



Dental Nursing Australia

COURSE INFORMATION

CORRESPONDENCE COURSE

Infection Control

Sterilization

Unit Names

HLTIN301A

**Comply with infection control policies and
procedures in health work**

HLTIN302A

**Process reusable instruments and equipment in
health work**

Nationally Accredited Units under the Health Training Package HLT07

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INTRODUCTION

Welcome to the course Infection Control, Sterilization. This course information booklet is part of a package of resource materials that have been developed to assist you in undertaking the short course.

The training programme has been designed to build upon the skills of a qualified Dental Assistant or someone entering the Dental Profession.

OBJECTIVES OF THE COURSE

Infection control standards in the dental health setting
Decontamination
Disinfectants
Ultrasonics
Sterilizers
Sterilization process
Tracking
Managing of a Sterilization room and best practice

AIM OF THE COURSE

To instruct the student in the safe and effective methods of sterilization and Infection control in the Dental Practice. The National Accredited Units are generic units which can be used across a number of Health settings.

On the successful completion of the training programme the student should be able to:

- Maintain infection control throughout all practical procedures
- Instruct others in these processes
- Sterilization and tracking procedure knowledge and ability to apply to the Dental Practice
- Have an understanding of the National Standards in Infection Control, Sterilization.

COURSE STRUCTURE

The course is structured in such a way as to provide a balanced training programme in selected practical and theoretical skills relevant to the role of a Dental Assistant involved in Sterilization and Infection Control as a day to day activity.

The overall subject has been broken down into different identified areas. The module is a discrete body of job specific skills and knowledge, which have been further broken down into a series of lectures and associated activities.

The course is competency based, self paced learning. The student will be provided with the module which includes information and exercises that they work through at home. Modules work in conjunction with a text book - *Modern Dental Assisting Manual and Work Book*.

There is a significant on-the-job component. This requires the student to carry out specific exercises in a clinical setting. Each student will be required to produce evidence of knowledge and skills demonstrated at the work place.

Worksheets are provided for activities that are checked or marked by the course facilitator and the practice manager or senior staff.

The actual number of hours each student will take to complete the course will be dependent upon prior learning and experience, and each student's ability to successfully achieve the competencies as identified in each module.

Support sessions of classroom practical/theory tuition can be made available with a fully qualified lecturer to provide you with clear direction throughout the programme, the course will also include support and assessment visits at your surgery. You can also attend lectures with our part-time or full-time students in Bunbury, Mandurah, Geraldton and Perth.

ASSESSMENT INFORMATION

Each student will be formally assessed. Assessment throughout the course will consist of continuous appraisal of all project work, assignments, tests and practical exercises. Each student will receive a student record book. It contains a comprehensive list of the theoretical and practical competencies required to achieve competency in Infection control and Sterilization. As each competency is achieved an authorised person may sign it off in the student record book. The mode of assessment will be dependent upon the particular competency being scrutinized.

RESOURCES

Suggested reading only, Old additions may be available from DNA

Textbook: Modern Dental Assisting with work book

Available from: Archive Book Shop, Nedlands, W.A.

A list of other recommended textbooks can be made available on request.

EQUIPMENT REQUIREMENTS

Participants must have access to sterilization room in order to carry out the on-the-job component of the course. DNA facilities can be made available at appropriate times.

Availability to attend an excursion, this may be arranged for the "on the job" training during normal working hours.

ACCREDITATION

These Units are Nationally Recognized in line with the National Health Training Package HLT07 in Dental Assisting.

COST OF THE PROGRAMME

The cost of the programme fee is \$750 + GST.

Modules \$60.00

Payment plans can be made available through Dental Nursing Australia on request.

PERMISSION

Students will require a signed declaration from their employer to indicate they are providing support and supervision for your training in their practice.

ON GRADUATION

Receive a nationally recognized certificate of Statement of Attainment.

Receive a Dental Nursing Australia Badge.

Opportunity to attend one of our Graduations to receive your certificates.

Opportunities to further your training.

FURTHER INFORMATION

Please contact Susan Lawton should you require any further details on 0409371081 or E-mail: admin@dentalnursingaustralia.com or Fax- 08 97263383.

Wishing you much success with your endeavours.

Susan Lawton

Susan Lawton
Director
Kingston Training and Employment Pty Ltd

Comply with infection control policies and procedures in health work. **ASSESSMENT PERFORMANCE CRITERIA**

