WINTON SHIRE COUNCIL
COMMUNITY CARE SERVICES

MINIMISING INFECTION RISKS POLICY & PROCEDURE

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POLICY STATEMENT

Winton Shire Council's (WSC) Community Care Services team is committed to adopting ways to minimise the risk of infection including:

- Adopting the current best practice infection control processes.
- Liaising with other health care professionals where necessary.
- Training employees in the best practice infection control guidelines and policies.

Thorough hand washing is crucial in minimising the risk of transmission of microorganisms between Community Care team members, the patient and the environment. All employees shall complete a handwashing competency annually.

SCOPE

This WSC Community Care Services (CCS) policy/procedure applies to Council's CCS team members, the Consumer and their representative/s who have partnered with Council to receive home care and other services.

DEFINITIONS

Community Care Services – Includes support services funded by the Department of Communities, Department of Health, National Disability Insurance Scheme (NDIS), Department of Human Services

Consumer – A person who receives approved services from a service provider

Council – Winton Shire Council

NDIS – National Disability Insurance Scheme, provides support to eligible people with intellectual, physical, sensory, cognitive and psychosocial disability.

PROCEDURE

General Responsibilities

Management shall ensure that a partnership approach is adopted with all Consumers. Management shall ensure the establishment and delivery of safe care and services to all Consumers, by trained and experienced CCS team members. Management shall ensure that each Consumer is provided care and services that:

- Is best practice
- Is tailored to their needs
- Optimises their health and well-being

The CCS team shall follow the requirements of this policy/procedure and Consumer care plans, participate in development opportunities, work to establish partnerships with the Consumer's and deliver safe care and services that address the Consumers current needs, preferences and goals.

Consumers and their representative/s shall support a partnership approach with Council, to provide input into their needs and preferences for the care and services they require.

Preventing, Managing and Controlling Infection

Council's CCS team aims to reduce the risk of infection through the following processes:

- Following current best practice recommendations about infection control to keep all Consumers as free of infection as possible.
- Subscribing to industry leaders in infection control to maintain good infection control processes.

- Where possible, following the National Health and Medical Research Council 2010 requirements, to meet mandatory legislative obligations.
- Discussing with the Consumer and/or the representative/s:
    - The Australian government approach to antimicrobial stewardship to decrease antimicrobial resistant infections, and
    - Council's legal requirement for an antibiotic stewardship program

Beginning Consumer Care and Services

The CCS team shall work with the Consumer and/or their representatives to:

- Identify if the Consumer has any pre-existing infections.
- Encourage and support the Consumer to speak to their Doctor or Pharmacist to resolve the infection.
- Inform staff about pre-existing infections so they can work to avoid transmitting the infection to others.
- Document infection care needs on a care plan in consultation with the Consumer.

CCS Team Training

Management shall ensure that all CCS team members:

- Complete the following training:
    - Initial induction training on minimising infections risks, infection control and outbreak management.
    - Policy and procedure training on preventing, managing and controlling infections.
    - Completion of handwashing competencies annually https://www.hha.org.au/online-learning/learning-module-information
- Employees shall follow best practice processes for infection control including using the 5 Moments for Hand Hygiene https://www.hha.org.au/hand-hygiene/5-moments-for-hand-hygiene
- Receive information about infection control requirements for certain Consumers.

Infection Control Practices

- The CCS team members shall always follow best practice processes for infection control.
- Follow the 5 Moments of Hand Hygiene when interacting in any way with a Consumer.
- Commit to the correct and appropriate use of antimicrobials.
- Encourage Consumers to speak with their Doctor or Pharmacist to resolve infections.

Vaccinations

- Council actively promotes the benefits of vaccinations to the workforce and Consumers.
- Council offer influenza vaccinations to employees.

Antimicrobial Stewardship Policy

Antimicrobial is used to describe substances which demonstrate the ability to reduce the presence of microbes, such as bacteria and mould. Many substances can be described as antimicrobial, such as disinfectants.

Antimicrobial stewardship aims to improve antimicrobial use among consumers in order to reduce antibiotic resistance. This will also improve Consumer outcomes and safety, and ensure cost-effective treatment.

Antimicrobial stewardship is a clinical strategy designed to:

- Optimise Consumer outcomes.

- Minimise adverse consequences of antimicrobial use.
- Minimise the development of antibiotic resistance.

The emergence of antimicrobial-resistant bacteria is closely linked with inappropriate antimicrobial use. The CCS team shall work together to ensure that requirements set by the Australian Commission on Safety and Quality in Health Care relating to antimicrobial stewardship are maintained.

COMMUNICATION

- Council's CCS team shall have access to this policy/procedure.
- The CCS team shall be provided with opportunities to be involved in the review of this policy/procedure.
- All relevant employees shall read and understand this policy/procedure at the time of their employment/orientation.
- Changes/amendments made to this policy/procedure document shall be communicated to the relevant CCS team members.

ENFORCEMENT

The failure of any employee to comply with this policy/procedure in its entirety may lead to:

- Council's performance management process being implemented - which may involve refresher or further training, or
- Modification or termination of employment.

RELATED COUNCIL DOCUMENTATION

- Aged and Disability Care Admission Policy and Procedure
- Aged and Disability Reassessment Policy and Procedure
- Assessment and Reassessment Tool
- Consumer Support Plans / Care Plans
- Consumer Agreements
- Deterioration and Health Changes Policy and Procedure
- Feedback and Complaints Policy and Procedure
- Privacy and Confidentiality Policy

LEGISLATION, RECOGNISED AUTHORITIES AND OTHER SOURCES

- Aged Care Quality Standards
- Aged Care Act 1997
- Aged Care Quality and Safety Commission https://www.agedcarequality.gov.au/
- Australian Guidelines for the Prevention and Control of Infection in Healthcare (2010) – National Health and Medical Research Council https://www.nhmrc.gov.au/about-us/publications/australian-guidelines-prevention-and-control-infection-healthcare-2019
- Antimicrobial Stewardship in Australian Health Care 2018 – Australian commission on Safety and Quality in Health Care https://www.safetyandquality.gov.au/our-work/antimicrobial-stewardship/antimicrobial-stewardship-australian-health-care-ams-book
- Charter of Aged Care rights https://www.agedcarequality.gov.au/consumers/consumer-rights
- Guidelines for the Public Health Management of Gastroenteritis Outbreaks – Australian Department of Health https://www1.health.gov.au/internet/main/publishing.nsf/Content/cda-cdna-norovirus.htm
- NDIS Code of Conduct NDIS Code of Conduct (NDIS Providers) | NDIS Quality and Safeguards Commission (ndiscommission.gov.au)
- National Disability Insurance Scheme (NDIS) Practice Standard

- National Health and Medical Research Council 2010 – Australian Guidelines https://www.nhmrc.gov.au/about-us/publications/australian-guidelines-prevention-and-control-infection-healthcare-2010
- Preventing and Controlling Infections Standard
- Privacy Act 1988 (Federal)
- Responsibilities of approved Aged Care Providers – Australian Department of Ageing and Aged Care https://www.health.gov.au/health-topics/aged-care/providing-aged-care-services/responsibilities
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

CEO DISCRETION

Where applicable, the CEO can apply their discretion as to the enforcement of the requirements outlined in this policy/procedure and any requests for variations to this document.

REVIEW OF POLICY

This policy/procedure remains in force until amended or repealed by resolution of Council. This document will be reviewed biannually or as required.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	**REVISION NO**	**REASON FOR AMENDMENT**	**ADOPTED BY COUNCIL**
December 2021	V1.0	Preparation for Council Adoption	16 December 2021