



NHS Greater Glasgow & Clyde

Infection Prevention & Control Education Strategy for Mandatory & Continuing Education

February 2018

Changes to previous version:

- Addition of new self directed learning module on Standard Infection Control Training as part of Statutory and Mandatory training for NHS GGC staff.
- Appendix 1: Changes to modules available for on-line training and recommendations aligned to NES Staff Groups Matrix

Document Control Summary

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1. Statement

The NHS Greater Glasgow & Clyde (NHSGGC) 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 ensure that education on infection prevention and control is provided and accessible to all healthcare teams and individuals to enable them to minimise infection risks that exist in care settings.

Patients have the right to be cared for by competent HCWs. Training is therefore an essential component for staff 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 Healthcare Support Workers (HCSW) who maintain the environment, e.g. service assistants, must also attend suitable education programmes to enable them to provide a safe and clean environment.

This IPC Education Strategy will be relevant to all HCWs and HCSW employed by NHSGGC and recognises that professional education qualifications are not necessarily a marker of sufficient knowledge in IPC.

NHS GGC will provide access to an education programme that includes multiple and integrated approaches to training to ensure access to infection prevention and control education across all professions commensurate with staff roles.

2. Objectives for the Infection Prevention and Control (IPC) Education Strategy

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

NHS Greater Glasgow & Clyde has a workforce with the necessary knowledge and skills in infection prevention and control to ensure they can practise safely, preventing and minimising the risks of HAI to their patients, the general public, their co-workers and themselves.

The (IPC) Education Strategy will:

- Meet specified national HAI educational objectives
- Meet the HAI education and training needs of all staff in NHSGGC.
- Meet the NHSGGC HAI organisational objectives. [See the NHSGGC Annual Infection Prevention and Control Programme.](#)
- Support the organisation to demonstrate a continuous quality improvement approach and learning culture to ensure the knowledge and competency of staff.
- Support systems and procedures to identify and promote individual education and training needs of all staff in NHS GGC, including performance objectives and appraisals.
- Include the monitoring and quality of education delivered.
- Include exploration of delivery modes and involve external agencies for delivery and collaboration.
- Support the provision of resources available to allow staff to understand their HAI responsibilities.
- Assist managers to develop the IPC knowledge of staff under their supervision.

3. Roles and Responsibilities

Infection Prevention and Control Team

- The NHSGGC Chief Executive carries responsibility for HAI for the Board. For day-to-day management this is delegated to the Infection Control Manager.
- The Associate Nurse Director Infection Prevention and Control will ensure delivery of an organisational HAI Education Strategy and report to the Board Infection Control Committee on its progress via the IPC Work Plan, every two months.
- The ANDIPC will put systems in place to monitor the quality of HAI Education and Training to ensure this is continually reviewed as part of the overall strategy. This process will be facilitated by the IPC Education Group which is a sub-group of the IPC Senior Management Team Group.
- The IPC Education Group will ensure that NHS GG&C education modules, both those delivered face-to-face, those accessed via LearnPro and in other formats, will be updated as national guidance becomes available and when policies and SOPs are reviewed. All training provided will be based on evidence from the latest scientific literature.
- The IPC teams across NHS GG&C will provide opportunities for staff to meet mandatory requirements.

Managers

- All managers and clinical staff must ensure that HAI education needs of their staff and themselves are identified, supported and evaluated through personal development reviews and personal development plans.
- Line managers must facilitate time for completion of training and maintain up-to-date records of all staff training in HAI using a training record (Example template Appendix 2)

Practice Development / Trainers / Educators will:

- Ensure their contribution to education and training in HAI fits with local and national strategies and is evidence based where evidence exists.
- Be able to demonstrate through KSF processes the maintenance of their own level of knowledge and skills in HAI.

Healthcare Workers will:

- Demonstrate a commitment to preventing and minimising HAI and ensure that they complete, as a minimum, all HAI training as per the IPC Education Matrix (Appendix 1).
- Within their annual personal development plan identify specific objectives to ensure continuous personal development in HAI.
- Maintain competence, skills and knowledge in IPC through attendance at education events and/or completion of training (HPS National IPC Manual, 2018).
- Demonstrate an acceptable level of competence in the workplace by the application of infection prevention and control standards.
- Act as a role model to others in the maintenance of a safe environment.

