NHS Greater Glasgow & Clyde
Infection Prevention & Control
Education Strategy for
Mandatory & Continuing Education

January 2009

Document Control Summary

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Infection Control Nurse Education Group</th>
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<tr>
<td>Date of Publication</td>
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<td>Version</td>
<td>2</td>
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<td>Developed by</td>
<td>Infection Control Team</td>
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<td>Related Documents</td>
<td>NHSGGC Outbreak Policy</td>
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<td>NHSGGC</td>
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<td><a href="http://www.nhsggc.org.uk/content/default.asp?page=home_infectioncontrol">http://www.nhsggc.org.uk/content/default.asp?page=home_infectioncontrol</a></td>
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The NHS Greater Glasgow & Clyde Control of Infection Committee recognises that there are significant risks to patients, healthcare workers (HCWs) and visitors, as a consequence of Healthcare Associated Infection (HAI). These risks necessitate a specific Infection Prevention and Control (IPC) Education Strategy to educate the workforce and make sure that the workforce’s knowledge on infection prevention and control is sufficient to prevent and minimise as far as possible, the risks of all HAI as a consequence of inadequate education.

Patients have the right to be treated by competent HCWs. Training of HCWs is therefore an essential component for HCWs to achieve their personal goals and for the teams and services within NHSGGC to achieve their objectives. In addition, patients also have the right to be cared for in an environment for which there is ongoing sufficient and effective cleaning. Consequently, non-HCWs who maintain the environment, e.g. service assistants, must also attend sufficient education programmes to enable them to provide a safe and clean environment.

This IPC Education Strategy will be relevant to all HCWs and non-HCWs who during their daily work will come into contact with patients/ clients or clinical settings, where their actions or inactions could pose an HAI risk. The IPC Education Strategy recognises that professional education qualifications are not necessarily a marker of sufficient knowledge in infection prevention and control.
1. **Objectives for the Infection Prevention and Control (IPC) Education Strategy**

The IPC Education Strategy will:

- Meet specified national objectives
- Meet the HAI education and training needs of all staff in NHSGGC
- Meet the NHSGGC HAI organisational objectives
- Reflect the changing and modernising service needs
- Promote the IPC education of HCWs and non-HCWs
- Include the monitoring and quality of education delivered
- Include exploration of delivery modules, external agencies for delivery and co-operation
- Include the co-operation needed to work with external educational organisations to advise on infection prevention and control aspects of various health professional programmes
- Ensure staff understand their HAI responsibilities and the action they must take
- Assist managers to develop the infection prevention and control knowledge of the staff under their supervision.

2. **Outcome Objective**

The overall objective of this IPC Education Strategy is to make certain that:

_NHSGGC has a workforce with a sufficient knowledge base to ensure they can practice safely, preventing and minimising the risks of HAI to their patients, the general public, their co-workers and themselves._
3. ROLE AND RESPONSIBILITIES

- Ultimately the NHSGGC Chief Executive carries responsibility for HAI. For day-to-day management this is delegated to the Infection Control Manager.
- It is the responsibility of the Infection Control Education Lead for NHSGGC to deliver the organisation’s HAI Education Strategy and report to the Board Infection Control Committee on its progress.
- All managers and clinical staff must ensure that HAI education needs of their staff and themselves are implemented and evaluated through key performance indicators and personal development plans (PDP).
- Every staff member must demonstrate a commitment to preventing and minimising HAI.

4. POLICY CONTEXT

The following is a synopsis of the national policy context for HAI education:

Quality Improvement Scotland

CSBS(QIS) Standards for (HAI) Infection Control Standard 12
There is a programme of ongoing education for existing staff, including update of:

- Policies/ procedures/ guidelines
- Risk assessment and incident management
- Feedback of audit results and the action needed to correct deficiencies
- Infection control and antimicrobial prescribing – medical education
- Records are kept of attendance of all staff on infection control education programmes.

CSBS(QIS) Standards for (HAI) Infection Control Standard 15.3
- Induction programmes for all staff include the topic of hand hygiene.

