

9123 Appendix 3

The Infection Prevention and Control Service

Vision

Infection Prevention and Control is a patient focused service and is recognised as the key resource, developing collaborative relationships across the Canterbury Region

Purpose

To provide expert guidance and support to prevent the occurrence and spread of infection, thereby, protecting the people of Canterbury.

Governance

The Canterbury District Health Board (CDHB) is obliged to comply with Health and Disability Services (Safety) Act 2001. Under this act the Infection Prevention and Control (IP&C) Service is mandated to ensure the CDHB can demonstrate compliance with the New Zealand Health and Disability Services (Infection Prevention and Control) Standards NZS 8134.3:2008.

1.1 Structure, roles and responsibilities

1.1.1 Infection Prevention and Control Service

The CDHB Infection Prevention and Control Service reports to the Infection Prevention and Control CDHB Hospitals Committee (via the divisional committees), which in turn reports to the Clinical Board via the Chairperson.

1.1.2 Infection Prevention and Control Operational Team

The IP&C Operational Team consists of Clinical Nurse Specialists-IP&C located at Christchurch, Burwood, Christchurch Women's, Hillmorton, TPMH, Ashburton and Rural Hospitals, and the Clinical Director of Infection Prevention and Control.

The IP&C Operational Team (IP&C Team) has the prime responsibility for managing, coordinating and documenting IP&C activities across the divisions, liaising with the laboratory and implementing/auditing the policies approved by the IPC CDHB Hospitals Committee. Each CNS IP&C is responsible for the day to day management in their respective health care facilities and report to managers in their divisional clinical areas.

The responsibilities of the Infection Prevention and Control Operational Team may include but is not limited to:

- Provide education and promote best practice of Infection Prevention and Control among staff who work for the Canterbury DHB..
- Provide advice via telephone/pager/email (service provided during normal working hours, after hour's advice by the Microbiologist via the relevant hospital telephonist).
- Develop and implement policies and procedures as required.
- Monitor compliance with Infection Prevention and Control policies and procedures (audit and feedback).
- Provide advice and guidance during an outbreak.
- Investigate cluster infections.
- Undertake surveillance activities.
- Provide Infection Prevention and Control advice and guidance for patients and staff with multi drug resistant organisms.
- Evaluate new products that may impact on healthcare acquired infection
- Provide advice and guidance for minimising healthcare acquired infection during renovation and construction activities

- Process documentation for Blood and Body Fluid Exposure and refer to Occupational Health for follow up of employees as required.

1.1.3 The IP&C Operational Team Contact Details

(also available on the Intranet)

Division	Phone	Pager
Ashburton & Rural Health Services	28487	N/A
Burwood Hospital	99759	9104
Medical and Surgical Division (Christchurch Hospital)	81062	8331
Paediatrics (Christchurch Hospital departments)	80083 80341 0275263175	5200 8301
Older Persons Health Specialist Service (TPMH)	66152 0272579514	
Women's and Children's Health	85510	5069
Specialist Mental Health Service (Hillmorton)	33403	

Out of normal working hours: Request the On-call Medical Microbiologist via the hospital telephone office.

1.1.4 Infection Prevention and Control CDHB Hospitals Committee

The CDHB Infection Prevention and Control Hospitals Committee (CDHB IP&C Hospitals Committee) is a multi-disciplinary committee comprising membership from both internal and external stakeholders.

The committee meets regularly (at least 5 times a year) as well as forming sub-committees for single subject policy making.

The committee meeting provides strategic direction and acts as the interface between the divisional IP&C committees and the Clinical Board. It advises and supports the IP&C Operational Team, recommends and approves IP&C policies, endorses the Infection Prevention and Control Annual Programme (IP&CAP).

The committee is responsible for advising clinical staff and administrators of any serious IP&C problems or hazards and is responsible for interfacing with the local public health service.