4. Training Needs of HCWs

Mandatory HAI Training

As per HIS HAI Standards (2015), all staff will be required to complete mandatory induction training, managed by the Department of Learning and Education, within 3 months of commencing employment. This includes a self directed, education module on standard infection control precautions (SICPs) as part of the NHS GG&C Statutory and Mandatory Induction Programme. Staff must complete a self assessment and achieve a >80% pass. To keep knowledge and skills up to date, staff will be expected to complete the SICPs assessment every 3 years during their employment in NHS GGC. If they do not pass the assessment, staff will be prompted to retake the SICPs module. Staff will also be required to complete the NES CDI training module on LearnPro as part of this induction. There is no requirement to repeat this unless staff and managers agree this would be

beneficial as part of update training (see below).. Staff must be able to demonstrate that they have completed all required training in HAI.

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 of commencing employment. The checklist identifies key elements of induction to ensure that staff are supported in their new role. The single system induction checklist will facilitate the Manager / Reviewer through this process and the HAI Education Matrix (**Appendix 1**) lists the mandatory and recommended HAI modules staff must undertake and those recommended as updates. LearnPro will notify staff when modules have expired and prompt to re-take these modules as required. Hand Hygiene is embedded into all IPC training programmes via LearnPro.

Updates and additional learning

The frequency of update training is not defined in the HIS HAI standard, but within NHSGGC the frequency has been defined as every three years or less.

SICPs

Having completed the Standard Infection Control Precautions (SICPs) Module and self assessment at induction, staff will be prompted to re-take the SICPs self-assessment every three years to achieve $\geq 80\%$. If this is not achieved, they will be prompted to re-take the SICPs module and self assessment.

Other HAI-linked modules

NHSGGC considers any HAI topic to represent update training for their staff. This may include face to face training delivered by members of the IPC teams and / or completion of on line modules. Additional infection control programmes may be undertaken depending on relevance to:

- a)** the profession / role of the individual HCW and,
- b)** the location in which the HCW is to work

A number of on line short courses are available to all health care staff via LearnPro NHS and LearnPro Community Portal. These can be accessed via the following link: [LearnPro NHS](#)

HCW should agree update training to be completed with their line manager that is commensurate with their role e.g. NES Urinary catheterisation for those involved in caring for patients with a urinary catheter. This should be recorded as part of their PDP objectives and discussed at reviews and appraisals.

Service Assistants

Maintaining a clean environment is essential in the prevention and control of infection. Domestic Services staff 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 (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 IPC 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. The National Cleaning Services Specification (NHSScotland 2009) added that on-going training should take cognisance of the outcomes of monitoring reports, skills audits or competency reviews by appropriate responsible persons or managers.

5. SIPCEP (Scottish Infection Control Education Pathway, 2017)

The NES Cleanliness Champions programme has been replaced by the Scottish Infection Prevention and control Education Pathway (SIPCEP) Foundation layer. This is an on-line self directed series of learning modules which are designed to develop underpinning knowledge and core behaviours across Standard Infection Control Precautions and the Chain of Infection. These link in with national occupational standards and can form the basis for further learning.

The Board will continue to support the development of Senior Charge Nurses (SCN), Senior Charge Midwives (SCM) and Team Leaders through the SIPCEP Foundation Programme. In areas where there is more than one SCN/M, there is an expectation that they all undertake the foundation programme. This course should be completed within a six-month period.

<http://www.nes.scot.nhs.uk/education-and-training/by-theme-initiative/healthcare-associated-infections/scottish-infection-prevention-and-control-education-pathway/pathway-foundation-layer.aspx>

All modules within the SIPCEP can be accessed individually and can therefore be completed as part of HCW update training (Appendix 1).

CNO Letter (2017) Scottish Infection Prevention and Control Education Pathway (SIPCEP)

All Boards across NHS Scotland are expected to adopt this new SIPCEP, and to ensure that the learning materials of the SIPCEP are available and accessible to all staff. Links to the pathway and the learning modules therein can be found on the NHS GG&C IPC Web pages.

