



**SCOPE OF SERVICE AND
AUTHORITY STATEMENT**

I. OFFICE OF ORIGIN: HOSPITAL EPIDEMIOLOGY AND INFECTION CONTROL (HEIC)

II. Purpose:

To define the Scope of the program and articulate the Authority accorded to HEIC.

III. SCOPE OF SERVICE

A. The program encompasses the following areas under the UCSF Health hospital license:

1. Inpatient areas,
2. Outpatient areas that provide patient care services
3. Procedural areas that provide patient care services

B. Customers:

1. Internal: UCSF patients, visitors, staff, faculty and volunteers
2. External: Regulatory and accrediting agencies, including local and state health departments, The Joint Commission

IV. PROCEDURES/SERVICES

- A. Manage critical data and information required for prevention of healthcare-associated infections
- B. Identify and report infections in accordance with NHSN guidelines to meet California State mandates and the requirements of other regulatory bodies and quality organizations.
- C. Develop infection control policies and procedures for preventing, identifying, reporting, investigating and controlling infections and communicable diseases within the hospital
- D. Implement interventions to prevent transmission of infectious agents
- E. Educate and train healthcare personnel
- F. Provide guidance on infection control aspects of occupational health
- G. Communicate and collaborate with local and state health departments, i.e. the San Francisco Department of Public Health and the California Department of Public Health
- H. Participate in product review
- I. Provide input for decisions on facility design, renovation and construction
- J. Participate in emergency preparedness planning
- K. Communicate and collaborate with infection control staff from referring hospitals regarding infections found on admission to UCSF Health. HEIC works closely with departments throughout the medical center to assure adherence to infection control standards and evaluate their effectiveness. HEIC shares information and communicates with other departments, regulatory agencies, and when appropriate with other hospitals, using a variety of communication modalities including but not limited to staff meetings, committee meetings, in-service programs, memos, email, computer generated reports.
- L. The Infection Preventionists, Director and Medical Directors are the UCSF designated Infection Control Officers.

V. HOURS OF OPERATION

- A. HEIC staff members are available during business hours, generally Monday-Friday, 8:00 am-4:00 pm. via the main phone at 415-353-4343; Field Unit Infection Preventionists are available by on-call cell phone at 415-806-0269.



**SCOPE OF SERVICE AND
AUTHORITY STATEMENT**

- B. Nonbusiness hours access is through the nursing supervisors:
 - 1. Benioff Children’s Hospital SF: 415-502-0728
 - 2. Adult Hospital: 415-353-8036

VI. STAFFING

Position	FTE
Infection Preventionists, Field Unit	6.6
Infection Preventionists, Data Management Unit	3
Medical Directors	1.8
Administrative and Technical staff	5
Total	16.4

VII. QUALIFICATIONS OF STAFF

- 1. Education and training are consistent with regulatory requirements and UCSF Health policy. Individuals are certified and registered as appropriate. The individual’s knowledge and experience are appropriate for assigned responsibilities. Infection control officers shall maintain their qualifications through ongoing education and training.
- 2. *Infection Preventionist*: Baccalaureate of science degree in Nursing or affiliated field (e.g. medical technology, public health); certification in Infection Control required depending upon experience
- 3. *Medical Directors*: Board certified in Infectious Diseases, and completion of Infection Control training per California law

VIII. QUALITY MONITORING

- 1. HAI data is used to identify opportunities for improvement of infection control-related practices and processes.
- 2. Quality monitoring uses results of HAI surveillance to identify, investigate and contain possible clusters of infections involving patients and/or healthcare personnel.
- 3. HEIC staff collaborate with interdisciplinary colleagues in the organization to design and implement improvement initiatives as needed.

IX. GOVERNANCE STRUCTURE

- 1. HEIC reports to the Department of Quality.
- 2. The HEIC Medical Directors report to the Chief Quality Officer.
- 3. The Director and Medical Directors co-chair the Infection Control Committee (ICC) which:
 - a. Meets at least 4 times per year
 - b. Consists of members who represent a variety of adult and pediatric disciplines and departments including but not limited to medicine, nursing, pharmacy, clinical lab/microbiology, respiratory therapy, hospitality services, facilities management, sterile

SCOPE OF SERVICE AND AUTHORITY STATEMENT

- processing, occupational health, quality, behavioral health and environment health & safety
- c. Presents summaries and updates as appropriate to the Quality Improvement Executive Committee
- d. Develops and presents the Annual Infection Control Risk Assessment and Plan to the Quality Improvement Executive Committee.

X. HEIC CHARGE/AUTHORITY STATEMENT

- A. HEIC is responsible for leading prevention and control of healthcare-associated infection efforts within the medical center. HEIC has authority to develop, approve and institute policies and procedures to accomplish these aims. HEIC considers within its scope and activities the following:
 - 1. Surveillance and reporting of selected infections occurring in patients and visitors.
 - 2. Monitoring patient care practices and potential risks to healthcare workers in inpatient and outpatient settings as they pertain to healthcare associated infections.
 - 3. Authority to initiate and conduct investigations when there is reason to believe that any patient, employee, or visitor is at risk of acquiring infection within the scope areas.
 - 4. Authority to institute prevention or control measures, such as isolation techniques.
 - 5. Authority to initiate special studies, including employee or patient cultures, or other diagnostic tests to determine causative agents responsible for infections.
 - 6. Authority to intervene in activities of the hospital and its staff where deemed necessary to control the spread of infection, such as:
 - a. Ensuring that patients with infectious diseases who may be contagious and pose a risk to the health and/or safety of other patients are isolated according to policies approved by the ICC and based on recommendations of the Centers for Disease Control and Prevention (CDC) and other nationally recognized infection prevention guidelines.
 - b. Providing expert consultation and educational activities to control and prevent infection.
 - c. Determining appropriate resources and allocation of time for surveillance, control and prevention activities. Additional needs for resources will be forwarded to Administration by the Executive Director, Department of Quality.
 - d. Determining appropriateness of materials and equipment.
 - e. Reviewing departmental guidelines for appropriateness and adequacy. Policies are reviewed as needed, with all policies being reviewed at least once every three years.

XI. DELEGATION OF AUTHORITY

- A. HEIC is responsible for coordinating and implementing the infection control work plan under the leadership of the Director and Medical Directors.
- B. Director and Medical Directors:
 - a. Advise the Infection Preventionists in control and investigative activities,
 - b. Direct the implementation of control measures as needed that have potential impact on the daily operations of the medical center
 - c. Consult with Hospital Administration for control measures with a significant impact on the delivery of care or patient care services



**SCOPE OF SERVICE AND
AUTHORITY STATEMENT**

- C. The Director, Medical Directors, and Infection Preventionists are responsible for the unit goals and objectives and daily operational activities such as the surveillance of assigned areas for the detection, control and prevention of infection in patients and visitors.

XII. GOALS OF DEPARTMENT/SERVICE

- A. HEIC goals and work plans are established annually as per California state law in the Annual Infection Control Risk Assessment and Plan (“Plan”).
- B. The Plan’s priorities will be reassessed based upon findings from surveillance data and other relevant information.

HISTORY OF POLICY

Revised 8/92, 10/95, 4/01, 4/02, 9/03, 12/05, 5/07, 5/10, 8/11, 6/15, 2/19

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