

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>REGIONAL</p> <p>Applicable to all WRHA governed sites and facilities (including hospitals and personal care homes), and all funded hospitals and personal care homes. All other funded entities are excluded unless set out within a particular Service Purchase Agreement.</p>		Level: 1
	Policy Name: Infection Prevention & Control (IP&C) Manuals	Policy Number: 90.00.005	Page 1 of 2
	Approval Signature: <i>Original signed by R. Cloutier</i>	Section: INFECTION PREVENTION & CONTROL	
	Date: January 2018	Supercedes: March 2013	

1.0 PURPOSE:

- 1.1 To ensure IP&C Manuals are followed in WRHA facilities, programs and funded sites.
- 1.2 To ensure compliance with Accreditation Canada Required Organizational Practice (ROP) Standards (4.2) requiring the organization maintain IP&C policies and procedures based on applicable regulations, evidence and best practices, and organizational priorities.
- 1.3 To ensure a process is in place for approval and revision of contents of the IP&C Manuals.

2.0 DEFINITIONS:

- 2.1 Best Practice Documents: Documents supported by objective and comprehensive research and evaluation, and subjective and objective data sources.
- 2.2 Infection Prevention & Control (IP&C) Manual: There are 3 manuals; acute, community, and personal care homes/long term care. These manuals are developed by IP&C and contain policies, operational directives, protocols, and best practice documents that, when applied consistently in health care settings, can prevent or reduce the risk of transmission of microorganisms to health care providers, clients/patients/residents and visitors. The process for approval of content in each IP&C Manual is outlined in the manual and can be accessed below at 3.4.1-3.4.3.
- 2.3 Operational Directives: Documents which establish the direction of how a process or procedure shall be followed according to evidence based standards and guidelines.
- 2.4 Required Organizational Practice (ROP): Evidence-based practices established by Accreditation Canada that mitigate risk and contribute to improving the quality and safety of health services.
- 2.5 Staff: All persons employed by the WRHA facilities or WRHA funded facilities, as well as members of the medical staff, volunteers, board members, students and others associated through contracts.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any WRHA policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it. For the most up to date version of any policy please call 204-926-7000 and ask for the Regional Policy Chair's office.

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3.0 **POLICY:**

- 3.1 All staff shall follow their respective applicable IP&C Manuals.
- Accreditation Canada Infection Prevention and Control Standards (4.2) states the organization maintains IP&C policies and procedures based on applicable regulations, evidence and best practices, and organizational priorities.
- 3.2 The IP&C Program shall develop, revise and maintain IP&C Manuals to address IP&C related issues in consultation with regional stakeholders.
- The management of the manuals shall be the responsibility of the site/facility/program. This includes updating when revisions have occurred, location of the manuals (where hard copies still exist), and training if required.
- 3.3 IP&C Manuals shall be easily accessible to all staff.
- 3.4 The process for approval of content in each IP&C Manual shall be outlined in the manual.
- 3.4.1 WRHA Hospital IP&C Manual
- <http://www.wrha.mb.ca/extranet/ipc/files/manuals/acute/acutecare/acutecaremanualapprovalprocess.pdf>
- 3.4.2 WHRA Community IP&C Manual
- <http://www.wrha.mb.ca/extranet/ipc/files/manuals/community/stakeholderscr-initiated.pdf>
- 3.4.3 WRHA LTC IP&C Manual
- <http://www.wrha.mb.ca/extranet/ipc/files/manuals/ltc/introNov2014.pdf>
- 3.5 IP&C Manuals shall be regularly updated based on changes to the applicable regulations, evidence, and best practices according to Accreditation Canada Infection Prevention and Control Standard 4.8.

4.0 **PROCEDURE:** - N/A

5.0 **REFERENCES:**

- 5.1 Patti Grota, PhD, RN, CNS-M-S, CIC (ed.), et al. Infection Prevention & Control Programs Associations for Professionals in Infection Control & Epidemiology 2014.
- 5.2 Qmentum Program Infection Prevention & Control Standards. Accreditation Canada. Version 5. 2013. Available at: <https://accreditation.ca/infection-prevention-and-control>.
- 5.3 [Required Organizational Practices Handbook](#). Accreditation Canada, 2017.

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