



**Australian Government**

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

# **HLTIN403C Implement and monitor infection control policy and procedures**

**Release: 1**

## **HLTIN403C Implement and monitor infection control policy and procedures**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **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**

#### **Application**

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**

Not Applicable

## Pre-Requisites

### Pre-requisite unit

This unit must be assessed after successful achievement of pre-requisite:

- HLTIN301C Comply with infection control policies and procedures

## 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

1. Provide information about *infection control policies* and procedures

### PERFORMANCE CRITERIA

- 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

**ELEMENT**

2. Integrate infection control policy and procedure into work practices

**PERFORMANCE CRITERIA**

- 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

**ELEMENT****PERFORMANCE CRITERIA**

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****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:

- Basic understanding of communicable disease transmission
- Knowledge of infection risks and control measures specific to work area and related work processes
- Literacy levels and communication skills of work group members and consequent

## REQUIRED SKILLS AND KNOWLEDGE

suitable communication techniques

- Organisation procedures for monitoring and training staff in implementation of infection control procedures and practices
- The hierarchy of risk control measures from most to least preferred (ie. elimination, engineering controls, administrative control and personal protective equipment)
- The significance of client confidentiality in relation to infection control
- The significance of other management systems and procedures for infection control
- 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

### *Essential skills:*

It is critical that the candidate demonstrate the ability 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 the ability to:

- Apply procedures for adopting appropriate infection control practices within work unit
- Manage change processes in relation to improving infection control work practices
- Monitor compliance with policy and procedures
- 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
- Provide appropriate supervision of work group in relation to infection control
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- 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

## 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 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



## RANGE STATEMENT

*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

**RANGE STATEMENT**

*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)**

Not Applicable