of the work group
	2.2 Maintain liaison with person responsible for organisation-wide infection control
	2.3 Provide coaching and support as required to ensure that individuals/teams are able to implement infection control practices
	2.4 Adopt work procedures to reflect appropriate infection control practice
	2.5 Deal with issues raised through consultation and ensure they are resolved promptly or referred to the appropriate personnel for resolution
	2.6 Implement workplace procedures for dealing with infection control risks and hazardous events as necessary
	2.7 Encourage employees to report infection risks and to improve infection control procedures
3 Monitor infection control performance and implement improvements in practices	3.1 Promptly investigate infection control hazardous events to identify their cause in accordance with organisation policy and procedure
	3.2 Monitor work procedures to control infection risks to ensure compliance

- 3.3 Regularly review and adjust work procedures to ensure improvements in infection control practice
- 3.4 Provide feedback to team and individuals on compliance issues, changes in work procedures and infection control outcomes
- 3.5 Ensure training in work procedures is provided as required to maintain infection control standards
- 3.6 Identify any inadequacies in work procedures and infection control measures and ensure they are corrected or reported to designated personnel
- 3.7 Accurately maintain records of infection control risks and incidents as required
- 3.8 Use aggregate infection control information reports to identify **hazards**, to monitor and improve risk control methods and to indicate training needs
- 3.9 Report and investigate potential breaches of infection control in line with organisation procedures

Required Skills and Knowledge

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

Essential knowledge:

Working knowledge, consistent with the elements of competence, of the organisation's applicable infection control policy and procedures and relevant industry codes of practice, which impact on work processes of the specific work unit

The hierarchy of risk control measures from most to least preferred (ie. elimination, engineering controls, administrative control and personal protective equipment)

Knowledge of infection risks and control measures specific to work area and related work processes

The significance of client confidentiality in relation to infection control

The significance of other management systems and procedures for infection control

Literacy levels and communication skills of work group members and consequent suitable communication techniques

Organisation procedures for monitoring, training

Basic understanding of communicable disease transmission

Essential skills:

Ability to:

Use effective communication and interpersonal skills to explain infection control procedures and their rationale to members of work group, to provide feedback on work performance in relation to infection control in order to maintain infection control standards

Use literacy and numeracy skills to:

read and interpret workplace documentation relating to infection control policies and procedures

accurately explain procedures to others with a range of language and literacy capabilities

accurately communicate with team and individuals about organisation policy and procedures for infection control

maintain and interpret infection control records

Apply procedures for adopting appropriate infection practices within work unit

Provide appropriate supervision of work group in relation to infection control

Negotiate with the work group in relation to issues such as establishing, maintaining and improving infection control work practices

Participate in work planning and management

Manage change processes in relation to improving infection control work practices

Monitor compliance with policy and procedures

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 must demonstrate ability to ensure compliance with the health care establishment's infection control policy as it relates to specific job roles

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

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.

Infection control policies and procedures may relate to:

- Cleaning procedures and schedules
- Cleaning agents
- Cleaning equipment
- Handling, storage and disposal of all types of waste
- Food handling and food safety
- Hygiene procedures
- Infection control risk management
- Infection control incident and hazard reporting
- Sterilising
- Linen production and handling
- Maintenance procedures
- Storage requirements
- Personal protective clothing
- Work flows
- Management of blood and body fluid spills
- Single use of disposables
- Aseptic techniques
- Skin preparation procedures
- Immunisation
- Needle stick injuries
- Personal contact with infectious clients
- Standard and additional precautions
- Confidentiality
- Employee training
- Contractors

Industry codes of practice may include:	Australian Standards (e.g. AS 2182, AS 4815, AS 4187) National Health and Medical Research Council Guidelines for infection control Australian Government Department of Health and Ageing Infection control guidelines for the prevention of transmission of infectious diseases in the health care setting, 2004 State, territory and local government guidelines and standards Manufacturer's recommendations and operating manuals
Identified hazards and the outcomes of infection risk assessments may relate to:	Sharps Glass Waste Human waste and human tissues Personal contact with infectious clients Animals, insects and vermin Stock, including food, which has passed "used-by" dates. Incorrect concentration of disinfectants and chemicals Cleaning procedures Linen handling procedures Work flows Use of personal protective clothing Food safety Personal hygiene
Infection control monitoring procedures may include:	Observations Interviews Surveys and inspections Quality assurance activities Review of outcomes Data analysis

Designated personnel may include:

Manager
Infection Control Coordinator
Quality Improvement Coordinator
Infection Control Committee
Occupational Health and Safety Committee

Aggregate infection control information may include:

Records of needle stick injuries
Records of occupational exposures to blood and body fluids/substances
Hospital-acquired infection rates
Australian council on healthcare standards clinical indicators
HACCP records
Hazard reports

Unit Sector(s)