

Appendix 3 – Terms of Reference for the OCT

- Ensure the safety and good medical management of patients, visitors and staff
- To implement measures necessary to control the outbreak in order to contain and minimise its impact.
- To investigate the source and cause of the outbreak
- Identify resources needed to support the response
- Identify priorities where these need to be identified
- Ensure a return to normal as soon as possible (recovery)
- Ensure critical services maintained and service continuity as far as is possible
- Facilitate debrief, investigations & learning
- To monitor and modify the control measures
- To provide clear communication with patients, patients' relatives, media, staff, other healthcare services within and outside the Trust.
- To evaluate the overall experience of controlling the outbreak, and implement the lessons learnt.
- To keep all discussions undertaken by the Team confidential.

The OCT, depending on the nature of the outbreak, should include the following:

Level 1 (Ward level):-

- Matron or Lead Nurse for affected area(s) (Chair)
- Specialist Matron – Infection Prevention
- Consultants responsible for the clinical care of affected patients
- Ward Manager or Deputy
- Infection Prevention Team

Level 2 (Single Hospital Site). All of the above plus:-

- For Secondary Care: Member of Secondary Care Director Team (Chair)
- Site Director Team
- For Areas: Member of Area Director Team (Chair)
- Senior Nurse – Infection Prevention
- Estates & Facilities
- Site Coordinator/Duty Manager/Night Manager
- Lead Infection Control Doctor or deputy/Microbiologist
- Consultant in Communicable Disease Control (CCDC)
- Pharmacy Manager
- Assistant Director of Nursing (Site specific)
- Medical and Nurse Directors (Site/Area specific)
- Pharmacy Manager

Level 3 (Trustwide). All of the above plus:-

- On call/lead Executive (Chair)
- Deputy Director of Infection Prevention and Control
- Risk Manager
- Occupational Health Adviser
- Representative from West Midlands Ambulance Service (WMAS)
- Communications Manager
- Microbiology Laboratory Manager

Others who may need to be informed and involved include:

- Director of Public Health
- Regional Epidemiologist of Public Health England
- Environmental Health Officer
- Health and Safety Executive
- Staff Side Representative
- Local Resilience Forum

Additional expertise may be required in particular types of infections for example from within Public Health England including its reference laboratories.