

GOVERNMENT OF TRIPURA



**AGARTALA GOVT. MEDICAL COLLEGE  
&  
G.B. PANT HOSPITAL**

FUNCTIONS OF

**HOSPITAL INFECTION CONTROL COMMITTEE (HICC),  
HOSPITAL INFECTION CONTROL TEAM,  
BIOMEDICAL WASTE MANAGEMENT TEAM**

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**Terms of reference (Functions) of HICC**

To formulate a policy for the control and prevention of Hospital Acquired Infection.

The important components of this policy are:

1. To monitor hospital associated infections by carrying out
  - a. Microbiological surveillance.
  - b. Investigation and control of any outbreaks in the hospital.
  - c. To monitor antimicrobial resistance (antibiogram) of the organisms isolated.
2. To organize in service training of the staffs of all categories in Hospital Infection Control and safety to create awareness on hospital policies and infection control policy.
3. To ensure maintenance of good infection control practices in the Hospital.
  4. To prepare a written document (manual) outlining the various infection control procedures (Standard Operative Procedures) to be followed at this hospital and periodically updating it.
5. To review epidemiological surveillance data and identify areas of prevention.
6. To promote improved practices at all levels of health facility.
7. To review health risks associated with the new devices and technologies to be introduced prior to their approval.
8. To co-ordinate with other committees of hospital with common interest i.e. Pharmacy, Biosafety, Antimicrobial use committee, Blood transfusion committee
9. To support research programmes and assessment programmes on infectious diseases at state and national level.

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The committee will preferably conduct regular meeting of the HICC  
(at least once in 2 months)

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### Terms of reference (Functions) of Hospital Infection Control Team

1. To advise all staffs to ensure infection free environment for the patients & HCWs.
2. To carry out regular surveillance of hospital acquired infections and act upon the data obtained. The team should also take actions for correction & prevention of such infections.
3. To ensure that the policy and procedures mentioned in the manual of Hospital Acquired Infection Control Committee is followed.
4. To investigate out breaks of infection and take corrective measure.
5. To carry out training programmes of new employees and other employees in reference to hospital infection control practice.
6. To prepare various procedures and ensure compliance of the procedures thereby helping maintainance of a clean and safe environment in the hospital.
7. To supervise isolation procedures for patients with infectious diseases needing isolation.
8. To monitor the health of the employees with regard to infection i.e.needle prick injury with contaminated sharps etc.
9. To assist the activities of HICC by liasing with Chairman/ Member secretary of the Committee.
10. To encourage immunisation and vaccination of staffs with vaccine preventable diseases e.g.tetanus and Hepatitis B.
11. To prepare yearly work plan for review by the HICC and administration for submission to the authority annually.

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### Terms of reference (Functions) of Hospital Infection Control Officer

1. To ensure implementation of the guidelines of the infection control practices.
2. To analyze data on antibiogram of the microorganisms isolated in consultation with the Microbiology Department
3. To investigate any outbreaks of infectious diseases and carry out preventive measures.
5. To conduct regular training programmes of HCWs on Hospital Acquired Infection.
6. To hold regular meetings of the committee from time to time.
7. To ensure and motivate infection control nurses (ICNs) to carry out her assignment as per policy.
8. To assist the HICC in carrying out its activities by coordinating with the Chairman/ Member Secretary of the committee.

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### Terms of reference (Functions) of Hospital Infection Control Nurses

1. To conduct daily round namely infection control round of the various wards. Special attention should be given to the high risk areas namely OT, ICU, Dialysis Unit, Labour Room, Casualty, post-operative wards etc.
2. To maintain a register and to record the findings of the round. Special emphasis is to be given to these areas with evidence of infection.
3. To maintain a register on sharp/ needle injury & post exposure prophylaxis.
4. To assist in management of in case a health care worker ( HCWs) sustains needle prick injury with contaminated .i.e..post exposure prophylaxis. This can be done in consultation with the infection control officer. She should also monitor occurrence of infections among the health care workers.
5. To check whether indicators of infection control measures are being practiced at this hospital by using a predesigned proforma and the data / report of her findings should be presented in the meetings of the HICC with suggestions for improvement.
6. To carry out the tasks entrusted to her by Infection Control Officer in respect of hospital infection control.
7. To monitor biomedical waste management in the hospital.
8. To ensure proper use of disinfectants and sterilisation practices in the hospital
9. To collect samples from different areas of hospital with evidence of infection for surveillance purpose & sending them to Microbiology Dept. for culture & sensitivity. A separate registration form is to be made available to avoid wastage of time.
10. To undertake regular visits to Microbiology laboratory to collect and check the result of samples collected for surveillance and to liaise between Microbiology & Clinical Departments.
11. To compile ward wise / Department wise / Procedure wise statistics for the Hospital acquired infection and present the findings to the meeting of the HICC.

