

# Procedure for the Development and Distribution of Healthcare Associated Infection (HAI) Patient Information

## 1. INTRODUCTION

- 1.1 A key priority for NHS Lanarkshire is to ensure high standards of clinical practice and by doing so avoid harm to patients, staff and the public. Quality Improvement Scotland's Clinical Risk Management Standards and Healthcare Associated Infection (HAI) Standards (2008) require a process that will support the development and distribution of HAI Patient Information.
- 1.2 This document details the framework for the development, production, revision and dissemination of all HAI Patient Information Leaflets (PIL).
  - ❖ The development process is outlined in Appendix 1.
  - ❖ The approved generic list of information is detailed in Appendix 2.

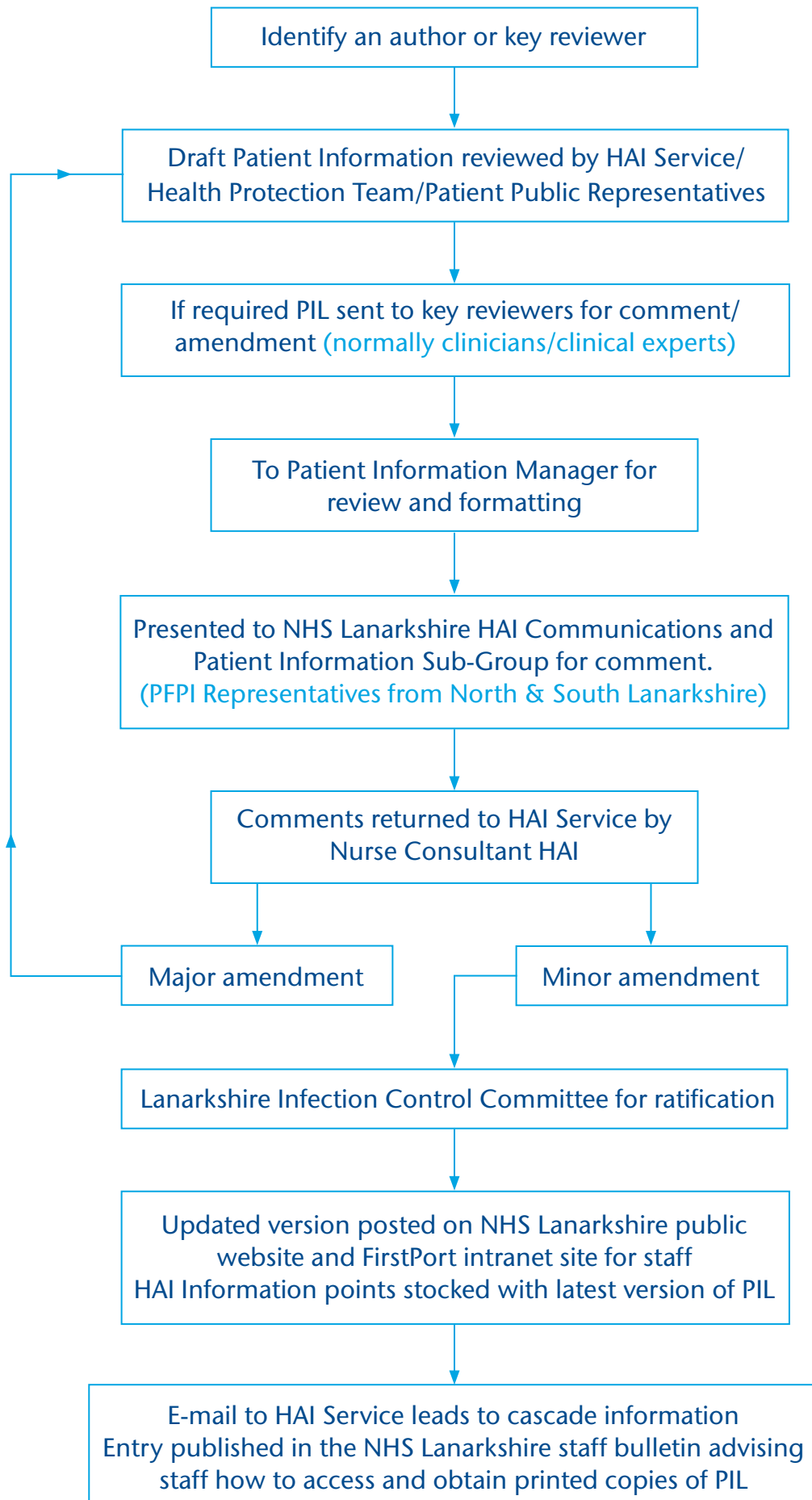
## 2. GENERAL PRINCIPLES

- 2.1 HAI patient information will be developed/reviewed in accordance with NHS Lanarkshire Policy for Written Information Leaflets accessed via the Patient Information Leaflets Section of FirstPort.
- 2.2 The information will be developed and/or reviewed by the HAI Service in consultation with the Health Protection Team and other key stakeholders as appropriate.
- 2.3 All HAI PIL will be submitted to the HAI Communications and Patient Information Sub-Group for comment and the Lanarkshire Infection Control Committee for ratification unless information needs to be developed quickly in response to outbreaks or incidents. In the event of an outbreak/incident, patient information may need to be developed and ratified quickly. This will be undertaken by the convened outbreak/incident group.
- 2.4 The most up-to-date version of the documents will be available from the Patients and Visitors Section of the NHS Lanarkshire website <http://www.nhslanarkshire.org.uk>

## 3. ACCOUNTABILITY AND RESPONSIBILITY FRAMEWORK

- 3.1 The key author or reviewer is responsible for developing and / or reviewing leaflets in line with NHS Lanarkshire policy.
- 3.2 The Patient Information Manager should:
