

Appendix 8 – Responsibilities of Directors, General Managers and Line Managers

Directors, General Managers and Line Managers must:

1. Lead by example, particularly in relation to good hand hygiene
2. Actively manage staff and contractors to ensure that they are familiar with the SOPs contained within the Manual, and that these are adhered to.
3. Ensure adequate resources are available to meet infection control standards and requirements including completion and monitoring of audits
4. Ensure staff involved in or affected by a sharps injury are provided with adequate support
5. Facilitate their staff to complete training
6. Ensure that all staff personal development plans (PDPs) contain appropriate infection control training and that staff undertake this training
7. Ensure staff report infection outbreaks or incidents in accordance with the relevant infection control guidelines.
8. Ensure equipment decontamination is performed in line with local, national and manufacturers' guidance. This includes the provision of adequate training, equipment and environmental standards for staff to safely decontaminate equipment.
9. Review the patient journey for emergency and planned patients in order to reduce the risk of transmission of infection by minimising the movement of potentially infected patients.
10. Actively manage staff who do not adhere to infection control guidelines.
11. Ensure there is capacity for Infection Prevention and Control cover 24/7.