

Course Name	Comply with infection control policies and procedures in health work
Course code	HLTIN301A
Contact details	Allens Training Phone 1300 559 064 or www.allenstraining.com.au
Partial completion of one of these qualifications	<p>This course is taken from the Health Training package HLT07 and is in partial completion of</p> <p><input checked="" type="checkbox"/> HLT21107 Certificate II in Emergency Medical First Response or</p> <p><input checked="" type="checkbox"/> HLT30207 Certificate III in Non Emergency Medical Transport or</p> <p><input checked="" type="checkbox"/> HLT41007 Certificate IV in Health (Ambulance)</p>
Description of this unit against the qualification	<p>For a full understanding of the qualification, please go to the link for further information http://www.allenstraining.com.au and click on the courses tab found on the top left hand side of the web page</p>
Descriptor	<p>This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation</p> <p>This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person</p> <p>All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker</p>
What is covered in the course	<ol style="list-style-type: none"> 1. Follow infection control guidelines 2. Identify and respond to infection risks 3. Maintain personal hygiene 4. Use personal protective equipment 5. Limit contamination 6. Handle, package, label, store, transport and dispose of clinical and other waste 7. Clean environmental surfaces

Employability Skills	The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements
Pre-requisites	There are no pre-requisites or co-requisites for this competency unit
Course duration	12 hours
How will I be assessed	A written assessment plus project required to be awarded the unit competency as well as a workplace report or simulated workplace
Policy and procedures	A copy is available on our web site http://www.allenstraining.com.au/documents.aspx
Where is the Training Package found	This is attached and located on page 3 of this document

HLTIN301A

Comply with infection control policies and procedures in health work

Descriptor

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation

This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/services), maintains personal protection and prevents the transmission of infections from person to person

All tasks must be carried out in accordance with State or Territory legislative requirements that affect work practices of the organisation and/or worker

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

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Application

This unit is applicable to workers who are responsible for following workplace procedures to maintain infection control

Application of this unit should be contextualised to reflect any specific workplace infection risks, hazards and associated infection control practices

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes of a unit of competency.	The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
1. Follow infection control guidelines	<ul style="list-style-type: none">1.1 Demonstrate the application of <i>standard precautions</i> to prevent the spread of infection in accordance with organisation requirements1.2 Demonstrate the application of <i>additional precautions</i> when standard precautions alone may not be sufficient to prevent transmission of infection1.3 <i>Minimise contamination</i> of materials, equipment and instruments by aerosols and splatter
2. Identify and respond to infection risks	<ul style="list-style-type: none">2.1 Identify <i>infection risks</i> and implement an appropriate response within own role and responsibility2.2 Document and report activities and tasks that put clients and/or other workers at risk2.3 Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organisation2.4 Follow <i>procedures for risk control</i> and risk containment for specific risks2.5 Follow <i>protocols for care following exposure to blood or other body fluids</i> as required2.6 Place appropriate signs when and where appropriate2.7 Remove spills in accordance with the policies and procedures of the organisation
3. Maintain personal hygiene	<ul style="list-style-type: none">3.1 Maintain hand hygiene by washing hands before and after client contact and/or after any activity likely to cause contamination3.2 Follow <i>handwashing procedures</i>3.3 Implement <i>hand care</i> procedures3.4 Cover cuts and abrasions with water-proof dressings and change as necessary
4. Use personal protective equipment	<ul style="list-style-type: none">4.1 Wear personal <i>protective clothing and equipment</i> that complies with Australian/New Zealand Standards, and is appropriate for the intended use4.2 Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each client contact

ELEMENT

Elements define the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

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| 5. Limit contamination | 5.1 Demarcate and maintain clean and contaminated zones in all aspects of health care work |
| | 5.2 Confine records, materials and medicaments to a well-designated <i>clean zone</i> |
| | 5.3 Confine contaminated instruments and equipment to a well-designated <i>contaminated zone</i> |
| 6. Handle, package, label, store, transport and dispose of clinical and other waste | 6.1 Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste |
| | 6.2 Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified |
| | 6.3 Store clinical or related waste in an area that is accessible only to authorised persons |
| | 6.4 Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release |
| | 6.5 Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements |
| 7. Clean environmental surfaces | 7.1 Wear personal protective clothing and equipment during <i>cleaning procedures</i> |
| | 7.2 Remove all dust, dirt and physical debris from work surfaces |
| | 7.3 Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visible soiled |
| | 7.4 Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols |
| | 7.5 Dry all work surfaces before and after use |
| | 7.6 Replace surface covers where applicable |
| | 7.7 Maintain and store cleaning equipment |

REQUIRED SKILLS AND KNOWLEDGE

To demonstrate competence for this unit the worker must acquire the essential knowledge and skills described:

Essential knowledge:

- Basic microbiology including:
 - bacteria and bacterial spores
 - fungi
 - viruses
- Aspects of infectious diseases including:
 - pathogens
 - opportunistic organisms
- Disease transmission:
 - sources of infecting microorganisms including persons who are carriers, in the incubation phase of the disease or those who are acutely ill
 - paths of transmission including direct contact, aerosols and penetrating injuries
 - risk of acquisition
- Susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old
- Organisation requirements relating to immunisation, where applicable
- The organisation's infection control policies and procedures
- Identification and management of infectious risks in the workplace
- Clean and sterile techniques
- Standard precautions
- Additional precautions
- Good personal hygiene practice including hand care
- Effective hand hygiene:
 - when hands must be washed
 - procedures for routine handwash
 - procedures for surgical handwash
- Personal protective equipment:
 - guidelines for wearing gowns and waterproof aprons
 - guidelines for wearing masks as required
 - guidelines for wearing protective glasses
 - guidelines for glove use
- Surface cleaning:
 - cleaning procedures at the start and end of the day
 - routine surface cleaning
 - managing a blood or body fluid spill
- Sharps handling and disposal techniques

