## MISSING INFORMATION

## Lead responsibilities

The IPC team contact for Surrey Heartlands ICB – Monday-Friday 9am – 5pm IPC Trust Team. Telephone number 01372 206200 or 01483 (M) 07825 20917. Out of Hours support – via switchboard at St Peter’s Hospital Tel: 01932 872000 & ask for on-call consultant microbiologist. The organisation lead is to ensure that any specialist advice is sought as required and this may include oversight of IPC processes including audit to ensure compliance.

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## Annex A – Infection Control Biological Substances Protocol

All incidents are to be reported to Nine Taylor the Practice Manager in the first instance. Further guidance and information can be sought by contacting IPC Trust team

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## Annex C – Clinical Waste Management Protocol

Waste must be taken to the designated area and placed in the correct receptacle whilst awaiting collection from Initial. Access to this area is for authorised personnel only; all staff must ensure that they secure the area when leaving. If this area is inaccessible, Nine Taylor, the Practice Manager is to be informed and alternative arrangements made for the safe storage of the clinical waste.

**Collection**

All clinical waste will be collected by Initial weekly and is to be supported with a [Waste Transfer Note](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/311081/LIT_7932.pdf) (WTN). Copies are to be retained by the Nine Taylor, the Practice Manager to evidence the correct and authorised removal of waste from the site. Hazardous waste requires a [consignment note](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/512167/LIT_6872.pdf) (provided by the contractor) which must be retained for audit purposes.

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## Annex G – Needle-Stick Injury Protocol

**Reporting sharps injuries**

At Sheerwater Health Centre, all sharps injuries are to be reported to Nine Swift, the Practice Manager. In addition, report the incident to the duty doctor. It may be necessary to gain further advice from Occupational Health who can be contacted on 01372 205760 (9.30 am – 4pm. Out of hours weekends/Bank Holidays go to the nearest Accident and Emergency Department.

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## Annex I – Sample Handling Protocol

**Compromised specimens**

There may be occasions when concerns are raised either at Sheerwater Health Centre or the laboratory regarding the integrity of the sample. In such instances, there may be a requirement to raise an incident report, particularly if the specimen has leaked in a public area. However, communication will be maintained between both locations to determine (where possible) the cause.

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## Annex K – Isolation of Patients Protocol

The isolation of patients must be based on the infection risk. At Sheerwater Health Centre, the lead for IPC is Wendy Mayne, the Practice Nurse and they must be consulted if there is concern regarding an infectious patient. Where doubt exists, caution should be taken and further advice sought from the local trust IPC team can be contacted on 01372 206200 or 01483 443592 (M) 97825 20917 (Monday to Friday 9am to 5pm). Out of hours support via the switchboard at St Peter’s Hospital 01932 872000 and ask for on-call consultant Microbiologist

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**Annex N– Notifiable diseases**

It is essential that clinicians ensure that the notification form is completed and submitted to the proper officer within three days or in the event of urgent cases, within 24 hours by telephone. Where doubt exists, guidance can be sought from Surrey and Sussex Health Protection Unit at Horesham on 0845 8942944.

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# Annex P – Staff exclusion from work

Should doubt exist regarding the exclusion period, advice from the occupational health (OH) department must be sought. Occupational health can be contacted on -1372 205760 Monday to Friday 9.30am – 4pm. Out of hours, weekends and bank holidays – Accident and Emergency Department

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