

IPC Document Management Guidelines

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Purpose

To ensure that the management of Infection Prevention and Control (IPC) policies, procedures and guidelines are managed correctly and adheres to CDHB Documentation Policy

Scope/Audience

All employees of Canterbury DHB.

Associated Documents

- [CDHB Infection Prevention & Control Policies and Procedures](#)
- [CDHB Documentation Policy](#)

1 Authorisation

IPC policies and guidelines are approved by the Infection Prevention and Control CDHB Hospitals Committee and authorised by the Executive Director of Nursing

2 Staff Familiarity with Documents

Staff are expected to become familiar with the contents of the policies and procedures and keep up to date with additions and amendments.

**The latest version of this document is available on the CDHB intranet/website only.
Printed copies may not reflect the most recent updates.**

Significant changes prior to full review are documented in the Key Amendment table.

3 Distribution of Documents

All documents are uploaded to the CDHB Document Sharepoint site and can be accessed as read-only via a search on the Intranet home page.

Electronic pdf copies of IPC policies and procedures are located on the IPC Policy page on the [CDHB Internet](#). There are also electronic links to this site from the Intranet home page and the IPC Intranet site.

4 Documentation Control

4.1 Scope

All IPC policies, procedures, guidelines etc. are document controlled as corporate wide documents, i.e. there are no divisional specific IPC documents. Specific hospital or divisional information may be incorporated into the related document

4.2 Versioning & Editing

Word versions of the IPC policies, procedures and guidelines are stored electronically on the CDHB Sharepoint Document Management System. Editing access is restricted to two IPC team members, the Authoriser and the Corporate Documentation Administrator. Pdf versions of the latest Word version is uploaded to the IPC Policy and Procedures Internet page.

4.3 Document Reviews

Documents are reviewed at least three yearly. Minor changes and corrections, including any updates to electronic links, are made directly by the two IPC team members via the DMS in between major revisions. Major reviews require approval from the CDHB ICC and authorisation from the EDON. There is a location procedure for the update of IPC policies located in the shared internal IPC drive.

4.4 Content Development

The formulation of all IPC policies, procedures and guidelines within Canterbury DHB are the result of extensive literature reviews and follow current national and international standards and infection prevention and control guidelines and best practice documents.

Contributors to IPC policies, procedures and guidelines follow a consultative process which includes key stakeholders and clinical staff from departments and professions.

4.5 Access & Publication

Staff have read-only access to IPC policies, procedures and guidelines via the Intranet and the Internet.

IPC policies, procedures and guidelines are issued in accordance with Canterbury DHB Documentation Policy.

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5 Evaluation

These guidelines will be evaluated through regular interactions with Corporate Document Control.

Owner	IPC Service
Authoriser	Executive Director of Nursing
Date of Authorisation	DD month 20xx

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