

SUBJECT: IMPLEMENTATION OF INFECTION CONTROL POLICIES  
AND ORIENTATION AND TRAINING OF STAFF

EFFECTIVE  
DATE: 06-03-10 (replaces 08-21-08)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail CSB to ensure effective protection for consumers, visitors, and employees from communicable disease.

PROCEDURE

Implementation of infection control policies and orientation and training of staff regarding the policies will be the responsibility of each center/service director.

1. The center/service director or their designee will be the Infection Control Coordinator (ICC) for their center and will assume responsibility for infection control practices in their areas. All policies and procedures will be reviewed periodically.
2. Employees will be oriented to McIntosh Trail's infection control policies within 45 days of employment or prior to high risk contact during orientation and onsite. Proof of competency will be assessed and yearly review documented on the Competency Assessment form.
3. All employees shall receive HIV training within 45 days of employment or prior to high risk contact via Essential Learning. Proof of competency will be assessed yearly and the review documented on the Competency Assessment Form.
4. The Lead Nurse will provide additional training when procedures change or when new procedures or equipment are introduced that affect employees' occupational exposure to infectious materials.
5. Documentation of orientation and yearly review will be available for review in the personnel file.
6. The Lead Nurse shall be responsible for training of staff in additional infection control issues through articles, classes, or emails. The Infection Control Nurse will be a member of the Georgia Infection Prevention Network and a member of the Health and Safety Committee.