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes of a unit of competency.	The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
1. Follow infection control guidelines	<p>1.1 Demonstrate the application of <i>standard precautions</i> to prevent the spread of infection in accordance with organisation requirements</p> <p>1.2 Demonstrate the application of <i>additional precautions</i> when standard precautions alone may not be sufficient to prevent transmission of infection</p> <p>1.3 <i>Minimise contamination</i> of materials, equipment and instruments by aerosols and splatter</p>
2. Identify and respond to infection risks	<p>2.1 Identify <i>infection risks</i> and implement an appropriate response within own role and responsibility</p> <p>2.2 Document and report activities and tasks that put clients and/or other workers at risk</p> <p>2.3 Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organisation</p> <p>2.4 Follow <i>procedures for risk control</i> and risk containment for specific risks</p> <p>2.5 Follow <i>protocols for care following exposure to blood or other body fluids</i> as required</p> <p>2.6 Place appropriate signs when and where appropriate</p> <p>2.7 Remove spills in accordance with the policies and procedures of the organisation</p>
3. Maintain personal hygiene	<p>3.1 Maintain hand hygiene by washing hands before and after client contact and/or after any activity likely to cause contamination</p> <p>3.2 Follow <i>handwashing procedures</i></p> <p>3.3 Implement <i>hand care</i> procedures</p> <p>3.4 Cover cuts and abrasions with water-proof dressings and change as necessary</p>
4. Use personal protective equipment	<p>4.1 Wear personal <i>protective clothing and equipment</i> that complies with Australian/New Zealand Standards, and is appropriate for the intended use</p> <p>4.2 Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each client contact</p>

PERFORMANCE CRITERIA

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| 5. Limit contamination | 5.1 Demarcate and maintain clean and contaminated zones in all aspects of health care work |
| | 5.2 Confine records, materials and medicaments to a well-designated <i>clean zone</i> |
| | 5.3 Confine contaminated instruments and equipment to a well-designated <i>contaminated zone</i> |
| 6. Handle, package, label, store, transport and dispose of clinical and other waste | 6.1 Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste |
| | 6.2 Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified |
| | 6.3 Store clinical or related waste in an area that is accessible only to authorised persons |
| | 6.4 Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release |
| | 6.5 Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements |
| 7. Clean environmental surfaces | 7.1 Wear personal protective clothing and equipment during <i>cleaning procedures</i> |
| | 7.2 Remove all dust, dirt and physical debris from work surfaces |
| | 7.3 Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visible soiled |
| | 7.4 Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols |
| | 7.5 Dry all work surfaces before and after use |
| | 7.6 Replace surface covers where applicable |
| | 7.7 Maintain and store cleaning equipment |

REQUIRED SKILLS AND KNOWLEDGE

To demonstrate competence for this unit the worker must acquire the essential knowledge and skills described:

Essential knowledge:

Basic microbiology including:

- bacteria and bacterial spores
- fungi
- viruses

Aspects of infectious diseases including:

- pathogens
- opportunistic organisms

Disease transmission:

- sources of infecting microorganisms including persons who are carriers, in the incubation phase of the disease or those who are acutely ill
- paths of transmission including direct contact, aerosols and penetrating injuries
- risk of acquisition

Susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old

Organisation requirements relating to immunisation, where applicable

The organisation's infection control policies and procedures

Identification and management of infectious risks in the workplace

Clean and sterile techniques

Standard precautions

Additional precautions

Good personal hygiene practice including hand care

Effective hand hygiene:

- when hands must be washed
- procedures for routine handwash
- procedures for surgical handwash

Personal protective equipment:

- guidelines for wearing gowns and waterproof aprons
- guidelines for wearing masks as required
- guidelines for wearing protective glasses
- guidelines for glove use

Surface cleaning:

- cleaning procedures at the start and end of the day
- routine surface cleaning
- managing a blood or body fluid spill

Sharps handling and disposal techniques

Essential skills:

Ability to:

Apply standard precautions:

- consistently follow the procedure for washing and drying hands
- consistently put into practice clean and sterile techniques
- consistently use personal protective equipment
- consistently limit contamination
- consistently maintain clean surfaces and manage blood and body fluid spills
- consistently protect materials, equipment and instruments from contamination until required for use
- consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)

Apply additional precautions when standard precautions are not sufficient

Process reusable instruments and equipment in health work

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes of a unit of competency.	The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.
8. Prepare to clean used items	<p>1.1 Follow <i>safe work practices</i> and standard precautions at all times in accordance with <i>legislative and workplace guidelines</i></p> <p>1.2 Dispose of sharps and sharps debris into a container that meets Australian/New Zealand Standards at the point-of-use</p> <p>1.3 Segregate and <i>dispose of waste</i> according to organisation and legislative requirements</p>
9. Clean and dry used items	<p>2.1 Maintain <i>work flow protocols</i> in instrument reprocessing area</p> <p>2.2 <i>Prepare instruments for cleaning</i></p> <p>2.3 Select and safely use <i>appropriate cleaning agents</i></p> <p>2.4 Use <i>cleaning methods</i> that avoid the generation of aerosols</p> <p>2.5 Dry and inspect instruments for damage and remaining debris</p> <p>2.6 Monitor the <i>cleaning process</i></p>
10. Prepare and pack items for sterilisation	<p>3.1 Open and unlock instruments with hinges or ratchets</p> <p>3.2 Prepare instrument trays in accordance with workplace protocols</p> <p>3.3 Package or wrap <i>critical site instruments</i> in a manner that prevents damage to delicate items</p> <p>3.4 Place the appropriate chemical indicator into packages as required in accordance with current Australian/New Zealand Standards and workplace protocols</p> <p>3.5 Label packs with the contents of the pack and <i>batch control data</i> as required in accordance with current Australian/New Zealand Standards and workplace protocols</p> <p>3.6 Seal wrapped trays with sterilizer indicator tape as required in accordance with current Australian/New Zealand Standards and workplace protocols</p>

