TOPIC 1
ROLES & RESPONSIBILITIES

• Fundamentals
• Basic Questions
• Key Points
• General Principles
• Minimum Approach
• Desirable Enhancements
• Responsibilities

TOPIC 1- ROLES & RESPONSIBILITIES

FUNDAMENTALS

EVERYONE
in a health care establishment should have a responsibility to make the new system work.

SPECIFIC PEOPLE
have key roles to play.
TOPIC 1- ROLES & RESPONSIBILITIES

BASIC QUESTIONS

A Health Care Manager should be able to answer the following questions:

– From the initial WM Plan, which activities are essential to make the new system work effectively?
– Which staff have the necessary medical, organizational or technical skills to help start the new waste system?
– Who should be assigned specific supervisory roles & responsibilities?

TOPIC 1- ROLES & RESPONSIBILITIES

BASIC QUESTIONS

cont’d

– Which medical areas are ready & willing to try out the new system?
– What responsibilities can be placed on all medical staff?
– Are porters/housekeeping/engineering staff ready (properly equipped & trained) to handle & dispose of the HCW?
TOPIC 1- ROLES & RESPONSIBILITIES

KEY POINTS

• Common approach: to make it an extension of existing procedures for infection control & hospital hygiene.
  – Maintaining infection control has a powerful professional influence on most medical staff.
  – Dealing with HCW safely is a responsibility of all staff.
  – Every person producing a waste item is responsible for ensuring its safe segregation at the time of generation.
  – Senior nurse in each medical area: responsible for securing local waste storage, labelling filled containers & ensuring their regular removal for treatment & disposal.

TOPIC 1- ROLES & RESPONSIBILITIES

KEY POINTS

cont’d

– Senior Manager: responsible for safe handling & subsequent treatment & disposal of HCW.

– Support Staff: should have a clear routine for transporting waste containers & storing them in a segregated central storage before treatment & disposal.
TOPIC 1- ROLES & RESPONSIBILITIES

GENERAL PRINCIPLES

• Infection Control Roles:
  Infection Control Committee
  – Hospital Manager
  – Infection Control Officer (specialist doctor / senior nurse)
  – Person responsible for HCWM, if different from Infection Control Officer
  – Heads of Medical Departments, esp. lab. services, surgery, maternity, pediatric, pharmacy and radiography
  – Matron or Senior Nursing Officer
  – Heads of Engineering & Housekeeping Departments

TOPIC 1- ROLES & RESPONSIBILITIES

GENERAL PRINCIPLES

cont’d

• Waste Management Committee:
  For large HC establishments.

  Should include:
  – Waste Management Officer
  – Infection Control Committee Members
  – Finance Officer
TOPIC 1- ROLES & RESPONSIBILITIES

GENERAL PRINCIPLES cont’d

• Motivating staff through ‘Champions’

• Individual responsibility

TOPIC 1- ROLES & RESPONSIBILITIES

MINIMUM APPROACH

• For small HC establishments, remote locations or lower-income areas:
  – A manager:
    • Targets a high priority medical area(s);
    • Collaborates directly with its senior nurse & doctor to begin waste segregation & other hygiene improvements;
    • Ensures segregated general & hazardous HCW are kept separate & disposed of in separate ways.
TOPIC 1- ROLES & RESPONSIBILITIES

DESIRABLE ENHANCEMENTS

• **Individual responsibilities** for an Infection Control Committee with / without a WM Sub-Group:
  – HC Establishment Manager
  – WM Officer
  – Heads of Medical & Housekeeping Departments
  – Matron or Senior Nursing Officer
  – Head of Engineering Department

TOPIC 1- ROLES & RESPONSIBILITIES

RESPONSIBILITIES

• **Head of Establishment:**
  – Form a waste management team;
  – Designate the Waste Management Officer;
  – Allocate financial resources and manpower;
  – Ensure that monitoring procedures are carried out;
  – Ensure adequate training of key staff members.
TOPIC 1- ROLES & RESPONSIBILITIES

RESPONSIBILITIES

cont’d

• Waste Management Team
  – Responsible for a waste management policy, guidelines & plan;
  – Ensure adequate financial and human resources to implement plan.

• Waste Management Officer
  – Day-to-day implementation;
  – Communications, monitoring, evaluation, supplies, records, and coordination of training

TOPIC 1- ROLES & RESPONSIBILITIES

RESPONSIBILITIES

cont’d

• Duties of the WM Officer
  – Control internal waste collection
  – Ensure correct storage
  – Coordinate disposal operations
  – Monitor on-site and off-site transportation of waste
  – Coordinate with Department Heads to ensure training is carried out
  – Monitor waste generation, disposal, costs and public health aspects (e.g. injuries) of waste
TOPIC 1- ROLES & RESPONSIBILITIES

RESPONSIBILITIES

cont’d

• Department Heads and Matron
  – Work with Waste Management Officer;
  – Ensure training of their staff;
  – Assist in implementing the waste management plan.

• Staff
  – Must be familiar with and follow the policy, guidelines and implementation plan on healthcare waste management;
  – Provide feedback to the Waste Management Officer.

• Other Key Staff
  – Departments Heads, Senior Nursing Officer, Infection Control Officer:
    • Contribute to training & implementation of correct procedures.
  – Chief Chemist, Radiation Officer, Supply Officer:
    • Same duties as above & responsible for sound management.
  – Hospital Engineer
    • Same as above & responsible for installing / maintaining storage facilities & handling equipment.
Questions and Comments by Audience