

6. Roles of RCHD staff

6.1 Responsibilities of operators or home managers of RCHDs

- Ensure infection control standards are maintained.
- Oversee all infection control issues
- Designate a nurse or a health worker as an Infection Control Officer (ICO). If there is no nurse or health worker in the RCHD, the home manager should be the ICO. ICO is the key person responsible for dealing with matters related to infection control and prevention of the spread of infectious diseases in the RCHD.
- Set up rules for visitors and encourage compliance.
- Keep and maintain residents' personal health records and staff's sick leave records properly.
- Ensure the body temperature of residents are checked and recorded regularly by staff.
- Encourage residents and staff to receive vaccination provided by the Department of Health.
- Arrange staff to attend infection control training on regular basis and keep the training record.
- Ensure adequate hand hygiene facilities and PPE.
- Set up a designated isolation area or room with good ventilation, proper waste disposal and hand hygiene facilities.
- Report promptly suspected or confirmed cases of statutory notifiable communicable diseases and outbreak situation to the Registration Office of Private Residential Care Homes for Persons with Disabilities (ROPRCHD) of the Social Welfare Department and the Centre for Health Protection (CHP) of the Department of Health as appropriate. Seek medical consultation for suspected case promptly.
- Remind staff to bring along the information card on "Details of Rehabilitation Service Unit" kept by the RCHD and produce the patient referral note when taking the sick resident to seek consultation at the general out-patient clinic or the accident and emergency department or to register for hospitalisation.

6.2 Roles of ICO

- Coordinate and oversee all matters related to infection control and the prevention of infectious diseases in the RCHD.
- Disseminate guidelines and updated information on infection control to all the staff and residents in the RCHD.
- Oversee that all medical equipment and other instruments are properly disinfected after use, and soiled linens and wastes are handled carefully and disposed of properly.
- Observe signs and symptoms of infectious diseases (such as unusual clustering of fever, upper respiratory tract symptoms and gastrointestinal symptoms) in residents and the staff.
- Assist the home manager of RCHD in reporting suspected and confirmed cases of infectious diseases to the Centre for Health Protection (CHP) of the Department of Health and the Registration Office of Private Residential Care Homes for Persons with Disabilities (ROPRCHD) of Social Welfare Department.
- Provide information as necessary to CHP to facilitate their investigation and collaborate with the Department of Health to contain the spread of infectious diseases.
- Isolate the infected person according to the instruction of the in-charge doctor to prevent the spread of infection.
- Assist the home manager of RCHD in:
 - arranging infection control training for staff;
 - coordinating and overseeing that the infection control guidelines are being observed and implemented properly by the staff and residents;
 - arranging provision of the necessary personal protective equipment (PPE);
 - advising and supervising the staff on the proper application and disposal of PPE;
 - assessing the risk of infectious disease outbreaks in the RCHD; and
 - reviewing and devising strategies to prevent infectious disease outbreaks through consultation with healthcare professionals (e.g. Visiting Medical Practitioners) and the Department of Health.

6.3 Useful telephone numbers

Report of suspected outbreak to the Central Notification Office (CENO) of the Centre for Health Protection (CHP), Department of Health, and

- Tel. No.: 2477 2772
- Fax No.: 2477 2770

Registration Office of Private Residential Care Homes for Persons with Disabilities (ROPRCHD), Social Welfare Department

- Enquiry Tel. No.: 2891 6379
- Fax No.: 2153 0071
- Enquiry time: Monday to Friday - 8:45 am to 1:00 pm; 2:00 pm to 6:00 pm

6.4 Useful websites

Organisation	Website
Department of Health	www.dh.gov.hk
■ Centre for Health Protection	www.chp.gov.hk
■ Central Notification Office (CENO)	www.chp.gov.hk/ceno
■ Central Health Education Unit	www.cheu.gov.hk
Social Welfare Department	www.swd.gov.hk
Hospital Authority	www.ha.org.hk
Food and Environmental Hygiene Department	www.fehd.gov.hk
Environmental Protection Department	www.epd.gov.hk
Centres for Disease Control and Prevention	www.cdc.gov
World Health Organization	www.who.int