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12. Training of nursing staffs/ Paramedical staffs/Group D staffs on correct use & practices of sterilisation/ disinfectants/ hygienic techniques etc.
  13. To check sterilisation & disinfection procedures in the hospital. To carry out periodic in- use test for the disinfectants in Microbiology Department & and also to carry out regular checking of the autoclaves used in the hospital.
  14. To carry out bacteriological analysis of potable water used in the hospital.
  16. To inform any case of infection out break.
  17. To assist the HICC to carry out its functions.
  18. To attend all meeting conducted by HICC.
  19. To sensitise HCWs to vaccinate against Hepatitis B infection and tetanus.
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### Biomedical Waste Management Committee (BWMC), AGMC, Agartala

1.	Medical Superintendent GBP Hospital	Chairman
2.	Dy. M. S (C&P),AGMC	Member Secretary
3.	Dy. M.S.(Hosp. Administration)GBP Hospital	Member
4.	Dr. Shibabrata Bhattachariya, Asst. Prof. Microbiology	Member
5.	Dr. Partha Chowdhury, Officer I/C Blood Bank	Member
6.	Sri Sudip Goswmi, I/C Central Workshop	Member
7.	All Members of Infection Control Nurses	

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## Terms & Conditions (Functions) of Biomedical Waste Management

### Committee, AGMC and GB Hospital, Agartala

1. To ensure strict compliance of the policy on Biomedical Waste Management to enable to provide a system for management of all potentially infectious & hazardous waste in accordance with the Biomedical Waste and Management Rules, 2016, Ministry of Environment, Forest and Climate change, Govt. Of India, dt. the 28<sup>th</sup> March 2016 and the amendments, if any.
2. To monitor and take all necessary steps to ensure that the biomedical waste is handled (during collection, reception, transport, storage, treatment and disposal) in a timely manner without any adverse effect to human health and the environment and in accordance with these prescribed Rules.
3. To make provision within the premises for a safe, ventilated and secured location of storage of segregated biomedical waste in coloured bags/ containers which is prescribed in the aforesaid Rules.
4. To ensure pre-treatment of laboratory waste, microbiological waste, blood samples, blood bags by proper disinfection or sterilisation as prescribed by WHO or National AIDS Control Organisation (NACO).
5. To dispose solid waste other than biomedical waste in accordance with the provisions of respective waste management Rules under the relevant Laws.
6. To conduct training programmes for the health care workers and others involved in handling of biomedical waste at the time of induction in service and thereafter during the service (at least once a year).
7. To ensure preventive safety measures for the health care workers (HCWs) involved in biomedical waste management i.e. personal protection, immunisation against Tetanus & Hepatitis B infection.
8. To ensure segregation of liquid waste at source and also ensure pre-treatment prior to mixing with other effluents. The treatment and disposal of liquid waste shall be done in accordance with the existing rules.
9. To record, maintain and update on day to day basis the biomedical waste management register according to items of category and colour codes.

  
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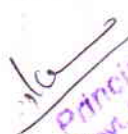


10. To report major accidents caused by fire hazards, blasts etc. during the handling of biomedical waste, remedial measures and recording in the prescribed form.
11. To conduct regular meetings of the committee.
12. To maintain a log book for each of its treatment equipment according to weight of batch, category of waste treated, time, date and duration of treatment cycle and total hours of operation.
13. To upgrade existing incinerators to achieve the standards for retention time in secondary chamber and Dioxin and Furans within 2 years from the date of notification.
14. To monitor and report the activities of the Hospital Waste Management in the prescribed standard proforma. The report should be submitted every month to the concerned authority.
15. To establish bar-coding and global positioning system for handling of Biomedical Waste within one year.
16. To maintain all records for operation of incinerators, autoclaves, for a period of 5 years.

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### Role of Hospital Administration in implementation of activities of HICC

1. To provide leadership by supporting hospital infection control programmes
  2. To help in establishing Hospital Acquired Infection Control committee
  3. To provide resources to monitor infections and apply most appropriate method for preventing infection.
  4. To support organising programm on Hospital Infection Control including sterilisation and disinfection practices.
  5. To empower nursing Staff, Housekeeping Staff, Microbiologists and personnels involved in the infection control to carry out their assigned activities.
  6. To review periodically the status of nosocomial infection and effectiveness of intervention.
  7. To approve implementing policies approved by the Infection Control Committee.
  8. To ensure the HAICC and Infection Control Team have the authority to carry out the assigned duties.
  9. To participate in outbreak investigations by providing there sources.
  10. To provide logistics to the HICC to enable to carry out its assigned activities.
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