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## Reducing UPOPs and Mercury Releases from The Health Sector in Africa

### *Module 16*

### *Roles and responsibilities*

**UNDP**

**Istanbul Regional Hub for  
Europe and the CIS**

**Key Plaza, Abide-i Hürriyet Cd.  
İstiklal Sk. No/11, Şişli, 34381**

**İstanbul, Turkey**

**Email: [XXX@undp.org](mailto:XXX@undp.org)**

**Tel: +90 xxxxxx**



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# HCWM management

## ▶ Large facilities

- Dedicated healthcare waste manager
- Committee with representatives from across the clinical, management and support services
- Subgroups for recycling and other

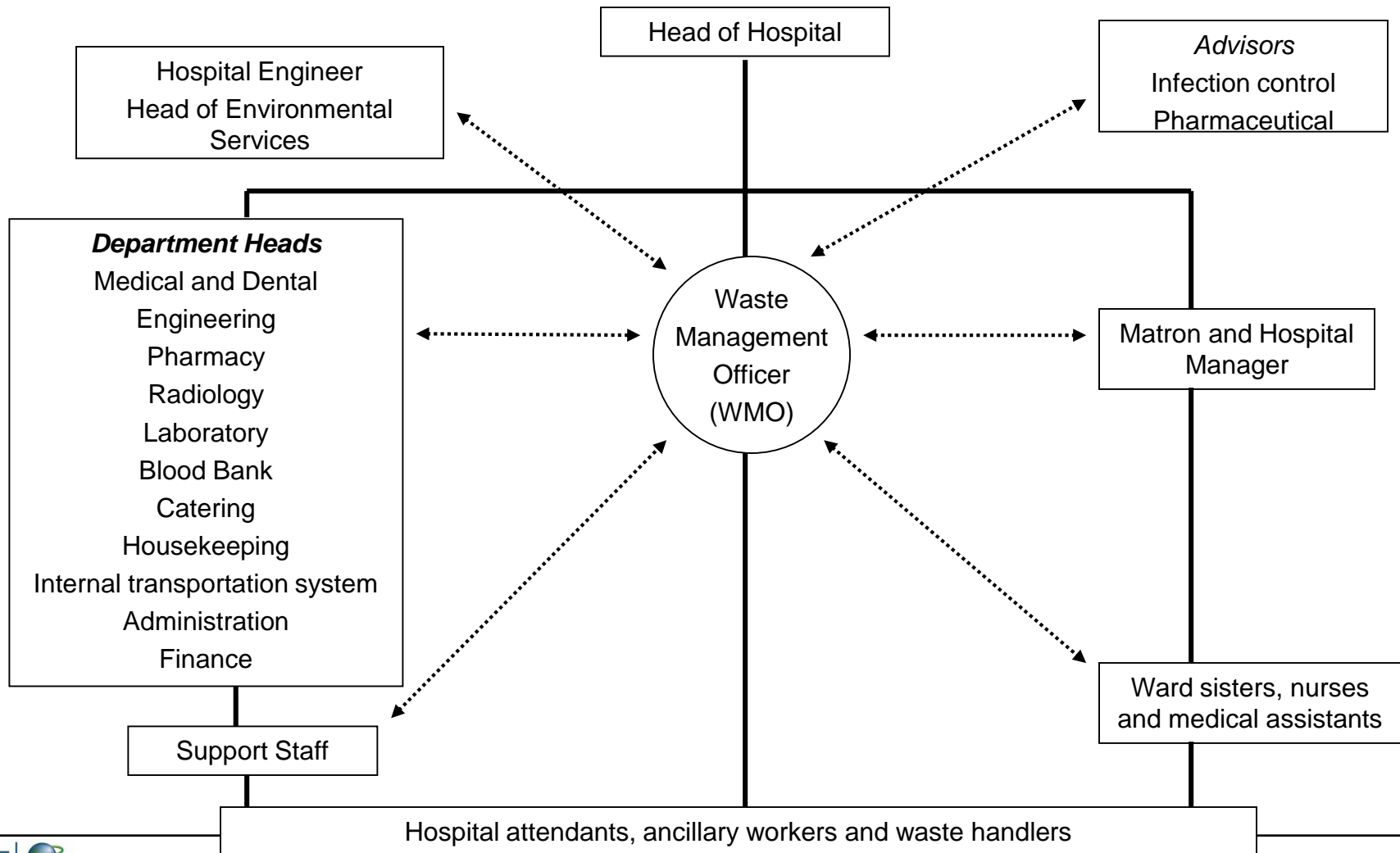
## ▶ Small facility

- HCWM can be managed by the infection control committee
- One member tasked with waste management



# Typical Waste Management Structure

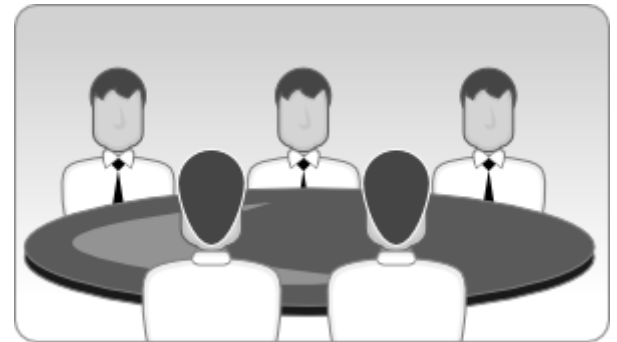
- ..... Liaison paths
- Line management paths





