

# SOP: Assignment and Training on Infection Control Protocols

This SOP details the **assignment and training on infection control protocols**, covering the delegation of roles and responsibilities, standardized infection prevention practices, proper use of personal protective equipment (PPE), hand hygiene techniques, environmental cleaning procedures, and monitoring compliance. The objective is to ensure all personnel are thoroughly trained and competent in maintaining a safe, hygienic environment to prevent the spread of infections within the facility.

## 1. Scope

This SOP applies to all staff, contractors, and temporary personnel within the facility who may come in contact with infection risks.

## 2. Roles and Responsibilities

Role	Responsibility
Infection Control Officer	Oversee implementation of protocols and training; monitor compliance.
Supervisors/Managers	Identify personnel requiring training; schedule and document completion; ensure adherence to protocols.
Staff Members	Participate in training; follow infection control protocols; report breaches or risks to supervisor.

## 3. Assignment

- Supervisors assign infection control responsibilities based on job role and exposure risk.
- Document assignments in personnel records.
- Communicate role-specific infection control duties clearly.

## 4. Training Requirements

- Initial infection control training for all new staff before job commencement.
- Annual refresher courses for all personnel.
- Immediate re-training in case of protocol updates or incident response.
- Maintain training records for compliance audits.

## 5. Infection Prevention Practices

- Hand Hygiene:** Follow WHO-recommended handwashing and sanitizing techniques. Posters and visual reminders must be displayed in critical locations.
- PPE Usage:** Ensure proper selection, donning, and removal procedures for gloves, masks, gowns, and eye protection.
- Environmental Cleaning:** Implement cleaning schedules for all high-touch surfaces; use approved disinfectants; document daily cleaning activities.
- Safe Waste Disposal:** Employ approved sharps and waste disposal protocols.

## 6. Monitoring and Compliance

- Conduct periodic audits of compliance with infection control protocols.
- Use checklists to evaluate staff performance on hand hygiene and PPE.
- Provide feedback and corrective action plans as needed.
- Report suspected or confirmed breaches to the Infection Control Officer.

## **7. Documentation**

- Keep records of assignment, training completion, assessments, and compliance audits for a minimum period as per policy.
- Store SOP updates and communication logs for reference.

## **8. Review & Updates**

This SOP shall be reviewed annually and after any significant incident or regulatory change in infection control standards.