

**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF HEALTH SERVICES**  
**HOSPITAL ADMINISTRATION BRANCH, GRANTHAGAR BHAVAN**  
**SWASTHYA BHAVAN, GN 29, SECTOR V, BIDHANNAGAR**

Tel no 2333 0137

Email – [wbqabr@gmail.com](mailto:wbqabr@gmail.com)

No - HFW-40012/21/2021-HA SEC(DHS)(HFW)/ 386

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**ORDER**

As part of ongoing LaQshya programme, formation of Infection Control Committee, Infection Control Team and Infection Control Nurses for Labour room and Maternity OT was under active consideration for some time. Now it has been decided that in all Medical Colleges and Teaching Institutions, Infection Control Committee, Infection Control Team and Infection Control Nurses for Labour room and Maternity OT will be formed.

A guideline for creating the Infection Control Committee, Infection Control Team and Infection Control Nurses for Labour room and Maternity OT is given below-

**Infection Control Committee ::**

**The 'Infection Control Committee' will be comprised of –**

1. MSVP
2. HoD Pathology / or any faculty nominated by HoD Pathology
3. HoD Microbiology / or any faculty nominated by HoD Microbiology
4. HoD Gynaecology / or any faculty nominated by HoD Gynaecology
5. HoD Anesthesiology / or any faculty nominated by HoD Anesthesiology
6. Deputy Superintendent of the Hospital
7. Nursing Superintendent / DNS
8. Infection Control Nurse
9. One Deputy Superintendent (NM)
10. One Asst Superintendent (NM)
11. Any other Faculty/ Medical Officer or staff as nominated by MSVP for the purpose

### **Responsibilities of Infection Control Committee::**

- Determine the criteria for reporting of infections
- Ensure the development of forms or data sheets used for collecting and reporting of data for the infection control programme.
- Prepare and update procedure manuals of aseptic techniques used in the hospital
- Determine the policy on screening and immunization of hospital staff
- Determine the content and methodology of training programme for hospital staff in prevention and control of Hospital infection.
- Develop action plan and assign work accordingly.
- Review with the medical audit committee the use of antibiotics.

### **Infection Control Team ::**

**The 'Infection Control Team' will be comprised of –**

1. HoD Pathology / or any faculty nominated by HoD Pathology
2. HoD Microbiology / or any faculty nominated by HoD Microbiology
3. HoD Gynaecology / or any faculty nominated by HoD Gynaecology
4. HoD Anesthesiology / or any faculty nominated by HoD Anesthesiology
5. Nursing Superintendent/ DNS
6. One Deputy Superintendent (NM) / Asst Superintendent (NM)
7. Infection Control Nurse

### **Responsibilities of 'Infection Control Team' ::**

- Advise management of 'at risk' patients.
- Carry out targeted surveillance of hospital acquired infections and act upon data obtained.
- Provide a manual of policies and procedures for asepsis, isolation and antiseptic techniques.
- Investigate incidence of reported infection and take corrective measures.
- Assist in training of all employees as to the importance of infection control and the relevant policies and procedures.
- Surveillance of infection, data analyses, and implementation of corrective steps. This is to be based on reviews of lab reports, reports from nursing in charge etc.

- Biomedical Waste Management as per prevalent guidelines.
- Supervise isolation procedures.
- Monitoring of employees' health programme.

**Designating a nursing personnel as 'Infection Control Nurse' (ICN)::**

One motivated Sister not below the rank of Grade I (II) with training in biomedical waste management may be designated as 'Infection Control Nurse'.

**Responsibilities of Infection Control Nurse ::**

- The duties of the ICN are primarily associated with ensuring the practice of infection control measures by nursing and housekeeping staff.
- Identify problems in implementation of infection control polices and provide solutions.
- The ICN is also to be involved in training of paramedical staff including nurses and housekeeping staff.
- In addition the ICN will conduct infection control rounds and monitor the following practices on daily basis:
  - a. Bio medical waste management
  - b. Maintenance of autoclave log book in OT.
  - c. Linen segregation (dirty and contaminated).
  - d. Hand washing.
  - e. Sharp disposal in wards.
  - f. Preparation of Hypochlorite solution and its use.

**Meeting of ICC ::**

The infection control committee will meet once in a month and as and when needed. In charge of Infection Control Team will keep the State QA Cell updated on the status of infection control in the Hospital.



**Director of Medical Education  
West Bengal**



**Director of Health Services  
West Bengal**

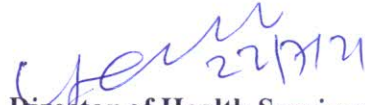
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**Copy for information to-**

1. Secretary, Health & Family Welfare & Mission Director, National Health Mission
2. Principal – all Medical Colleges
3. MSVP- all Medical Colleges
4. Jt DHS Nursing
5. DDHS Nursing
6. HoD Pathology - all Medical Colleges
7. HoD Microbiology - all Medical Colleges
8. HoD Gynaecology - all Medical Colleges
9. HoD Anesthesiology- all Medical Colleges
10. Deputy Superintendent of the Hospital- all Medical Colleges
11. Nursing Superintendent- all Medical Colleges
12. State Consultants QA- all
13. District Consultants QA - all



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