

POLICY TITLE	Infection Prevention & Control Arrangements
Policy Number:	IPC01
Version Number:	01
Date of Issue:	14/09/2016
Date of Review:	13/09/2019
Author:	Infection Prevention & Control Team
Ratified by:	Jane Stone, Group Director of Nursing (and Director of Infection Prevention & Control)
Responsible Signatory:	David Watts, Director of Risk & Safety
Outcome:	<p>This policy:</p> <ul style="list-style-type: none"> aims to ensure that the health of service users, colleagues and visitors is effectively protected from the spread of infection by implementing prevention and control measures in every service.
Cross Reference:	IPC policies
EQUALITY AND DIVERSITY STATEMENT	
<p>Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.</p>	

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, e-mail RARHelpdesk@priorygroup.com

INFECTION PREVENTION & CONTROL ARRANGEMENTS

1 INTRODUCTION

- 1.1 The Priory Group has a responsibility for effectively protecting the health of service users, colleagues and visitors from the spread of infection by implementing effective prevention and control measures in every service.
- 1.2 Each service will have a nominated Infection Prevention and Control (IPC) Lead, overseen by Regional (Healthcare) and Divisional (Amore, Craegmoor and Education Divisions) IPC leads who are supervised by the Group Director of Nursing, who chairs the Group IPC Meeting, which reports to the groupwide Assurance Committee. (Refer to Appendix 1 for role descriptions for IPC leads and Appendix 2 for Terms of Reference for the IPC Meeting)
- 1.3 The standards expected across all the divisions of Priory Group are detailed in the groupwide IPC policies. These policies and procedures identify the particular requirements and thresholds in terms of infection prevention and control, and where differences in arrangements are required to take into account the differing nature of the service users, the colleague group, and the type of service offered, the policies make this distinction.

2 RESPONSIBILITIES

- 2.1 The Group Medical Director has overall responsibility for infection prevention and control arrangements across the Group, delegating that responsibility to the Group Director of Nursing.
- 2.2 Site Managers are responsible for implementing the IPC policies on their site. This responsibility includes the need to ensure a clean environment and for infection prevention and control to form an integral part of service planning and development, including induction, ongoing training, audit and surveillance.
- 2.3 All colleagues employed by Priory Group are responsible for knowing, understanding and maintaining the principles and practices of high standards of infection prevention and control and environmental hygiene within their respective service areas. Colleagues should also adhere to the systems in place to ensure that the surveillance and reporting of communicable disease and infection is in place.

3 AUDIT AND MONITORING

- 3.1 Audits and action planning following audit must be undertaken by all sites and services using the appropriate divisional audit tool and separate action plan published on the Intranet. The frequency of audit should be consistent across sites for each division, but the interval must be no longer than annually. The agreed divisional IPC Audit Tools must be used.
- 3.2 There are systems in place to ensure that all colleagues receive relevant training in basic hygiene and the management of infection prevention and control. It is the responsibility of divisional management teams to support site managers to ensure that there is compliance with these training requirements. Additional training for all qualified nurses is available from [The Nursing Times](#) Training programme.

4 REFERENCES

- 4.1 DH (2015) Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance
 DH (2013) Prevention and Control of Infection in Care Homes: An information resource
 DH (2013) Immunisation against Infectious Disease: The Green Book
 Wilson, J. (2006): Infection Control in Clinical Practice. 3rd edition. London: Balliere Tindall
 Dougherty, L and Lister, S (eds) (2015) Royal Marsden Manual of Clinical Nursing Procedures 9th edition, Wiley-Blackwell

RCN (2012) Wipe It Out: One chance to get it right. Essential practice for infection prevention - guidance for nursing staff
NICE (2014) Infection Prevention and Control. QS61
NICE (2016) Healthcare-associated Infections. QS113
NICE (2011) Healthcare-associated Infections: Prevention and control. PH36
NICE (2012) Infection: Prevention and control of healthcare-associated infections in primary and community care. CG139
Health and Safety at Work etc. Act 1974
The Health Protection (Notification) Regulations 2010
The Health and Safety (Sharp Instruments in Healthcare) Regulations (Northern Ireland) 2013
Control of Substances Hazardous to Health Regulations 2002
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Public Health etc. (Scotland) Act 2008
Public Health Act (Northern Ireland) 1967
Scottish Government (2005) National Care Standards, Care Homes for People with Learning Disabilities
Scottish Government (2005) National Care Standards, Care Homes for People with Mental Health Problems
Scottish Government (2007) National Care Standards, Care Homes for Older People
DHSSPSNI (2015) Care Standards for Nursing Homes
DHSSPSNI (2011) Residential Care Homes Minimum Standards
Welsh Assembly Government (2004) National Minimum Standards for Care Homes for Older People
Welsh Assembly Government (2002) National Minimum Standards for Care Homes for Younger Adults

