

Appendix 9 – Documents underpinning and supporting the Infection Control policy

Infection Prevention and Control Annual Work Programme

The NHS Fife Infection Prevention and Control Annual Work Programme will be a single programme covering NHS Fife which will set out measurable goals to address priorities and progress through the Health and Social Care Partnership.

The Infection Prevention and Control Annual Work Programme will be:

- developed between December and March each year to be implemented from April
- produced after full consultation with stakeholders
- produced with support of the NHS Fife Executive Directors' Group (EDG)
- produced with support of the senior managers and signed off by the Chief Executive
- an agenda item on the IPCC
- endorsed by the IPCC
- direct the review of relevant policies and operating procedures
- function as a quality improvement programme

The Infection Prevention and Control Annual Report

The annual report: -

- is developed between April and June of each year
- reports against the previous year's Infection Prevention and Control Annual Work Programme

reports against the HIS IPC Standards (2022) and Healthcare Associated Infection and Antimicrobial Resistance (AMR) Policy Requirements DL (2019) 23 or any relevant updates to these documents.

- is forwarded to the Clinical Governance Committee
- is forwarded to the Chief Executive for sign off

The National Infection Prevention and Control Manual

The NIPCM was first published on 13 January 2012, by the Chief Nursing Officer ([CNO \(2012\)1](#)), and updated on 17 May 2012 ([CNO\(2012\)01-update](#)).

It is evidence-based and is intended to be used by all those involved in care provision.

- The NIPCM is mandatory for NHS Scotland.
- In all other care settings to support health and social care integration, the content of this manual is considered best practice.
- The [Infection Prevention and Control Manual for Older People and Adult Care Homes](#) is mandatory within the care home setting.
- It should be adopted for all infection prevention and control practices and procedures.

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The NHS Fife Infection Prevention and Control Manual

The NHS Fife Infection Prevention and Control Manual sections will be based on those from the NIPCM as they are published, with annexes addressing specific local guidance.

Sections are reviewed on a rolling 2-year programme, consists of Standard Operating Procedures (SOPs) which reflect the standard and quality shown in the model policies produced by ARHAI Scotland but include additional procedures to meet local need; SOPs will show revision and review dates and hold information of amendments

- SOPs will be evidence based and referenced
- SOPs will have a rolling review every two years and more often if required (Vale of Leven Hospital Enquiry Report 2014, Recommendation 3)
- Updates and revisions to the Manual will be prepared and consulted on by the IPCT, and approved by the IPCC who will confirm this in their minutes submitted to the Clinical Governance Committee

By this process, the Board will be assured that due diligence has been exercised.

