Roles and Responsibility Matrix
for Infection Prevention and Control

Practice name: _____

IPC Lead: _____

Date: _____

Disinfection Tasks		
Task	**Suggested frequency**	**Responsibility (role)**
Disinfection of examination bed/couch		
Disinfection of shared equipment (e.g. BP cuffs, thermometers, pulse oximeters, etc.)		
Treatment room bench and work surfaces		
Procedure trolley and trays		
Reception desk, counter and EFTPOS terminal		
Waiting room chairs, tables, door handles		
Patient bathroom cleaning (toilet, basin, handles)		
Staff kitchen/break room high-touch surfaces		
Staff bathroom high-touch surfaces		
Waste bins emptied and external surfaces wiped		
Floors in clinical areas		
Floors in waiting and reception areas		
Infection Prevention and Control Documentation		
Task	**Suggested frequency**	**Responsibility (name)**
Maintain and review IPC policy		
Review AS/NZ 5369 and RACGP IPC standards are valid and accessible to all staff		
Conduct infection control risk assessment		
Organise and record IPC staff training		
Complete cleaning compliance audit		