QIS Standards for (HAI) Infection Control Standard 5a & b (2008)
- 5a - The NHS boards develop an action plan to deliver on the national strategy for HAI education and training
- 5b - National and locally identified priority areas for HAI education are addressed
CSBS (QIS) Standards for (HAI) Cleaning Services Standard 11.2

- The following drivers of the training needs are incorporated in the training programme:
  - Legislative change
  - Risk Assessment
  - New Equipment
  - New Technology
  - **Infection Control**
    - Approved codes of practice
    - Refresher training
    - Personal Development Plan (PDP)

The NHS Scotland Code of Practice for the Local Management of Hygiene and Healthcare Associated Infection – Section 2 Education

The organisation will have:

- An explicit strategy for mandatory induction training in relation to HAI;
- An explicit strategy for Continuing Professional Development (CPD) in relation to HAI;
- Adequate resources identified to deliver the organisation's strategic plans for HAI education;
- Recording and reporting structures in place specific to the HAI induction and CPD Strategies;
- Impact evaluation, integral to the organisation's HAI education strategies.

Practice Supervisors/ Trainers/ Educators will:

- Ensure their contribution to education and training is evidence based where this evidence exists;
- Ensure their contribution to education and training in HAI fits with local and national strategies;
- Make connections between relevant bodies, e.g. NHS QIS/ CSBS HAI infection control and cleaning services standards, and the organisation's education/ training programme;
- Be able to demonstrate through their annual appraisal processes, the maintenance of their own level of knowledge and skills in HAI.
HCWs, i.e. Clinicians and Support Staff will:

- Within their annual personal development plan, identify specific objectives for CPD in HAI;
- Demonstrate an acceptable level of competence in the workplace relating to prevention and control of HAI;
- Act as a role model to others in the maintenance of a safe environment

A Framework for Mandatory Induction Training in HAI Infection for NHS Scotland (NES/ Scottish Executive 2004)

Sets out to “maximise the relatively limited opportunities during ‘generic’ induction programmes to emphasise the importance of HAI and the key role the individual HCW can make in reducing its incidence.” It specifies the learning outcomes for model induction programmes.

Guidance on Prevention and Control of *Clostridium difficile* Associated Disease (CDAD) in Healthcare Setting in Scotland (Health Protection Scotland 2008)

Education Section 2.2.3

“All medical staff, including physicians, nurses, support and auxiliary and also non-medical staff, in particular those involved in cleaning, should receive education on all aspects of CDAD” (Page 12)

Cleanliness Champions Programme

In response to The Watt Group Report (2002), the Minister produced an action plan [HDL(2002)82] in which he confirmed support for an education initiative to prepare ‘champions’ whereby there would be a cleanliness champion in each clinical area. The work-based education programme was launched in September 2003. In the HDL(2005)7, the CNO required that all G-Grade sisters/charge nurses (Senior Charge Nurses) undertake the cleanliness champions course.
5. **Training Needs of Healthcare Workers**

Using the policy context in Section 4 a schematic of the training needs of individuals is shown below in Appendix 1.

All HCWs are required to attend a generic induction programme and hand hygiene training. However specific and additional infection control programmes are necessary depending on, a) the profession of the individual HCW, and b) the location in which the professional is to work. For example; a junior doctor will require induction training on antibiotics; nurses working with patients who have tuberculosis will require training on how to prevent transmission of this infection; HCWs working in in-patient areas will require admission assessment information and training in methodologies to support the reduction of HAI. All HCWs will require training in decontamination and maintaining a safe patient environment. The single system induction checklist will facilitate the Manager/ Reviewer through this process. (See description below).

HCWs in training will need on-site support to ensure they are safe. HCWs in training should not enter healthcare facilities unless and until they have undertaken basic infection control including HAI Induction and hand hygiene.

**Generic Induction and Single System Induction Portal**

All new staff within NHSGGC will, with the support of their manager/ reviewer, complete an Induction Checklist within three months. The checklist identifies key elements of induction to ensure that staff are supported in their new role. Key elements will include Prevention and Control of Infection (statutory/ mandatory components and role specific). Mandatory Induction Training for HAI which complies with the curriculum required in the Framework for Mandatory Induction Training in Healthcare Associated Infection (HAI) for NHSScotland (2004) is a mandatory/ statutory component of NHSGGC induction and must be completed by all staff within one month of commencing a new post, either through e-learning units or by sessions delivered by the Prevention and Control of Infection Team. Mandatory Induction Training for HAI can be accessed via the intranet, through the Single System Induction Portal.

Staff Net/ Human Resources/ Learning and Education then Induction, link to infection control.
Role specific e-learning modules, e.g. Hand Hygiene, Standard Precautions, MRSA will also be available through the Single System Induction Portal. It is recommended that Hand Hygiene and Standard Precautions are completed by all staff with a clinical remit.

