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Document Title: SCOPE OF SERVICE		
Applies To: All MCH Staff		Index No: SOS-IPC- 001
Issue date: January 05, 2025	Effective date: February 19, 2025	Review date: February 19, 2028

1. Scope Of Service:

1.1 Description of Department:

- 1.1.1 Infection Prevention and Control Department is composed of multi-disciplinary members that aims to limit the acquisition and spread of pathogenic micro-organisms, by using scientifically based knowledge, thorough planning, surveillance, education and research IPCD established a practical system of identifying, reporting, evaluating and maintaining records of infection among patients and employees

1.2 Vision:

- 1.2.1 To go beyond knowing and start doing, a clean, safe and infection free environment for all people within the hospital, and that every individual must share the responsibility of protecting themselves, others and the environment from the risk of infection
- 1.2.2 The Hospital of choice for the world-class Obstetrics, Gynecology and Pediatrics Services with clean and safe healthcare facility by keeping the risk of contamination and cross infection to a minimum, through upholding the Infection Prevention and Control standard practices in the Hospital to ensure the quality care and safety of patients, Healthcare workers and visitors

1.3 Mission:

- 1.3.1 To promote awareness of Healthcare workers, patients and visitors about the importance of infection prevention and control measures and to make it part of their daily practices
- 1.3.2 To promote patient safety by reducing the risk of acquiring and transmitting infections; and to be a leader in healthcare and Infection control

1.4 Values :

- 1.4.1 Islamic Ethnic Code
- 1.4.2 Excellence
- 1.4.3 Leadership and Teamwork
- 1.4.4 Honesty
- 1.4.5 Transparency and Accountability
- 1.4.6 Outcome oriented achievements
- 1.4.7 Patient Satisfaction



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1.5 Goals:

- 1.5.1** To identify and reduce risks of infections in patients and Healthcare workers allowing RA, develop realistic goals for each identified high priority. e.g. To start VAP Bundle and with greater than 90% compliance rate

2. Construct A Communication Chart (identify Internal, External Customer)

2.1 Internal Customers :

- 2.1.1 Infection Control Department and Infection Control Committee Members

2.2 External Customers :

- 2.2.1 Family, Employee, Students, Interns, Trainee, Volunteers Visitors, Out patients

3 Outline Availability of IPCD-staff

- 3.1 Infection Prevention and Control Department consist of 10 members namely as-

- 3.1.1 (1) Director of Infection Prevention and Control Department

- 3.1.2 (1) Infection Prevention and Control Coordinator

- 3.1.3 (8) Infection Prevention and Control Practitioners

4 Activities and Processes performed exclusively by the department Services Offered:

- 4.1 Training and re-orientation program lectures and workshops regarding Infection Prevention and Control topics for all medical and non-medical staff in Maternity and Children Hospital
- 4.2 Conducts continuous Hospital Surveillance such as Catheter Associated Urinary Tract Infection(CAUTI), Central Line Associated Bloodstream Infection(CLABSI), Ventilator Associated Pneumonia(VAP) and Surgical Site Infection(SSI). If there are any significant findings that will be noted, appropriate intervention and feedback will be provided accordingly to the Department involved
- 4.3 Monitoring of the number of cases for Needle stick injuries
- 4.4 Provision and revision of Infection Prevention and Control Policies and Procedures that are distributed in all Hospital Department
- 4.5 Implements the Core Components for Infection Prevention and Control as mandated by the Ministry of Health
- 4.6 Monitoring for the compliance of Hand Hygiene in Maternity and Children Hospital
- 4.7 Formulation of Infection Prevention and Control Programs and Infection Prevention and Control Committee
- 4.8 Acts as a liaison of Ministry of Health by disseminating pertinent information related to Infection Prevention and Control



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- 4.9 Initiating and Discontinuation of Isolation cases and monitoring the availability of intended Personal Protective Equipment(PPE)to be used by patient and staff
- 4.10 Conducts routine daily, weekly or as needed rounds by the Infection Prevention and Control Team to monitor and assess if the Policies and Procedures for Infection Prevention And Control are being implemented and followed

5 Outline the 'Continuing Education (Training policy and requirements).

- 5.1 Infection Prevention and Control Department staff should have continuous training or Updates regarding Infection Prevention and Control topics in the form of lectures, seminars And workshops that could enhance the performance of each member.
- 5.2 It is the responsibility of Infection Prevention and Control Department to ensure that the performance of each staff employee is reviewed and recorded in accordance with the Prescribed procedure, a minimum of one time per year
- 5.3 The following competencies are required for every Healthcare worker to be assessed and Evaluated:
 - 5.3.1 Hand hygiene
 - 5.3.2 Waste Management
 - 5.3.3 Safe Injection Practices-
 - 5.3.4 Proper use of Personal Protective Equipment(PPE)
 - 5.3.5 Management of Blood spills
 - 5.3.6 IPCD Surveillance Concept
 - 5.3.7 Isolation Precautions
 - 5.3.8 Guidelines for Middle East Respiratory Syndrome(Mers-Cov)/ Covid-19.
 - 5.3.9 Others
 - 5.3.10 Infection Prevention and Control team maintains professional contact with colleagues in order to support collaboration, maintain expert knowledge and promote consistency with Policies and procedures
 - 5.3.11 All newly hired staff should receive general orientation from infection Prevention and Control Department prior to deployment to Hospital departments to ensure that the Guidelines set from Infection Prevention and Control Policies and procedures is being followed and implemented
 - 5.3.12 Communication Methods with Other Departments/Divisions/Services
 - 5.3.12.1 Infection Prevention and Control Policies and Procedures
 - 5.3.12.2 Memo
 - 5.3.12.3 Circulars
 - 5.3.12.4 Guidelines from Ministry Of Health
 - 5.3.12.5 Telephone
 - 5.3.12.6 Departmental emails
 - 5.3.12.7 HESN (Health Electronic Services Network)



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6 Working Days and Working Hours:

- 6.1 The Department of infection Control operates Sunday to Thursday from 7am to4pm

7 Departmental Committees and Meetings:

- 7.1 Department Staff Meeting
- 7.2 Hospital Committees
- 7.3 Support Services
 - 7.3.1 directorate of Infection Prevention and control in Hafar Al Batin,KSA
 - 7.3.2 Ministry of Health
 - 7.3.4 General Directorate of Infection Prevention and control
 - 7.3.5 Central Board of Accreditation for Health Institute(CBAHI)
 - 7.3.6 Saudi Commission for Health Specialties(SCFHS)

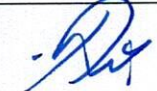
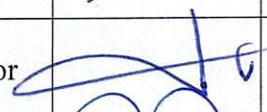
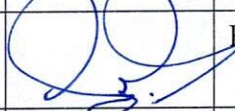
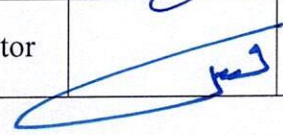
8 Regulatory Agencies

- 8.1 Ministry of Health, (MOH) Saudi Arabia
- 8.2 General Directorate of Infection Prevention and Control
- 8.3 Central Board of Accreditation for Health Institute(CBAHI)
- 8.4 Centre for Disease Control(CDC)
- 8.5 National Healthcare Safety Network (NHSN)
- 8.6 Gulf Cooperation Council Manual(GCC Manual)
- 8.7 World Health Organization
- 8.8 APIC



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APPROVAL:

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Reviewed by:	Mr. Abdulalah Almutairi	QM & PS Director		February 012, 2025
Approved By:	Mr. Fahad Hezam Al Shammari	Hospital Director		February 19, 2025