



Australian Government

Department of Education, Employment and Workplace Relations

HLTIN402C Maintain infection control standards in office practice settings

Release: 1

HLTIN402C Maintain infection control standards in office practice settings

Modification History

Not Applicable

Unit Descriptor

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

Application

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

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

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

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

ELEMENT**PERFORMANCE CRITERIA**

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

ELEMENT**PERFORMANCE CRITERIA**

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
 - 4.10 Use sterile drapes for sterile procedures
 - 4.11 Maintain integrity of operating field
 - 4.12 Immediately dispose of single-use items in appropriate containers
 - 4.13 Place waste in appropriate receptacles in accordance with legislative requirements
 - 4.14 Place soiled linen and protective clothing in a suitable receptacle
 - 4.15 Clean work area after use
 - 4.16 Remove items contaminated or potentially contaminated with blood, body fluids, mucosa or tissue for cleaning and sterilisation
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

ELEMENT**PERFORMANCE CRITERIA**

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

5.10 Remove contents of steriliser immediately on completion of cycle and check to ensure specified performance criteria have been met

5.11 Follow product traceability guidelines

5.12 Monitor sterilising cycle and record details as specified in current Australian standard/s

5.13 Observe safety precautions to ensure pressure sterilisers function safely

5.14 Store and handle sterilised items to maintain integrity of packs and to prevent contamination from any source

5.15 Dispose of damaged items safely

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

ELEMENT**PERFORMANCE CRITERIA**

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

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Aetiology of infection
- Cleaning and disinfection procedures
- Impact of premises layout and workflow on infection control risks
- 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
- Legal responsibilities in relation to infection control, sterilising, 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
- Principles of risk management in relation to infection control
- Procedures and practices that support infection control measures and prevent transmission of infection
- Procedures for notification and response to needlestick or sharps injury
- Procedures for responding to spills
- Sources of infection and means of transmission
- Standard and additional precautions as defined by the national health and medical research council (NHMRC) or other authoritative resource

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Apply contemporary work practices and standards for infection control within work area
- Apply standard and additional precautions
- Apply cleaning, disinfection and sterilising techniques and procedures where appropriate

In addition, the candidate must be able to effectively do the task outlined in elements and

REQUIRED SKILLS AND KNOWLEDGE

performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply AS 4815 and AS 4187 where applicable to office practice and health care worker's role
- Apply cleaning, disinfection and sterilizing procedures for instruments, equipment and implantable items where appropriate to office practice and health care worker's role
- Apply risk management principles to infection control risks in particular work area
- Apply skin preparation procedures
- Apply standard and additional precautions
- Correctly and safely use personal protective equipment
- Operate steriliser, including:
 - calibration and
 - documentation requirements if appropriate to office practice and health care worker's role
 - loading
 - monitoring
 - packaging of items
 - validation
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use aseptic techniques if appropriate 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

EVIDENCE GUIDE

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- 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

EVIDENCE GUIDE

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

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

EVIDENCE GUIDE

- 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

RANGE STATEMENT

- 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

RANGE STATEMENT

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

RANGE STATEMENT

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)

Not Applicable