Service Assistants
Maintaining a clean environment is essential in the prevention and control of infection. Domestic Services have an important role to play in the provision of a clean and comfortable environment for the patient. A well-maintained environment inspires confidence in patients, visitors and staff. The National Education & Training Framework for Domestic Services (published January 2007) defines nationally agreed areas of competence, capability, knowledge and behaviour and outlines training, including prevention and control of infection, that should be delivered locally. The NHSGGC Prevention and Control of Infection Education Programme for Domestic Services includes the concept of the 'chain of infection', standard infection control precautions, terminal cleaning, as well as other core capabilities described in the framework.

Generic Topics for HAI Training
A variety of CPD opportunities that complement local and national priorities will be available for staff on various topics – all those topics listed below have implications for effective individual infection prevention and control development.

- Communication
- Interpersonal Skills
- Equality and Diversity
- Report Writing and Recording Information
- Research and Audit
- Leadership

Evidence Base
All training provided will be based on evidence from the latest scientific literature. National assessment guidelines will be referred to where relevant.
6. NHSGGC IPC Education Strategy

NHSGGC IPC strategy has been implemented in two phases. Phase 1 was a needs assessment and Phase 2 was the development of a training tracker system to meet the National and NHSGGC IPC Education Strategy (below).

It is the responsibility of the Infection Control Education Lead for NHSGGC to monitor the quality of HAI education and training and ensure Phase 1 and 2 of the Action Plan are continually reviewed as part of the overall strategy. He or she will be assisted in this process by the Infection Control Nurse Education Group – Sub-Group of the Lead Infection Control Nurse Policy Group.
### National and NHSGGC IPC Education Strategy

<table>
<thead>
<tr>
<th>NHSGGC Requirements</th>
<th>Phase 1 Action</th>
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<tbody>
<tr>
<td>To meet the National IPC education objectives</td>
<td>Undertake an assessment of the IPC programmes currently available and determine any deficits in meeting the national objectives.</td>
</tr>
<tr>
<td>To meet the IPC Education needs of HCWs in NHSGGC</td>
<td>Undertake a Training IPC Needs Analysis of the HCWs in NHSGGC and identify any deficits in the IPC education provision.</td>
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<tr>
<td></td>
<td>• An assessment of the IPC needs of HCWs in NHSGGC.</td>
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<td></td>
<td>• An assessment of the current education programmes available and in development for HCWs in NHSGGC.</td>
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<tr>
<td></td>
<td>• Assessment of what additional programmes are needed to meet the organisations obligations.</td>
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<tr>
<td></td>
<td>• Review of learning outcomes of all IPC education programmes.</td>
</tr>
<tr>
<td></td>
<td>• To identify the resources currently available.</td>
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</tbody>
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**Phase 2 Action**

To meet the National IPC objectives and NHSGGC IPC education needs by:

- Ensuring resources available in NHSGGC are being used optimally.
- Producing business plans to obtain the resources needed to meet the NHSGGC IPC education needs.
- Ensuring there are mechanisms in place to evaluate the IPC education programmes, the delivery of the programmes and the strategy itself.
- Ensuring there is a robust recording system of IPC education undertaken.
- Ensuring that managers and individuals are aware of their responsibilities with regard to IPC education.
- Ensuring HCWs have access to available IPC education programmes.
- Developing partnerships with external organisations.
### Appendix 1

**Schematic of Training Needs of Staff Group (✓ - denotes required training)**

<table>
<thead>
<tr>
<th>Staff Groups</th>
<th>Hand Hygiene</th>
<th>HAI Induction</th>
<th>Doctor Online Training (DOTS)</th>
<th>Antimicrobial Prescribing</th>
<th>Standard Infection Control Precautions</th>
<th>Organisational Policy</th>
<th>CDA</th>
<th>Decontamination of Medical Devices</th>
<th>Cleanliness Champions Programme</th>
<th>PDP (with HAI dimension)</th>
<th>National Domestic Training &amp; Education Framework</th>
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<tbody>
<tr>
<td>Managers (non-clinical)</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Optional as part of PDP</td>
<td>✓</td>
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<tr>
<td>Senior Medical/Dental Staff</td>
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<td>✓</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Optional as part of PDP</td>
<td>✓</td>
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<tr>
<td>Senior Charge Nurses</td>
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<td></td>
<td></td>
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<tr>
<td>General Dental Practitioners</td>
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