Modification history

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| Release | Comments |
| Release 1 | This version released with ACM Animal Care and Management Training Package Version 3.0. |

| ACMINF50X | Develop organisational animal infection control guidelines |
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| Application | This unit of competency describes the skills and knowledge required to develop infection prevention and control guidelines, covering policies and procedures, in work contexts where care of animals is provided.  The unit applies to individuals working in roles with managerial responsibilities for infection prevention and control in small to medium sized businesses or community organisations. There may or may not be a team of workers involved.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Infection control (INF) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Research requirements for developing infection control guidelines | 1.1 Access and interpret key features of regulations or industry requirements impacting on the organisation  1.2 Collate and evaluate information on biosecurity and infection control relevant to the community organisation and animal species  1.3 Source sample documentation for policies, procedures and supporting documentation suitable for use in own community organisation  1.4 Decide on a format and style for documenting the guidelines suitable for the audiences within the community organisation |
| 2. Assess infection control risks for community organisation | 2.1 Assess and categorise risks involved in infection prevention and control relevant to the community organisation and animal species  2.2 Review and prioritise outcomes of the risk assessment with team members and incorporate feedback  2.3 Decide on key infection control measures for the organisation  2.4 Ensure the aims and objectives of the measures conform to legislative  requirements and current best practice |
| 3. Document infection control guidelines | 3.1 Document workplace policies, procedures and related documentation for infection prevention and control relevant to organisation size and operation  3.2 Define and allocate infection prevention and control responsibilities  3.3 Put in place infection control reporting procedures  3.4 Develop a schedule to review and update all documentation |
| 4. Implement infection control guidelines | 4.1 Communicate infection prevention and control systems, procedures and responsibilities to relevant team members  4.2 Support implementation by facilitating resources and training  4.3 Monitor day to day effectiveness of infection prevention and control procedures and address issues of concern |
| 5. Review and evaluate infection control guidelines | 5.1 Collect and analyse data related to organisational performance for infection control  5.2 Use analysis of infection control data to evaluate the effectiveness of infection control guidelines, in consultation with team members to maximise infection control  5.3 Update organisational infection control guidelines according to schedule incorporating improvements identified in review process |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Oral communication | * Use active listening skills and questioning techniques to obtain and clarify information about infection prevention and control * Explain terminology, principles and concepts related to infection control to convey information appropriate to audience |
| Writing | * Prepare succinct documents that use clear language and sequenced instructions |
| Navigate the world of work | * Recognise the importance of infection prevention and control to the organisation and industry and the need for compliance with regulatory requirements * Work independently and collectively, taking responsibility for developing guidelines for infection prevention and control |
| Interact with others | * Select and use appropriate written and verbal communication practices to convey information to a range of personnel |
| Get the work done | * Plan, sequence and prioritise multiple tasks to achieve outcomes * Use routine business technologies and systems to access, prepare and communicate information |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| ACMINF50X Develop organisational animal infection control guidelines | Not applicable | New unit | No equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103 |

| TITLE | Assessment requirements for ACMINF50X Develop organisational animal infection control guidelines |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has:   * carried out an infection control risk assessment for at least one community organisation or work area * developed and documented at least two infection control policies and four procedures for a community organisation, covering: * basic safety, hygiene and personal protective equipment for workers/team members * overview of signs and symptoms of common diseases for relevant animal species * movement of animals into, around and out of work site * movement of vehicles, equipment, feed, and bedding * movement of people visiting or working at the work site * pests and contaminants * quarantine and protective barriers at work site * waste management practices * water supply and storage * recording and reporting * reviewed and updated the guidelines after a period of at least three months using data on infection control performance within an animal care environment.. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * infection control guidelines covering: * safety, hygiene and personal protective equipment for workers/team members * movement of animals into, around and out of work site * quarantine and protective barriers at work site * movement of vehicles, equipment, feed, and bedding * movement of people visiting or working at the work site * water supply and storage * pests and contaminants * waste management practices * recording and reporting * process for infection control risk assessment: * identify and prevent risks where possible * prepare for risks beyond control * respond and recover from an incident or crisis * overview of signs and symptoms of common diseases for relevant animal species and organisation * features of an infection control guidelines, including: * goals and objectives * roles and responsibilities of staff * contact details for relevant people and organisations * recording forms - visitor register, husbandry records, register of movements * emergency animal disease (EAD) action plan * Australian Veterinary Emergency Plan (AUSVETPLAN) for specific diseases * responsibilities under relevant animal welfare and health and safety regulations and codes of practice * purpose, features and benefits of guidelines, including: * policy and procedures * format and templates for policies, procedures and associated documentation * methods of analysing data and trends and the importance of systematic review to improving guidelines * importance of ensuring that guidelines and modifications are implemented and disseminated. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a community organisation caring for animals or an environment that accurately represents workplace conditions] * specifications: * workplace documents and templates for policies, procedures, processes, forms and/or checklists * relevant animal welfare, work health and safety and biosecurity regulations applicable to organisation * relationships: * team members.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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