

Reporting and Responding to Contagious Infection

Purpose

- To provide a communication channel that ensures any client who is reported to have an infection are screened by a registered nurse to ensure the appropriate infection control prevention interventions are put in place and documented in the client’s support plan.
- To ensure staff attending the client are aware of the required precautions and where indicated staff who are providing services to the client and their rostered other clients are reviewed for any follow up that may be required.

Scope

This procedure is applicable to Support Workers, Community Nurses, Care Co-ordinators and Team Leaders.

Responsibilities

a. TCH Operations Manager/Regional Manager

- i. Ensuring appropriate resources are made available.
- ii. Ordering of additional stock as required.
- iii. Reporting contagious infection to Ministry of Health/Local Public Health Authority.

b. Clinical Team Leader (CTL) or Clinical Manager (CM)

- i. Prompt review of reported client infectious status to contain potential spread.
- ii. Provide report and recommendations to the National Clinical Team Leader.
- iii. Notify appropriate health professionals/services.

c. Community Nurse (CN)

- i. Confirm infection status of client.
- ii. Amend support plan as required.
- iii. Report infectious status to CTL/CM.
- iv. If required arrange additional PPE to be delivered to client’s home.

d. Care Coordinator Team Leader (CCTL)

- i. Identify SWs at risk through the client’s visiting schedule.

e. Care Coordinator (CC)

- i. Promptly reporting any reported infections to the CN or CTL/CM.
- ii. On advice from clinical team – notify SWs rostered to visit the client.

f. Support Worker (SW)

- i. Maintaining hand hygiene practices.
- ii. Prompt reporting of any known or suspected infections to the CC.
- iii. Using the appropriate PPE at all times.

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Procedure

- a. Support worker reports client with an infection to the CC.
- b. The CC informs the CN (CTL in their absence or On Call Clinician).
- c. CN is to confirm the infection status reported with the client / NOK/GP/PN.
- d. Management of staff: CN to refer to Infectious Diseases and Staff Exclusion Table.
- e. CN to consider risk to other clients and support workers. If the infection is identified as infectious, contagious and notifiable the CTL/ Clinical Manager (CM), CCTL and RM are to be informed.
- f. CTL/ CM together with the CN are to review the client’s clinical presentation, spread and contamination time frames. The CTL/ CM is to inform the RM of:
 - i. staff who may be at risk,
 - ii. recommendations for follow up (education, isolation, exclusion),
 - iii. Need to notify appropriate health professionals / services (GP, Public Health, other visiting services).
- g. The RM is to make resources available to ensure any staff who may have been contaminated are informed and the appropriate information given to them. Where required clients are also informed. Review of current Personal Protective Equipment (PPE) stock and ordering of additional stock may be required.
- h. The CCTL/RHP is to review the client’s visiting schedule and contact staff who were rostered within the contamination time frame and inform them of the infection risk and any follow up required. If safe to do so consider reducing the number of visits and staff to the house during period of infection.
- i. The CN is to amend the client’s support plan based on the information in the manual. Detail what PPE is to be worn. CN to forward information to CC for insertion in warning screen on Access Controller (AC).
- j. The CC is to phone and inform SWs who are rostered to visit the client.
- k. Where required additional PPE may need to be delivered to the client’s home and education provided to client and family.

Associated Documents

- Infectious Diseases and Staff Exclusion Table
- Management of Multi Resistant Drug Organisms in the Community

References

- Ministry of Health website: <https://www.health.govt.nz/our-work/diseases-and-conditions/notifiable-diseases>

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