Elements define the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

11. Sterilise loads

- 4.1 *Operate the steriliser* safely and in accordance with manufacturer instructions, legislative guidelines and workplace protocols
- 4.2 *Monitor* each sterilising cycle and record the details as specified in current Australian/New Zealand Standards
- 4.3 *Maintain records* for each sterilising cycle as required in accordance with current Australian/New Zealand Standards and workplace protocols
- 4.4 Unload the steriliser on the completion of the drying cycle to ensure sterility of items
- 4.5 Follow *criteria for release* of processed items as specified in current Australian/New Zealand Standards
- 4.6 Store sterile packs to maintain sterility in accordance with workplace protocols

12. Maintain sterilising equipment

- 5.1 Clean and check sterilisers routinely as required in accordance with current Australian/New Zealand Standards and workplace protocols
- 5.2 Follow the preventive maintenance program as established by the workplace in conjunction with manufacturer or maintenance contractor
- 5.3 Monitor the sterilising cycles at the intervals specified in current Australian/New Zealand Standards

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

Safe work practices, standard precautions and organisation protocols for the reprocessing and storage of reusable instruments

Safe work practices and standard precautions when handling and disposing of sharps including:

- safe handling of local anaesthetic cartridge and needle
- transfer of sharps between operator and assistant
- reprocessing of sharp instruments
- destination of different types of sharps after use

Workflow protocols in the instrument reprocessing area

Workplace procedures for using an ultrasonic cleaner and/or thermal washer-disinfector

Workplace procedures for manual cleaning

The level of reprocessing required for non-critical site instruments, semi-critical site instruments and critical site instruments

Instrument maintenance checklists

Workplace procedures for steriliser use

Requirements for the monitoring of sterilisation cycles

Essential skills:

Ability to:

Consistently follow safe work practices and apply standard precautions during cleaning and preparation of items for sterilisation:

- check items for defects after cleaning
- select and safely use appropriate cleaning agents
- select and wear appropriate personal protective equipment

Consistently maintain workflow protocols in instrument reprocessing area from contaminated to clean to sterile

Consistently operate mechanical cleaners including ultrasonic cleaner and thermal washer-disinfector

Consistently dry items before packaging

Consistently operate the steriliser in a safe and effective manner

Consistently protect sterile items from all vapours, aerosols and splashing generated during procedures, handwashing, instrument washing, ultrasonic cleaning and reprocessing

Consistently store packaged items in a clean place away from sources of moisture and contamination

Consistently store unwrapped sterilised items in dedicated clean, dry containers that are protected from aerosol contamination

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Safe work practices may include but are not limited to:

Treatment of all used items as a potential source of infection
Personal hygiene practices especially washing and drying hands

Work practices for the safe handling of sharps

Work practices for the safe disposal of sharps and other clinical waste

The use of personal protective equipment:

- heavy duty gloves
- mask and protective eyewear
- hair protection or covering
- protective clothing and safety footwear

Safe handling, storage and disposal of chemicals

Safe handling techniques especially as they relate to lifting and handling dangerous and contaminated items

Legislative and workplace guidelines may be included in:

The current and endorsed version of the Australian/New Zealand Standards

Infection control guidelines for the transmission of infectious diseases in the health care setting

State or Territory legislative requirements

The Material Safety Data Sheets for the chemicals used

Organisation infection control policies and procedures

Occupational Health and Safety policies and procedures

Waste may include but is not limited to:

- Clinical waste:
 - discarded sharps
 - human tissues
 - laboratory waste
 - any other waste as specified by the workplace

Related waste:

- radiographic waste
- chemical and amalgam waste
- cytotoxic waste
- pharmaceutical waste
- radioactive waste

General waste

Disposal of waste requirements may include:

Disposal in accordance with:

- Environment Protection (Waste Management) Policy
- Environment Protection (Waste Management) Regulations
- Australian and New Zealand standards
- Organisation policy

Work flow protocols may include:

Separate handwashing facilities
Sink suitable for disposal of liquid waste
Cleaning sink
One direction flow of instruments from contaminated to clean to sterile
Designated work area that is physically separate to prevent possible contamination of processed items
Identification and reporting of disruptions to work flow protocols in accordance with workplace procedures

Preparation of instruments for cleaning may include:

Sorting according to type of instrument and corresponding cleaning method
Written procedures for handling specialized items
Disassembly of instruments where possible for detergent to reach all surfaces
Checking for instrument defects, damage and missing parts

Selection and use of appropriate cleaning agents may include:

Meeting requirements of Product Data Bulletins and Materials Safety Data Sheets for the chemicals used

Cleaning methods may include:

Initial treatment of used instruments close to their point of use to decrease bioburden
Thermal washer/disinfector in accordance with current Australian/New Zealand Standards
Ultrasonic cleaner in accordance with current Australian/New Zealand Standards
Manual cleaning