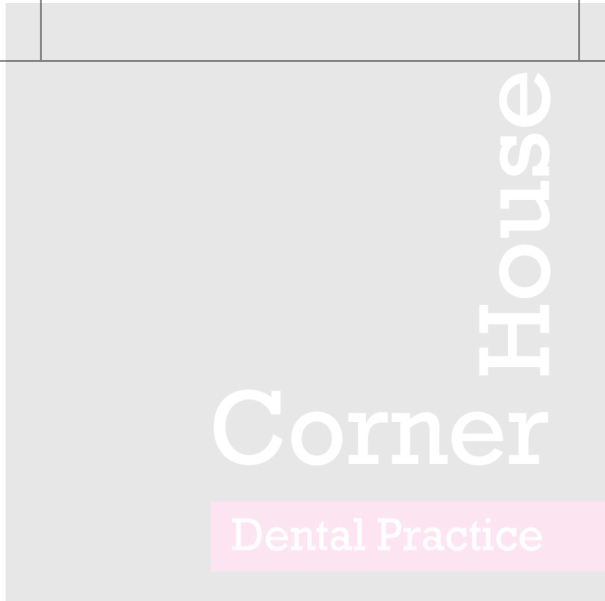


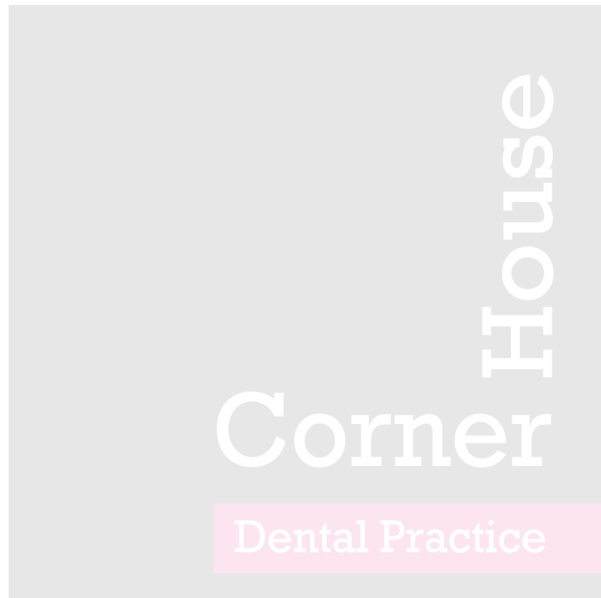
## Infection Prevention Roles and Responsibilities (England, Wales, Northern Ireland)

It is an HTM 01-05 (England, Northern Ireland) and WHTM 01-05 (Wales) requirement to have the following roles and responsibilities defined.

Role	Description	Name and position
Registered Manager (See page 3 for duties)	The individual with ultimate responsibility	Graham Best
Decontamination Lead	The individual with responsibility for infection control and prevention	Shannon Doran Heedick/ Mics Hanlon
Designated Person	The person who is the interface between the practice and external support, service and maintenance	Marie Dobbie/ Laura Guy
User	The person who has day-to-day responsibility for management of decontamination equipment and processes. The User must ensure that everyone who uses the decontamination equipment is suitably trained and competent	Shannon Heedick/ Mica Hanlon
Operator/s	The persons who are trained to operate decontamination equipment and carry out daily, weekly and monthly tests	Clinical staff
Authorising Engineer	An external person who provides guidance and advice - find an engineer from the list on <a href="http://www.iheem.org.uk/IHEEM-AED-Register">http://www.iheem.org.uk/IHEEM-AED-Register</a>	Steve Crane (autoclave services anglia limited ) Simon Mortimer (SMP dental)
Authorised Person -Decontamination	An external person who gives support to the competent person and liaises with the Authorising Engineer - provided by the PCO	N/A
Competent Person -Decontamination	Responsible for servicing, testing and maintaining decontamination equipment, usually under a service agreement from the manufacturer or maintenance company	Steve Crane ( autoclave services anglia limited) Simon Mortiner (SMP Dental)
Competent Person -Pressure Vessels	The person or company that inspects and tests pressure vessel. Each autoclave and compressor must have a written scheme of examination and pressure vessel insurance. The insurance can include the regular testing and inspection of the pressure vessels, which is mandatory	Steve Crane ( Autoclave services anglia limited ) Peter (Blue Line Pneumatics)
Service Engineers	The various engineers who are contracted to service the equipment, may be the same as the Competent Persons	Steve Crane (Autoclave Services Anglia limited)

		Simon Mortiner (SMP Dental)  Peter (Blue Line pneumatics)
Purchaser	The person responsible for purchasing equipment	The Partners
Control of Infection Officer	The individual providing advice regarding infection prevention and control who has the ability to audit and implement relevant advice	ShannonHeedick/ Mica Hanlon
Microbiologist - Decontamination	A specialist, whose services can be accessed through the PCO if advice is necessary	First Principle group for legionella / Bison Assist  HT M - 01-05  Isopharm





## The Registered Manager's statement of duties

The Registered Manager (RM), Graham Best

The RM is responsible for the following staff:

- Dentists
- Hygienists
- Practice Manager
- Receptionist/s
- Dental nurses and trainee's
- Cleaners
- Others:

All staff members report to the Marie Dobbie/ Laura Guy who reports to the RM. The dentists, hygienists, therapists and specialists report to Graham Best.

The RM is responsible for overseeing all activities, procedures and policies at the practice, including Infection Control and Prevention, Health and Safety, Fire, Waste etc. and all clinical activities including clinical governance.

### Clinical management - the RM:

- Is responsible for clinical governance, reporting and the maintenance of treatment standards
- Ensures all team members adhere to and work within the policies and procedures
- Ensures that the team provides evidence based treatment in line with current practice
- Plans and implements dental care services
- Functions within the guidelines from the General Dental Council

### Resource management - the RM:

- Utilises appropriate human and physical resources relating to patient care
- Engenders and develops multi-disciplinary team work for the benefit of the patients
- Manages the performance of self and the team and liaises with the Practice Manager
- Implements/oversees training and development

### Leadership - the RM:

- Delegates and supervises dental care delivered by dental care personnel
- Sets practice goals and encourage the team to develop their personal goals
- Takes the lead in developing an open and safe culture
- Ensures that activities are compliant with safeguarding and child protection regulations
- Promotes and ensures anti-discriminatory practice
- Promotes a harmonious working environment

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