



**A ROUTE TO ENHANCE  
COMPETENCE IN  
PREVENTING HEALTHCARE  
ASSOCIATED INFECTION**



Healthcare Associated Infection  
Education for  
Prevention & Control

**A Record of Self-directed  
Learning Consolidating  
Mandatory Induction Training**

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## Introduction

Healthcare Associated Infection (HAI) affects over 33,000 patients every year, costing NHSScotland £138 million<sup>1</sup>. The Scottish Executive has launched a number of initiatives aimed at lowering the incidence of HAI, spearheaded by the Ministerial Action Plan to reduce the risk of HAI to patients, staff and visitors to NHSScotland organisations<sup>2</sup>.

Mandatory training in HAI has been introduced to NHSScotland<sup>3</sup>. This *Route to Enhance Competence in Preventing HAI* has been developed as an option to help you develop best practice in infection control – whether you are a new member of staff emerging from the mandatory training programme to take up a post in NHSScotland, or a more established employee wishing to consolidate and/or update your skills and knowledge.

The work-based programme is designed to enable you to identify your own learning needs within the context of your workplace roles and personal development plan (PDP). If you wish to use the programme to help you develop your competencies in HAI, you should liaise with your manager or supervisor to make sure they are aware of your interest. You may also wish to identify an experienced colleague who may be prepared to support you as you work through the programme.

There are many ways you can develop your competencies in relation to HAI. For instance, you can:

- observe the practice of an expert colleague
- study local policies on HAI
- familiarise yourself with national guidelines
- explore printed or online sources of information
- undertake the hand hygiene programme, which is free to all healthcare workers in NHSScotland ([www.nes-hai.info](http://www.nes-hai.info))

As you work through the programme over a three to six-month period, you can assess your own competency development, or you may prefer to ask an experienced colleague or your manager/supervisor to confirm your competency in particular areas – he or she will be able to do this through observing your practice. The programme contains an area where either you and/or your colleague can sign.

**Having worked through the programme, you will be able to demonstrate through your PDP that you have achieved a level of competence relating to this vital area of practice.**

## Using the Portfolio

As the Framework for Mandatory Education in HAI document states<sup>3</sup>, while knowledge acquisition and theoretical preparation are important elements of mandatory induction training, *the application of theory in practice is paramount*. You can use the programme to help you gain defined competencies in the prevention and control of HAI through work-based evidence of learning over a three to six-month period.

There are four competency statements, each with a number of key elements, or 'descriptors'. Alongside the descriptors are empty boxes you can date and sign as you build your competencies. Some elements of the descriptors may not always be appropriate within your role; a 'not applicable' column has been included for you to 'tick' if this applies to you.

The competencies are based upon nine elements of the Standard Infection Control Precautions (SICPs)<sup>4</sup>, which in turn are based on guidance from the Centers for Disease Control in the United States and the overarching standard infection control principles described in the EPIC Project<sup>5</sup>.

Using the programme in consultation with your manager or supervisor, you can map your current level of competency and make arrangements to access work-based opportunities to gain extra knowledge and experience. You will also be able to record your activities in relation to acquiring competencies.

## The Competencies

|   |
|---|
| <p><b>Name</b> _____</p> <p><b>Job Title</b> _____</p> <p><b>Date Commenced</b> _____ <b>Date Completed</b> _____</p> |
|---|

Within three to six months of completion of mandatory induction training, you will be able to:

### C1. Hand hygiene/decontamination

| Descriptor  | NA                       | O                        | P                        | C                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Demonstrate an awareness of the importance of hand hygiene in practice.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Select appropriate methods of hand decontamination.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Demonstrate the ability to adhere to selected methods of hand decontamination in practice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Act as a role model in complying with standards for hand hygiene and decontamination.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### C2. Personal protective equipment/prevention of occupational exposure

| Descriptor  | NA                       | O                        | P                        | C                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Identify clinical situations in which personal protective equipment is necessary.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Self select (or with advice from others) protective equipment on the basis of assessment of risk of contamination. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Demonstrate correct disposal of protective equipment after use.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Demonstrate correct action to be taken in the event of contamination with blood/body fluids.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Key: **NA** = Not Applicable   **O** = Observed   **P** = Practised under Supervision   **C** = Competent

## The Competencies

### C3. Cleanliness of Care Equipment

#### Descriptor

|  | NA                       | O                        | P                        | C                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Demonstrate personal compliance with standards for the cleanliness of care equipment.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OR   |                          |                          |                          |                          |
| Take responsibility for ensuring compliance of others with standards for the cleanliness of care equipment.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Ensure single-use devices are not re-used.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Decontaminate re-useable devices according to local/manufacture instructions.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OR   |                          |                          |                          |                          |
| Take responsibility for ensuring that re-useable devices are decontaminated according to local/manufacture instructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Work in such a way to prevent contamination of equipment or the environment.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Key: NA = Not Applicable O = Observed P = Practised under Supervision C = Competent

## The Competencies

### C4. Cleanliness of the Environment

| Descriptor   | NA                       | O                        | P                        | C                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Demonstrate compliance in ensuring standards for the safe handling of linen and patients' clothing are met.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Demonstrate compliance in ensuring standards for the disposal of general waste are met.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Demonstrate safe practice in the handling, segregation and disposal of clinical waste.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Comply with procedures relating to the safe handling of sharps.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Report to line manager/supervisor any incidents of sharps injury.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Demonstrate a basic awareness of the connection between poor food handling and hygiene standards and infection.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Follow reporting procedure related to contracting an illness which may compromise the safety of colleagues and/or others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Show awareness of the importance of staff hygiene in relation to infection control.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Act as a role model in complying with organisational/professional uniform and work dress/clothes codes.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Key: NA = Not Applicable O = Observed P = Practised under Supervision C = Competent

## References

- 1 NHS Quality Improvement Scotland. *Improving Clinical Care in Scotland: Healthcare Associated Infection (HAI); Infection Control*. Edinburgh: NHS QIS. January 2003.  
<http://www.clinicalstandards.org/pdf/natoverview/haic.pdf>.
- 2 Scottish HAI Taskforce. *Preventing Infections Acquired while Receiving Healthcare. The Scottish Executive's Action Plan to reduce the risk to patients, staff and visitors*. Edinburgh: Scottish HAI Taskforce. October 2002.  
<http://www.scotland.gov.uk/library5/health/preventinfect.pdf>
- 3 Scottish HAI Taskforce. *A Framework for Mandatory Induction Training in Healthcare Associated Infection (HAI) for NHSScotland*. Edinburgh: Scottish HAI Taskforce. August 2004.
- 4 *Standard Infection Control Precautions*.  
[http://www.show.scot.nhs.uk/scieh/infectious/hai/infection\\_control/StandardPrecautions.htm](http://www.show.scot.nhs.uk/scieh/infectious/hai/infection_control/StandardPrecautions.htm)
- 5 Pratt RJ, Pellowe CM, Loveday HP, Robinson N, Smith GW, and the EPIC Guideline Development Team. The EPIC Project: developing national evidence-based guidelines for preventing healthcare associated infections. *Journal of Hospital Infection* 47: S1-S82. 2001.

## Notes



[www.nes-hai.info](http://www.nes-hai.info)



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