REQUIRED SKILLS AND KNOWLEDGE

To demonstrate competence for this unit the worker must acquire the essential knowledge and skills described:

Essential skills:

Ability to:

- Apply standard precautions:
 - consistently follow the procedure for washing and drying hands
 - consistently put into practice clean and sterile techniques
 - consistently use personal protective equipment
 - consistently limit contamination
 - consistently maintain clean surfaces and manage blood and body fluid spills
 - consistently protect materials, equipment and instruments from contamination until required for use
 - consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)
- Apply additional precautions when standard precautions are not sufficient

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Standard precautions include:

- Aseptic technique
- Personal hygiene practices especially washing and drying hands (eg. before and after client contact)
- Use of personal protective equipment
- Techniques to limit contamination
- Surface cleaning and management of blood and body fluid spills
- Safe handling of sharps
- Safe disposal of sharps and other clinical waste
- Appropriate reprocessing and storage of reusable instruments

Additional precautions may include:

- Special ventilation requirements
- Additional use of personal protective equipment
- Dedicated equipment (eg. to each client or as appropriate to work function)
- Use of a special facility

Minimising contamination may include but is not limited to:

- Protecting materials, equipment and instruments from contamination until required for use
- Ensuring instruments used for invasive procedures are sterile at time of use
- Cleaning all environmental surfaces

Infection risks may include but are not limited to

- Sharps injury
- Waste
- Discarded sharps
- Human waste and human tissues
- Related waste
- General waste
- Inhalation of aerosols
- Contact with blood and other body substances
- Personal contact with infectious materials, substances and/or clients
- Stock including food which has passed 'used-by' dates
- Animals, insects and vermin

RANGE STATEMENT

Procedures for risk control may include but are not limited to:

- Eliminating a hazardous process
- Using personal protective equipment appropriately
- Changing a system of work to reduce a hazard.
- Isolating the hazard
- Using protective devices to decrease exposure
- Using safe handling techniques
- Following infection control policies and procedures
- Procedures to minimise the risk of exposure to blood and body fluids

Protocols for care following exposure to blood or other body fluids may include but are not limited to:

- Immediate care following:
 - A sharps injury
 - A splash of blood or other body fluids
- Post exposure care
- Record keeping and notification
- Legal requirements for the notification of all work related occurrences of injury, disease or illness

Hand hygiene procedures may include:

- Routine handwash
- Surgical handwash
- Use of antiseptic wipes and alcohol based preparations in specific situations where waterless hand hygiene is acceptable

Hand care may include but is not limited to:

- Suitable water-based hand creams that are registered on the Australian Register of Therapeutic Goods
- Using warm water for handwashing
- Drying hands thoroughly after handwashing
- Wearing heavy-duty utility gloves when handling irritant chemicals

Protective clothing and equipment may include but are not limited to :

- Gowns and waterproof aprons that comply with Australian/New Zealand standards
- Examination gloves and surgical gloves that comply with current Australian/New Zealand standards
- Glasses, goggles or face-shields
- Surgical face masks that comply with current Australian/New Zealand standards
- Footwear to protect from dropped sharps and other contaminated items
- Guidelines for latex allergic clients and staff

RANGE STATEMENT

Clean zone includes but is not limited to:

- Storage areas for materials, medicaments, equipment
- Sterile storage areas
- Administration areas

Contaminated zone includes but is not limited to:

- Area used for items that have become contaminated during use
- Receiving area for contaminated instruments in the instrument reprocessing centre

Waste may include but is not limited to:

- Clinical waste:
 - discarded sharps
 - human tissues
 - laboratory waste
 - any other waste as specified by the workplace
- Related waste:
 - radiographic waste
 - chemical and amalgam waste
 - cytotoxic waste
 - pharmaceutical waste
 - radioactive waste
- General waste

Disposal of waste requirements may include:

- Disposal in accordance with:
 - Environment Protection (Waste Management) Policy
 - Environment Protection (Waste Management) Regulations
 - Australian and New Zealand standards
 - Organisation policies and procedures

Cleaning procedures include but are not limited to

- Damp dusting benches, equipment and shelving
- Maintaining the interior of drawers and cupboards in a clean and tidy state
- Cleaning floors daily using a mop and water and detergent
- Storing cleaning equipment clean and dry
- Managing the removal of a small blood or body fluid spill

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- Observation of workplace performance is preferred for assessment of this unit
- The assessee must provide evidence of specified essential knowledge as well as skills
- The assessee must demonstrate compliance with the organisation's infection control policy as it relates to specific job role
- Consistency of performance should be demonstrated over the required range of workplace situations:
 - consistent application of handwashing, personal hygiene and personal protection protocols
 - consistent application of clean and sterile techniques
 - consistent application of protocols to limit contamination

Context of and specific resources for assessment:

- Assessment should replicate workplace conditions as far as possible
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible

Method of assessment

- Evidence of essential knowledge and understanding may be provided by:
 - traditional or online (computer-based) assessment
 - written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning
- Staff and/or client feedback
- Supporting statement of supervisor
- Authenticated evidence of relevant work experience and/or formal/informal learning
- Role play/simulation

EVIDENCE GUIDE

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities