

Appendix 4 – Responsibilities of the ICM

The ICM is responsible for the strategic and operational management of the IPCT and operational management of infection control across NHS Fife.

The ICM has overall responsibility for risk assessment in relation to infection control and has shared responsibility with the Head of Estates for the management processes and risk assessment in relation to medical device decontamination.

The ICM must:

1. Ensure an effective and co-ordinated Infection Control Service, which provides a clear and consistent service provision throughout both the Acute Services and HSCP, in order to promote clear and integrated working practices to support low levels of HAI and to ensure that appropriate action is taken to support this.
2. Ensure clear and integrated work practices to support the management of HAI and ensure remedial action is taken when required to support this.
3. Formulate an Annual Infection Control Work Programme in full consultation with the IPCT, ICC, health professionals and senior managers. The programme will include surveillance of infection and audit of the implementation of, and compliance with, SOPs.
4. Ensure wherever possible compliance with relevant guidance documents, standards and regulations and provide management support to staff to manage compliance and inform Senior Management of areas of concern and action which should be taken.
5. In conjunction with the Director of Property and Asset Management (Executive Lead for decontamination), manage the dissemination of information and guidance in relation to decontamination processes.
6. Lead on the production of the Annual NHS Fife Infection Control Report, bimonthly statutory HAIRT reports to the Board, risk reports and any other management reports as shall be required, making certain the distribution of these reports are managed to ensure strategic objectives are met.
7. Co-ordinate the collection of essential facts and information required to compile the required reports and ensure accuracy.
8. Ensure that NHS Fife has robust board-wide policies and SOPs for all clinical and non-clinical elements of infection prevention and control including decontamination.
9. Assess the impact of all plans/policies on infection control and make recommendations for change
10. The ICM is directly accountable via the Executive Lead to the Board and is a full-time appointment. The ICM will sit on ICC.
11. The 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).