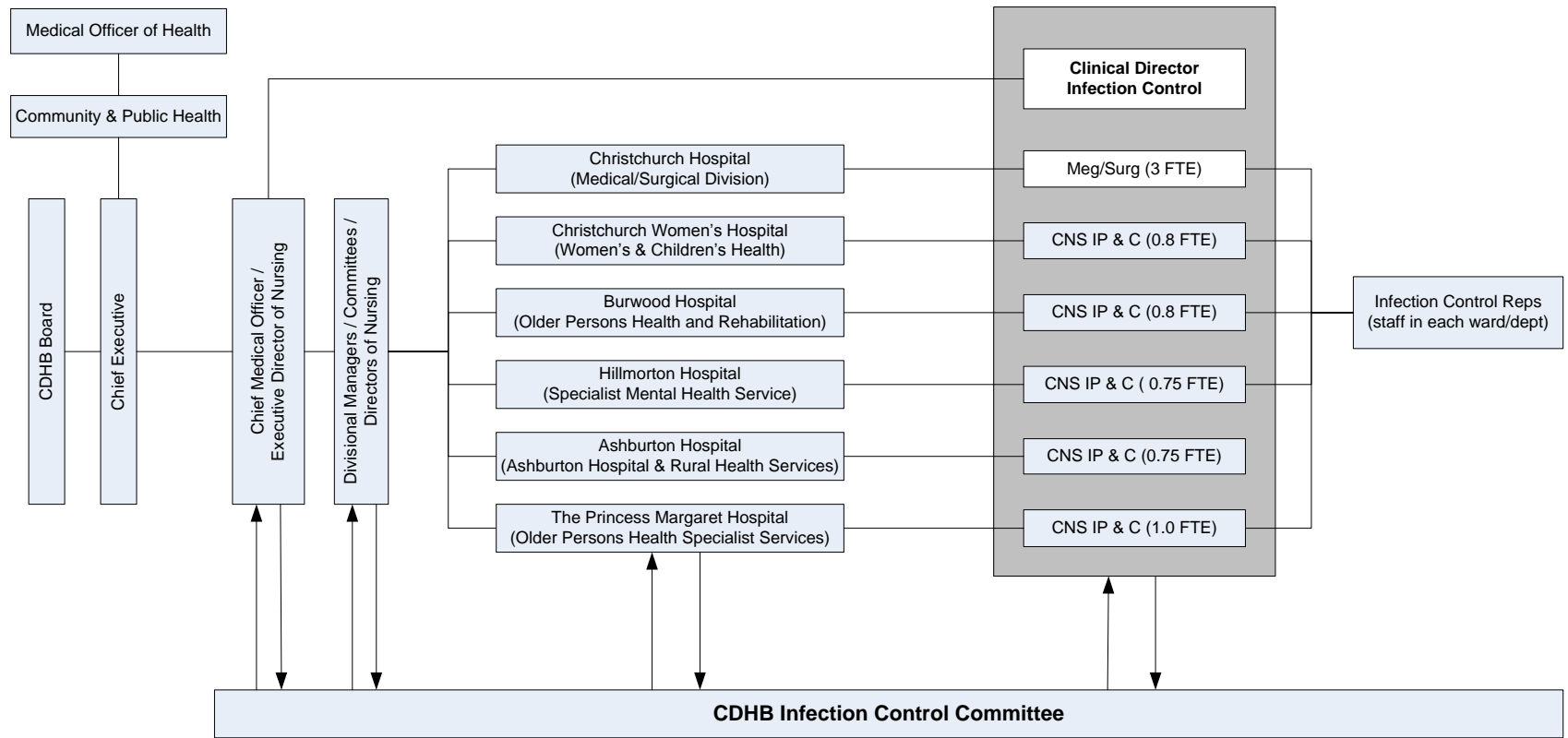
1.1.5 Divisional Infection Prevention and Control Committees

Supporting this structure is a Divisional IP&C committee structure which consists of members from within each division who discuss IP&C issues pertaining to their hospitals. These committees will meet in accordance with their own terms of reference. The Chair or nominated individuals from these committees will provide feedback to the CDHB hospitals committee. Ashburton & Rural Health Services, Burwood, Christchurch Campus (Christchurch Hospital & Christchurch Women's Hospital), Specialist Mental Health Services and Older Person Health Specialist Service have Divisional IP&C committees that hold regular meetings.

1.1.6 Infection Prevention and Control Link Representatives

Each division within the Canterbury DHB has an Infection Prevention and Control Link representative group, comprising individuals from each clinical area. The groups meet regularly under the direction and leadership of the divisional Clinical Nurse Specialist – Infection Prevention and Control. The purpose is to provide a forum and mechanism for relevant Infection Prevention and Control information to be relayed between clinical area and the Infection Prevention and Control Service.

1.2 Organisational Chart



Key

- IC Operational Group
- Communication Pathways
- ICN Infection Control Nurse Specialist

1.3 Infection Prevention & Control Programme and Action Plan

The IP&C Team are responsible for developing and implementing the Infection Prevention & Control Annual Programme (IP&CAP) and the Infection Prevention and Control Quality Action Plan.

The IP&CAP identifies the strategies for compliance with NZS 8134.3:2008. The programme is endorsed by the IPC CDHB committee.

The IP&C Quality Action Plan forms the IP&C Team's operational document which details how the year's objectives will be achieved.

1.4 Policies and Guidelines

The Infection Prevention and Control Service is responsible for developing the Infection Prevention and Control policies and guidelines in Canterbury DHB institutions.

CDHB IP&C Policies and guidelines are to be found in the following locations:

- Volume 10 – Infection Prevention & Control hard copy manual in all clinical areas
- Volume 10 on the Intranet via the Library and Manuals section
- Volume 10 and other non-manual policies and guidelines on the CDHB IP&C Intranet site
- In the IP&C Service staff policy handbook distributed to all new employees

Policies and guidelines are updated every three years based on evidence for best practice.

1.5 Infection Prevention and Control Intranet Site

The IP&C service maintains an updated CDHB Intranet site which contains a large amount of additional resources and information.

This includes some guidelines which are used less frequently than those contained in this manual.

These include but are not limited to:

- Creutzfeldt-Jacob Disease (CJD)
- Emerging New Infectious Disease (ENID)
- Influenza Guidelines
- Viral Haemorrhagic Disease
- Endoscopy
- Sigmoidoscopy

- Building, Construction and Maintenance
- Pediculosis (lice)
- Norovirus

Policy Owner	CDHB Infection Prevention & Control Service
Date of Authorisation	11 June 2012