  - ❖ ensure the most up-to-date version of PIL are available on the NHS Lanarkshire website for the public and FirstPort (intranet) for staff to access.
  - ❖ ensure that sufficient supplies of the approved generic HAI PIL are available at centrally managed information points as detailed in Table 1, Appendix 2.
- 3.3 Department Managers should ensure that sufficient HAI patient information is available in communal patient/visitor areas as detailed in Table 2, Appendix 2.
- 3.4 Local Infection Control Teams should issue condition specific HAI information to ward staff, patients and visitors as required.
- 3.5 Pre-assessment staff should issue HAI information to patients as detailed on the pre-assessment checklist.

Procedure for the Development and Distribution of Infection Control Information  
Appendix 1: **APPROVAL PROCESS FOR HAI PATIENT INFORMATION**



## Appendix 2: NHS LANARKSHIRE APPROVED GENERIC LIST OF HAI INFORMATION

Title	Comment
Food & Drink in Hospital	10 copies of each leaflet will be available from the information point on each ward in the Acute Hospitals and Community Hospitals (Older People's Directorate).
Clostridium Difficile	
Laundry Guidelines	
MRSA	Centrally managed information points will be reviewed and stocked monthly.
Norovirus	Outpatient Departments (Acute Hospitals) - 20 copies of each leaflet will be available from the centrally managed information points which will be reviewed and stocked monthly.
Your intravenous cannula	
Germs. Wash your hands of them.	
Information for members of the public (HPS)	Leaflet provided by HPS.
HPS - HAI - Information for the public	Leaflet provided by HPS.
Campylobacter	Available from ward staff following testing.
Salmonella	Available from ward staff following testing.
E Coli	Issued by ward staff following testing.

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Issue No:	02
Approved by:	Lanarkshire Infection Control Committee
Pub. Date:	February 2012
Review date:	February 2014
Distribution:	General Managers, Associate Medical Directors, Associate Nurse Directors, NHS Lanarkshire website, FirstPort