# Waste Management Team

- Typical members of the Waste Management Team
  - Head of Hospital
  - Heads of Hospital Departments
  - Infection Control Officer
  - Chief Pharmacist
  - Radiation Officer
  - Matron/Senior Nursing Officer
  - Housekeeping In-charge
  - Hospital Manager
  - Hospital Engineer
  - Supplies officer: supply chain management
  - Financial Controller
  - Waste Management Officer and waste management handlers





# Overall committee responsibilities

- ▶ Monitor and ensure safe healthcare waste management
- ▶ Comply with all relevant national and international rules, regulations and guidelines
- ▶ Create and administer facility healthcare waste management policy
- ▶ Set targets for continuous improvements
- ▶ Set and administer healthcare waste management budget
- ▶ Committee work should be formalised as part of staff responsibilities
- ▶ Meet regularly (monthly)



# Overall responsibilities

**Senior management (inc department heads)** must ensure they provide the strategic support to the work by:

- ▶ Ensuring that appropriate plans are developed and implemented
- ▶ Taking action to ensure any deterioration in performance
- ▶ Providing sufficient resources (people, train, funds, equipment, etc.)

**Committee members** are responsible for the timely reporting on waste management in their areas, which includes:

- ▶ Key performance indicators (quantities of waste timing of collection/disposal, training, financial outgoings and income)
- ▶ Any accidents incidents, nonconformance or other problems
- ▶ Proposals for improvements to the system



# Head of hospital responsibilities

- ▶ Form a waste-management team
- ▶ Oversee and approve a waste-management plan
- ▶ Designate a waste-management officer to supervise and implement the waste-management plan
  - The head of hospital retains overall responsibility for ensuring that health-care and other wastes are disposed of according to national guidelines.
- ▶ Set regular (e.g. annual) review dates for the facility HCWM policy
- ▶ Allocate adequate financial and human resources to implement the plan
- ▶ Ensure adequate training for staff and designate the staff responsible for coordinating and implementing training courses



# Waste management officer responsibilities

- ▶ Day-to-day operation and monitoring of the waste-management system
- ▶ Supervise waste handlers and waste management staff;
- ▶ Liaise with the department heads to make sure that their staff are carrying out waste-related tasks properly.
- ▶ Ensure availability of waste management equipment
- ▶ Monitor performance indicators and ensure reports are brought to the committee
- ▶ Manage healthcare waste management budget
- ▶ Organize staff training and information
- ▶ Ensure compliance with occupational health measures, including vaccination and post-exposure prophylaxis
- ▶ investigate and review any reported incidents concerning the handling of health-care waste in liaison with the infection-control department.
- ▶ Prepare plans for emergencies and ensure personnel know them





# Infection control office responsibilities

- ▶ Liaise with the waste-management officer
- ▶ Provide advice about the control of infection, and the standards of the waste treatment and disposal system.
- ▶ Identify training requirements according to staff grade and occupation
- ▶ Organize and supervise staff training courses on the infection risks from poor waste management
  - Liaise with the department heads, the matron and the hospital manager to coordinate training.
- ▶ May also have overall responsibility for chemical disinfection, the safe management of chemical stores, and minimizing chemical waste creation.



# Chief pharmacist/radiation officer responsibilities

- ▶ Minimisation/management of wastes from their departments, including:
- ▶ Advise on pharmaceutical/radioactive waste treatment and disposal;
  - Stay up to date on minimisation, proper treatment and safe disposal of pharmaceutical/radioactive wastes.
- ▶ Coordinate monitoring of pharmaceutical/radioactive waste
- ▶ Ensure personnel in their departments receive adequate training
- ▶ The chief pharmacist also has the special responsibility of ensuring that genotoxic products are used safely, and that genotoxic waste is managed safely.
- ▶ The radiation officer must also ensure that additional regulations on the storage and safeguarding of radioactive wastes are followed strictly



# Procurement officer responsibilities

- ▶ Liaise with the waste management officer to ensure a continuous supply of the items required for waste management (plastic bags and containers of the right quality, spare parts for onsite health-care waste-treatment equipment).
- ▶ Investigate the possibility of purchasing environmentally friendly products eg:
  - PVC-free products
  - Mercury free equipment
  - Recycled materials
  - LEDs



# Hospital engineer responsibilities

- ▶ Installing and maintaining waste-storage facilities and handling equipment.
- ▶ Accountable for adequate operation and maintenance of any onsite waste treatment equipment
- ▶ Responsible for ensuring that the staff operating onsite waste-treatment facilities are trained in their operation and maintenance.



# Waste Management Team

- Do you have a HCWM team?
- Can you list the members and their responsibilities?
- Do you think your team is adequately staffed to manage activities related to a HCWM program?
- Would you like to add more members?
- Do all members know their job?
- Do team members provide input to the HCWM plan?
- Do you have any employee representatives?
- How often do you meet?
- Whom do you report to?
- Do you have a plan to resolve issues related to HCWM? Give me an example.