

Appendix 4 – Responsibilities of the ICM

Infection Control Manager (ICM)

In line with DL (2024) 11, the Infection Control Manager (ICM) is accountable to the HAI Executive and plays a crucial leadership role in infection prevention and control across NHS Fife and associated Health and Social Care Partnerships (HSCP). This role builds upon previous definitions established in HDL (2001)10 and HDL (2005)8, incorporating updated responsibilities to ensure strategic oversight, compliance, and continuous improvement in infection control management.

Key Responsibilities

The ICM should:

- Provide leadership and management of the IPC Team across NHS Fife and HSCP.
- Ensure a coordinated IPC service with clearly defined strategies supporting low levels of Healthcare-Associated Infections (HAI).
- Develop and deliver a measurable Annual Infection Control Work Programme based on national HCAI policy and guidance, tailored to local needs.
- Ensure wherever possible compliance with relevant national standards, regulations, and guidance, providing support to staff and informing senior management of concerns.
- Lead IPC attendance at Clinical Governance and Risk Management structures, ensuring robust systems for safe, effective, person-centred care.
- Assess the impact of plans/policies on infection prevention and recommend changes.
- Oversee the production of statutory reports, the Annual NHS Fife Infection Control Report and bimonthly HAIRT reports, ensuring alignment with strategic objectives.
- Manage dissemination of IPC-related information, including decontamination processes, in collaboration with the Director of Property and Asset Management.
- Provide strategic oversight for workforce planning and development within the IPC Team.
- Drive continuous quality improvement by implementing robust policies and SOPs for infection prevention and control, including decontamination.
- Ensure the provision of IPC advice to colleagues involved in estates, facilities, engineering and other areas of the healthcare-built environment to review and

advise on infection risks to patients from environmental issues such as water, air, ventilation, decontamination, new builds and upgrades, etc.

- Support a culture of IPC clinical research.
- Oversee the IPC service budget, ensuring financial accountability for infection prevention and control activities.
- The ICM is a full-time appointment and a member of the Infection Prevention and Control Committee (IPCC).

The HAI Executive Lead will provide link between the ICM and the NHS Fife Board, the NHS Fife Clinical Governance Committee and the NHS Fife Executive Directors' Group (EDG).