



Title	Infection Control Viral Gastroenteritis Outbreak Action Card
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Equality & Diversity Impact Assessed	

INFECTION CONTROL STAFF OUTBREAK ACTION CARDS

Consultant Microbiologist/ Infection Control Doctor (ICD)

Actions to include:

- with the Infection Control Nurse's (ICN's), assess and/ or confirm that an outbreak has occurred
- with the Infection Control Manager (ICM) or other senior member of the Infection Prevention & Control Team [IPCT], convene an Outbreak Control Team [OCT] when required
- with the ICN's, liaise with the medical and nursing staff in the affected wards, providing guidance as required or providing training as requested by the OCT
- inform the Consultant in Public Health Medicine (CPHM) of a suspected or confirmed outbreak
- with the OCT and CPHM decide whether to invoke the "[Guidance on the management of communicable disease incidents & outbreaks in the Borders](#)" policy if required
- with the ICM and ICN's, ensure that the CPHM and the Health Protection Nurse Specialist [HPN] are regularly updated with the progress of the outbreak, requesting support as necessary
- The ICD/ Senior ICN will chair the OCT meeting in the absence of the ICM
- advise the OCT on outbreak control measures required and in place
- provide advice on appropriate sampling of affected individuals and liaise with the Occupational Health Service (OHS) as required
- liaise with microbiology to ensure that necessary laboratory resources are made available
- monitor numbers of samples received and communicate this to the OCT
- ensure prompt communication of test results to the ICN's and the OCT
- make the OCT aware promptly of any issues that might delay or restrict testing for all common causes of gastroenteritis
- promptly inform the ICN's of samples whose number or clinical details suggests an outbreak on other wards or units
- advise OCT in liaison with the CPHM and OHS Manager on:
 - appropriate sampling from patients and staff
 - any other relevant information required by the OCT
- liaise with appropriate reference laboratories as necessary and advise on need for additional laboratory assistance and resources where indicated
- advise on the medical care of patients relevant to infective condition
- support ward based medical staff in informing the Procurator Fiscal of deaths of affected patients or patients where condition was compromised as a result of the outbreak

Infection Control Manager (ICM)

Actions to include:

- with the ICD or other senior member of the IPCT, convene an OCT when required
- chair the OCT meetings
- convene meetings at a frequency appropriate to the outbreak
- ensure the membership of the OCT is appropriate to the outbreak
- ensure all members of the team know their specific responsibilities or that they delegate their duties appropriately
- ensure the Director responsible for HAI is updated on the outbreak
- escalate to Board where significant issues of concern for patient safety or service provision arise
- ensure distribution of daily communications to staff groups
- be responsible for assisting Communications Manager in drafting external communications
- ensure the production of the outbreak report for OCT and the Infection Control Committee (ICC)
- ensure outbreak management policies are in place
- ensure communications with national organisations and Government are delivered, as per Board and National policies, in particular the [Hospital Infection Incident Assessment Tool](#) (HIIAT)
- with the Microbiologist and ICN's, ensure that the CPHM and the HPN are regularly updated with the progress of the outbreak, requesting support as necessary
- ensure appropriate signage is installed and/ or replaced as required
- prepare outbreak report following conclusion of outbreak

Infection Control Nurses

Actions to include:

- with the ICD, assess and/ or confirm that an outbreak has occurred
- visit or contact the ward as soon as possible and assess the situation and assess the extent of the problem and identify remedial actions required
- lead with the implementation of Infection Control measures including those required by the OCT
- collect the relevant information daily, to assess the dynamics of the outbreak including:
 - number of patients potentially involved
 - their symptoms, date of onset and current status; including patients awaiting 48 hours clearance
 - any other potential causes of symptoms
 - severity of illness and any patients causing concern
 - staff involved or awaiting 48 hours clearance
- when required, ensure prompt communication of test results to the ICD and the OCT

- attend OCT and provide updates; play a role in the decision making of OCT
- In the absence of the ICM, provide daily email update from IPCT
- continue liaison with the ICD and other members of the IPCT, Nurse & Hospital Managers, Bed Management and the Health Protection Team
- Ensure switchboard are updated of current situation
- assist the OCT in supporting and planning general services input, in particular rapid response for terminal cleaning
- maintain direct communication with General Services, providing real-time updates in order to aid facilitation and expedite terminal cleaning
- monitor the appropriateness and quality of cleaning
- advise the OCT on the need for other cleaning methods as required
- co-ordinate collection and collate details of specimens sent for analysis and liaise with laboratories on test results
- liaise with all staff involved in monitoring the outbreak to ensure accuracy and detail of recording
- make the OCT aware of issues or concerns with compliance
- liaise with the OHS to appraise them of situation and to coordinate reporting of staff illness
- monitor, install and/ or replace appropriate signage as required
- promptly inform the ICD/ OCT of samples whose number or clinical details suggests an outbreak on other wards or units
- Senior ICN will chair the OCT in the absence of the ICM and ICD
- In the absence of the ICD/ ICM, and in consultation with the CPHM, the SICN will invoke the "[Guidance on the management of communicable disease incidents & outbreaks in the Borders](#)" policy when required
- Following conclusion of the outbreak; with the ICD, produce guidance and/ or provide further training as requested by the OCT or as recommended in the outbreak report

Infection Control Administrator

Actions to include:

- attend OCT meeting and take notes if required
- assist in creating the daily email updates
- assist in completing the outbreak report
- manage signage for wards/ hospitals during outbreak
- manage some aspects of communication e.g. TV screens within hospitals, WRVS briefing, Intranet
- maintain master patient list of all patients with D&V symptoms
- update graphs recording staff reported cases from Occupational Health Service & number of symptomatic patients Versus number of blocked beds
- Assist in administration of data as required in the Outbreak Report.

Support for the above admin duties will be sourced from out-with the IPCT in the event of absence.