

SOP: Staff Training and Competency Assessment on Infection Prevention

This SOP details the procedures for **staff training and competency assessment on infection prevention**, encompassing training program development, delivery methods, assessment criteria, documentation, and continuous improvement. The objective is to ensure all staff members possess up-to-date knowledge and skills to effectively prevent and control infections in the workplace, thereby maintaining a safe and hygienic environment for patients, staff, and visitors.

1. Scope

This SOP applies to all personnel, including clinical and non-clinical staff, contractors, and trainees, working within the facility.

2. Responsibilities

- **Infection Prevention Officer:** Oversees training programs, evaluates effectiveness, and ensures compliance.
- **Department Managers:** Identify staff requiring training and ensure attendance and assessment completion.
- **All Staff:** Participate in mandatory training and competency assessments.

3. Procedure

1. **Training Program Development**
 - Identify core infection prevention topics based on current guidelines and risk assessments (e.g., hand hygiene, PPE usage, environmental cleaning, transmission-based precautions).
 - Design training programs tailored for different staff roles.
2. **Training Delivery**
 - Deliver training via a combination of classroom sessions, e-learning modules, demonstrations, and practical exercises.
 - Schedule refresher sessions annually or as needed.
3. **Competency Assessment**
 - Assess competency through written tests, skill demonstrations, and/or observation of practice.
 - Document assessment outcomes using standardized checklists or assessment forms.
4. **Documentation**
 - Maintain individual training and assessment records in personnel files and/or electronic databases.
 - Update records promptly following training or assessment completion.
5. **Continuous Improvement**
 - Collect feedback from participants to improve future training content and delivery.
 - Regularly review training programs to ensure alignment with updated guidelines and emerging infection risks.

4. Assessment Criteria

Area	Criteria	Assessment Method
Hand Hygiene	Correct technique and compliance with protocols	Observation, skills test
PPE Usage	Appropriate selection, donning, and doffing	Demonstration, checklist
Environmental Cleaning	Effective cleaning and disinfection practices	Quiz, observation
Transmission-based Precautions	Identification and application of precautions	Written test, scenario-based questions

5. Documentation and Records

- All training attendance and competency assessment results must be recorded.
- Records should be retained for a minimum period (e.g., 3-5 years or as per regulatory requirement).
- Data privacy and confidentiality must be maintained at all times.

6. Review and Update

- This SOP shall be reviewed annually or upon significant changes in infection prevention guidelines.
- Amendments must be approved by the Infection Prevention Committee and communicated to all staff.