6. Policy Context

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

6.1 Healthcare Improvement Scotland, Healthcare Associated Infection (HAI) Standards (2015), Standard 2: Education to support the prevention and control of infection

Standard 2.4 The organisation provides an education programme that meets the need of staff which includes:

- a) Mandatory induction training and updates on HAI guidance, policies and procedures commensurate with staff roles.
- b) Tailored HAI education to meet roles and responsibilities.
- c) Learning and sharing of HAI best practice, internally and externally.

Standard 2.5 The organisation evaluates the provision, quality and uptake of infection prevention and control training and responds to any unmet infection prevention and control education needs.

Standard 2.6 The organisation has multiple and integrated approaches to ensure the timely delivery of infection prevention and control education across all professions and disciplines.

6.2 The Framework for Mandatory Induction Training in Healthcare Associated Infection (HAI) Infection in Scotland (NES) 2012

This framework sets out the principles that underpin the development and delivery of mandatory induction training in HAI and defines national learning outcomes against which locally developed programmes should be mapped.

6.3 Guidance on Prevention and Control of *Clostridium difficile* Infection (CDI) in Care Settings in Scotland (Health Protection Network Scottish Guidance Revised 2014) - Education Section 2.2.3

All care staff in care settings including hospitals, primary care and community based teams (care homes and care at home), support and auxiliary and also non-medical staff, in particular those involved in cleaning, should receive education on all aspects of CDI, including reservoirs, routes of transmission, risk factors, symptoms and standard and transmission based infection control precautions for CDI.

6.4 CNO Letter (2017) Scottish Infection Prevention and Control Education Pathway (SIPCEP)

The Chief Nursing officer for Scotland launched the SIPCEP in a letter to all health boards in June 2017. The Pathway is being rolled out to all health and social care staff in Scotland as well as all Scottish colleges and universities with programmes in health and social care. It is expected that all nursing students will complete the modules of the SIPCEP Foundation Layer, covering all Standard Infection Control Precautions (SICPs), and before students go on placement they should have completed the appropriate SIPCEP modules.

Appendix 1: HAI related learning modules and staff requirements for mandatory and update learning

Topic	NHS GG&C / NES LearnPro modules	SCN / SCM	All Nursing and Midwifery	AHP	Medical	Dental	Clinical HCSW	Non-Clinical Staff
Standard Infection Control Precautions	NHS GG&CIPC Induction Training: Standard Infection Control Precautions	M	M	M	M	M	M	M
Why Infection Prevention and Control Matters	NES: Why Infection Prevention and Control Matters	M	R	R	R	R	R	R
Breaking the Chain of Infection	NES: Breaking the Chain of Infection	M	R	R	R	R	R	R
Respiratory and Cough Hygiene	NES: Respiratory and Cough Hygiene	M	R	R	R	R	R	R
Hand Hygiene	NES: Hand Hygiene	M	R	R	R	R	R	R
Safe Management of Blood and Body Fluid Spillages	NES: Blood and Body Fluid Spillages	M	R	R	R	R	R	R
Personal Protective Equipment (PPE)	NES: Personal Protective Equipment (PPE)	M	R	R	R	R	R	R
Patient Placement/Assessment for Infection Risk	NES: Patient Placement/Assessment for Inf. Risk	M	R	R	R	R	R	R
Safe Management of Care Equipment	NES: Safe Management of Care Equipment	M	R	R	R	R	R	R
Management of Care Environment	NES: Safe Management of Care Environment	M	R	R	R	R	R	R
Prevention and Management of Occupational Exposure	NES: Prevention and Management of Occ. Exposure NES: Prev. and Mgmt. of Occ. Exposure (Assessment)	M	R	R	R	R	R	R
Safe Management of Linen	NES: Safe Management of Linen	M	R	R	R	R	R	R
Safe Disposal of Waste (including sharps)	NES: Safe Disposal of Waste (including sharps)	M	R	R	R	R	R	R
IPC - Refresher for Non-Clinical Staff	NES: IPC - Refresher for Non-Clinical Staff							R
IPC - Refresher for Clinical Staff	NES: IPC - Refresher for Clinical Staff	R	R	R	R	R	R	
Infection Prevention & Control - C. difficile	NES: Infection Prevention & Control - C. difficile	M	M	M	M	M	M	M
Urinary catheterisation	NES: Urinary catheterisation	R	R		R		R	
Mandatory Induction	M							
Recommended Update	R							

