Introduction

Chapter 4 of the *Public Health Act 2005* (Qld) (**the Act**) requires people that perform declared health services as defined under the Act to take reasonable precautions and care to minimise the risk of infection to other persons. The Act places a further onus on the owners/operators of health care facilities to have an Infection Control Management Plan (ICMP) for the facility. The ICMP must identify the infection risks at the facility and detail the measures to be taken to prevent or minimise the risks. All facilities that perform declared health services as defined under the Act must have an existing ICMP and review and update it before offering new declared health services. New facilities must have an ICMP prior to providing declared health services.

The following information and template are provided as a guide to assist facilities that provide declared health services to develop an ICMP. The use of this template is provided as a guide and the use of this format is not mandatory.

Step 1: Risk assessment

A *declared health service* as defined in the Act is a service provided to a person that is intended to maintain, improve or restore the person's health that involves an invasive procedure (the insertion of an instrument, appliance or other object into human tissue, organs, body cavities or body orifices) or an activity that exposes the person or another person to blood or another bodily fluid. The person responsible for developing the facility's ICMP should identify the services provided at the facility that meet the definition of being "declared health services".

Once these services have been identified, a risk assessment should be undertaken to determine what infection risks exist in relation to each declared health service. This should include consideration of patients/clients, staff and other persons at risk of infection at the facility.

You will need to develop a management plan for each infection risk identified. These may include but are not limited to:

- Cross-infection from contaminated hands due to poor compliance with hand hygiene.
- Exposure to blood/body fluids.
- Exposure to blood/body fluids as a result of an occupational exposure.
- Exposure to, and or acquisition of a vaccine preventable disease.
- Cross infection due to poor compliance with cleaning of patient care equipment and/or the environment.
- Cross-infection due to treatment of patients/clients with symptoms of communicable diseases, e.g. Influenza, measles and chicken pox.
- Cross-infection due to incorrect or inappropriate cleaning, disinfection or sterilization of re-useable medical devices or the re-use of medical devices marked as single-use only.

- Preventable patient or staff harm due to the absence of an infection prevention program.
- Non-compliance with established policies/procedures resulting in a preventable infection.

The following resources have been developed by the Australian Commission on Safety and Quality in healthcare (ACSQHC) and may assist facilities to undertake a risk assessment of services.

- ACSQHC Risk Management Approach document
- ACSQHC presentation on: Benefits for using a standardised risk management framework to risk assess infection prevention and control. (This presentation was developed to assist hospitals to meet their accreditation requirements against Standard 3 of the National Safety and Quality in Health Service Standards however many of the principles of risk assessment can be applied to any health service).

Step 2: Developing an ICMP

Use the results of the risk assessment that was undertaken as part of step 1 and develop a management plan for each identified infection risk by:

- deciding on appropriate measures to prevent, control or minimise the risk; and
- deciding how to monitor and review the implementation and effectiveness of these measures.

A template for developing an ICMP has been provided on the Queensland Department of Health website: https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/infection-prevention/management-plans-guidance/icmp/default.asp

Use of this document is not mandatory however the following steps refer to this template.

A. On the front page insert your facilities business name and details.

B. In the table provided list all services that your facility provides that meet the definition of a declared health service as defined under the Act.

C. Insert each identified infection risk into a new section of the ICMP tool and identify the measures to be taken to minimise or prevent the infection risk and how these will be monitored and reviewed. An example component using hand hygiene as the risk has been provided in the table. For additional sections (risks) copy and paste further tables below.

D. Identify staff learning and training requirements (if applicable) to enable the implementation of the ICMP. List these in the table with a description of expected outcomes and records that will be kept.

Step 3: Operator review and sign off

The operator who has responsibility for the ICMP under the Act must now review, sign and date the ICMP. During this process an appropriate timeframe for review of the ICMP should be documented.

If a person other than the operator of the facility is also responsible for providing advice about, and monitoring the effectiveness of the ICMP their name should also be included in the plan.

If the owner of the facility is not the day-to-day operator, the owner has statutory obligations to:

1. ensure that the operator:
   o has a compliant ICMP;
   o reviews its effectiveness at appropriate intervals;
   o provides appropriate staff training in relation to the ICMP; and

2. provide adequate resources to the operator to ensure the effectiveness and implementation of the ICMP.

Step 4: ICMP review

The ICMP must be reviewed in accordance with the designated timeframe established in step 3 or, if the facility plans to provide an additional declared health service, prior to commencing this service.

Further information

- The *Public Health Act* 2005 (Qld)

- The Act should be read in conjunction with the *Public Health Regulation* 2005

- Some professional bodies provide industry specific infection prevention guidelines that may assist in identifying and addressing risks associated with the services provided within that industry. Please check with your professional body to establish if these are available.

- For further information in relation to these requirements please contact:

  CDIM-Infection Management, Communicable Diseases Branch

  Queensland Department of Health

  Email: CDIM_infection_management@health.qld.gov.au or Phone: 33289755