

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

### **Directors, General Managers and Line Managers must:**

- Lead by example, particularly in relation to good hand hygiene
- Actively manage staff and contractors to ensure that they are familiar with the SOPs contained within the Manual, and that these are adhered to.
- Ensure adequate resources are available to meet infection control standards and requirements including completion and monitoring of audits
- Ensure staff involved in or affected by a sharps injury are provided with adequate support
- Facilitate their staff to complete training
- Ensure that all staff personal development plans (PDPs) contain appropriate infection control training and that staff undertake this training
- Ensure staff report infection outbreaks or incidents in accordance with the relevant infection control guidelines.
- 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.
- 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.
- Actively manage staff who do not adhere to infection control guidelines, referring to NHS Scotland Policies and procedures where appropriate. [Policies | NHS Scotland](#).
- Ensure there is capacity for Infection Prevention and Control cover 24/7.