



Australian Government

ACMINF501 Develop organisational infection control guidelines for animal care workplaces

Release: 1

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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 1.2 Collate and evaluate information on biosecurity and infection control relevant to the organisation and animal species kept 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 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 2.2 Review and prioritise outcomes of the risk assessment with relevant personnel and incorporate feedback 2.3 Decide on key infection control measures according to workplace practices 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 3.2 Define and allocate infection prevention and control responsibilities 3.3 Implement infection control reporting procedures across the organisation 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 4.2 Support infection control implementation by developing resources and facilitating training 4.3 Monitor day-to-day effectiveness of infection prevention and control procedures and address issues of concern 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 5.2 Use analysis of infection control data to evaluate the effectiveness of guidelines, in consultation with others to maximise infection control 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	- Use active listening skills and questioning techniques to obtain and clarify information about infection prevention and control - Explain terminology, principles and concepts related to infection control to convey information appropriate to audience
Writing	Prepare succinct documents that use clear language and sequenced instructions
Navigate the world of work	- Recognise the importance of infection prevention and control to the organisation and industry and the need for compliance with regulatory requirements - Work independently and collectively, taking responsibility for developing guidelines for infection prevention and control
Interact with others	Select and use appropriate written and verbal communication practices to convey information to a range of personnel
Get the work done	- Plan, sequence and prioritise multiple tasks to achieve outcomes - Use routine business technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF501 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>

Assessment Requirements for ACMINF501 Develop organisational infection control guidelines for animal care workplaces

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- carried out an infection control risk assessment for at least one organisation or workplace
- developed, documented and implemented at least two infection control policies and four procedures for an organisation, covering:
 - basic safety, hygiene and personal protective equipment (PPE) for workers/team members
 - overview of clinical signs of common infectious diseases for relevant animal species
 - movement of animals into, around and out of workplace
 - movement of vehicles, equipment, feed, and bedding
 - movement of people visiting or working at the workplace
 - pests and contaminants
 - quarantine and protective barriers at workplace
 - waste management practices
 - water supply and storage
 - emergency procedures
 - recording and reporting
- reviewed and updated the infection control guidelines based on information and data collected, collated and analysed over a period of at least three months.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- infection control guidelines covering:
 - safety, hygiene and PPE
 - movement of animals into, around and out of workplace

- quarantine and isolation protocols, including protective barriers at workplace
- movement of vehicles, equipment, feed, and bedding
- movement of people visiting or working at the workplace
- water supply and storage
- pests and contaminants
- waste management practices
- emergency procedures including natural disasters and accidents
- recording and reporting
- staff vaccinations/immunisation
- process for infection control risk assessment, including:
 - identify and control risks where possible
 - prepare for risks beyond control
 - respond and recover from an incident or crisis
- overview of clinical signs of common diseases for relevant animal species and organisation
- features of an infection control guidelines, including:
 - goals and objectives
 - roles and responsibilities of staff
 - contact details for relevant people and organisations
 - recording forms - visitor register, husbandry records, register of movements
 - emergency animal disease (EAD) action plan
 - Australian Veterinary Emergency Plan (AUSVETPLAN) for specific diseases
 - responsibilities under relevant animal welfare and health and safety regulations and codes of practice
- purpose, features and benefits of guidelines, including:
 - policy and procedures
 - format and templates for policies, procedures and associated documentation
- methods of analysing data and trends and the importance of systematic review to improving guidelines
- importance of ensuring that guidelines and modifications are implemented and disseminated.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a community organisation caring for animals or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace documents and templates for policies, procedures, processes, forms and/or checklists

- specifications:
 - animal welfare, work health and safety and biosecurity regulations applicable to organisation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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