Appendices

Appendix 1 – Role Descriptions for the Nominated Site and Regional IPC leads

Appendix 2 – Terms of Reference for the Infection Prevention & Control Meeting

Associated Forms:

IPC Form: 02 - [Annual Statement – Infection Prevention and Control \(Amore\)](#)

IPC Form: 02A - [Infection Prevention & Control Audit Action Plan \(Craegmoor\)](#)

IPC Form: 05A - [Infection Prevention & Control Audit Tool for Amore](#)

IPC Form: 05B - [Infection Prevention & Control Audit Tool for Craegmoor](#)

IPC Form: 05C - [Infection Control – Good Practice Audit Tool for Education & Children's Services](#)

NB: Infection Control Audit tools for Healthcare sites/services will be issued by the Healthcare Data team in accordance with the Annual Healthcare Audit Calendar

Appendix 1

ROLE DESCRIPTIONS FOR THE NOMINATED SITE AND REGIONAL IPC LEADS

The role of the **Site IPC Lead** should include:

1. Undertaking training and updates to the level specified
2. Monitoring training of colleagues on site and ensuring it is of good quality, up to date and meets the requirements of the regulator and Priory group policy
3. Being involved in the development of local IPC procedures and the implementation of IPC policies
4. Communicating changes to procedures/documentation to colleagues
5. Ensuring that their own knowledge of infection control legislation, regulation and guidance is up to date
6. Ensuring site colleagues are informed on specific and topical infection control
7. Assisting/advising other colleagues on infection prevention and control issues
8. Ensuring that clear and accurate records of IPC related incidents are kept, follow-up is timely and thorough and sharing learning with local management and colleagues
9. Taking the lead on arranging local IPC audits, analysing the results and sharing with management and colleagues
10. Advising local management, Regional/Divisional IPC leads and governance meetings on infection control issues and on the effectiveness of policies and procedures
11. Providing the link for IPC issues with external agencies, Regional/Divisional IPC leads and other Site IPC leads

NB: On Amore Care sites, is the responsibility of the Home Manager to liaise with the IPC lead to ensure that all the above items are covered.

The role of the **Regional/Divisional IPC Lead** should include:

1. Attending Regional IPC meetings and sharing information with IPC site leads
2. Providing training and refresher training to the Site IPC leads
3. Offering evidence and policy based advice and support to site IPC leads and other colleagues
4. Analysing the results of the IPC audits of practice and identifying any actions necessary to be feedback to the region/Division and monitor these to completion. Include analysis of disincentives to report, sharing of best practice and lessons learnt through regular contact (at least quarterly) with other regional IPC leads. Share this learning and the Group IPC Meeting
5. Ensuring that there are open avenues of communication between the division and the Group Director of Nursing, either directly or via the Group IPC Meeting on issues arising.

Appendix 2

INFECTION PREVENTION AND CONTROL MEETING TERMS OF REFERENCE

1. **INTRODUCTION** - The Group Infection Prevention and Control Meeting operates within the context of the overall Priory Governance Structures and reports to the Group Assurance Committee

AIMS - The IPC Meeting has been established to have effective oversight of infection prevention and control matters for the Group. The meeting's aims are;

- (a) To share and develop good practices for infection prevention and control across the Group to provide consistency and maintain high standards.
- (b) To ensure systems, processes and behaviours are in place in order to foster a safe culture in relation to infection prevention and control.
- (c) To review each division in relation to key infection control risks including any notifications to the Health Protection Agency and track themes and trends from infection control incidents and take appropriate mitigating action.
- (d) To scrutinise serious incidents that meet the criteria for SBAR reporting to the Executive Team and ensure due process has been followed.
- (e) To share learning in relation to infection control incidents across the whole Group.
- (f) To have oversight of infection control training across the Group and ensure consistency of training.
- (g) To have overview of compliance issues with external regulators relating to infection control across the Group.
- (h) To contribute to the Priory Group Infection Control Policies and ensure they are implemented at site level.
- (i) To receive results of infection control audits and ensure that action plans are implemented by Divisions.
- (j) To ensure that Site IPC Leads are competent to fulfil their role and ensure the list of IPC leads is updated quarterly.

2. **MEMBERSHIP**

Chair: Group Director of Nursing

Members:

Director of Risk & Safety
Regional Lead Private, Healthcare
Regional Lead South, Healthcare
Regional Lead North, Healthcare
Regional Lead South, Healthcare
Director of Quality, Amore
Divisional H&S and Quality Co-ordinator, Craegmoor
Group Policy, Information Governance and Accreditation Manager
Quality Advisor, Children's Social Care
Representative from Procurement
Representative from Estates
PA to Director of Nursing

3. **MEETINGS** - The Meeting convenes quarterly face to face. Minutes are issued to all members following each meeting and sent to the group Assurance Committee.