

## The Infection Prevention and Control Service

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### Policy

There is a managed environment which minimises the risk of infection to consumers, service providers and visitors which is appropriate to the size and scope of the organisation. The responsibility of infection prevention and control is clearly defined and there are clear lines of accountability for infection prevention and control matters in the organisation.

### Purpose

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

### Scope/Audience

All employees of Canterbury DHB

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## Associated documents

CDHB Infection Prevention & Control Annual Programme (IP&CAP)  
NZS 8134.3:2008 Health and Disability Services (Infection prevention and Control) Standards

## Vision

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

## 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 Canterbury West Coast Health System Infection Prevention & Control (IP&C) Board, the General Managers Meeting and the Clinical Board as information.

### 1.1.2 Infection Prevention and Control Operational Team

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

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

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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. There is allocated FTE for IP&C advice and support to long term care facilities.

The responsibilities of the IP&C 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
- Advisory service to long term care facilities.

### 1.1.3 The IP&C Operational Team Contact Details

Division	Phone	Pager
Ashburton & Rural Health Services	28487 / 0276529464	N/A
Burwood Hospital	99759 0272460380	9104
Medical and Surgical Division (Christchurch Hospital and Paediatrics)	81602 80083 80341	5200 N/A 8301

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Division	Phone	Pager
	80127	8331
Older Persons Health Specialist Service (TPMH)	66152 0272579514	N/A
Women's and Children's Health	85510	5069
Specialist Mental Health Service (Hillmorton)	33403 0272127378	N/A
Community Liaison	0277023080 0275263175	N/A

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

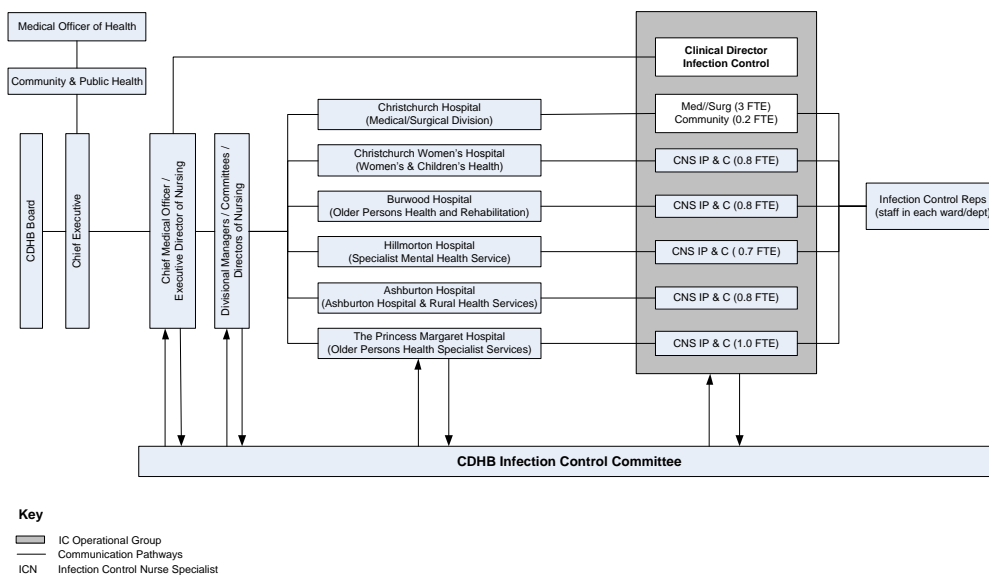
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Mental Health Services and Older Person Health Specialist Service have Divisional IP&C committees that hold regular meetings.

### 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 IPC. The purpose is to provide a forum and mechanism for relevant infection prevention and control information to be relayed between the clinical area and the Infection Prevention and Control Service.

## 1.2 Organisational Chart



## 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.

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## 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 on the [Internet](#) with links to the documents from other Intranet pages including the [Infection Prevention & Control Intranet](#) site.

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.

## Measurement/Evaluation

Information related to this policy may be audited annually as a component of Infection Prevention & Control Service Environmental Tool

<b>Policy Owner</b>	Infection Prevention & Control Service
<b>Policy Authoriser</b>	Executive Director of Nursing
<b>Date of Authorisation</b>	9 <sup>th</sup> September 2015

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