

# Infection Prevention and Control Management Audit

**Service Name:**

**Date:**

Criterion 1 Systems to manage and monitor the prevention and control of infection. These systems use risk assessments and consider the susceptibility of service users and any risks that their environment and other users may pose	Yes	No	Details / Action Required
Do you have a designated lead person for infection prevention and control (IPC lead)?			
Does the IPC lead understand their role and responsibilities according to the DH Code of Practice on the prevention and control of infections (2008)?			
Do you have sufficient resources to ensure the effective prevention and control of infection?			
Do all your staff, regardless of job role, receive suitable information on, and training and supervision in measures required to prevent and control risks of infection?			
Do you have a policy on sharing information when referring, admitting, transferring, discharging and moving people within and between health and adult social care facilities?			
Do you have a designated person as a decontamination lead? (Responsible and accountable for environmental cleaning and decontamination of equipment e.g. following an outbreak)			

	Yes	No	Details / Action Required
<p>Have you undertaken a risk assessment with respect to prevention and control of infection?</p> <p>Have you identified the steps that need to be taken to reduce or control those risks?</p> <p>Have you recorded these findings?</p> <p>Have you implemented the steps identified?</p>			
<p>Do you have:</p> <ul style="list-style-type: none"> <li>• Evidence of action to take to deal with occurrences of infection?</li> <li>• An audit programme to ensure that appropriate policies have been developed and implemented?</li> <li>• Evidence that the annual statement from the IPC lead has been reviewed and where indicated, acted on? The statement should include: Known outbreaks of infection and actions taken, audits undertaken and subsequent actions, risk assessments undertaken for prevention and control of infection, training received by staff, review and update of policies, procedures and guidance</li> </ul>			
<p>Does your infection prevention and control programme:</p> <ul style="list-style-type: none"> <li>• Set objectives that meet the needs of the organisation and ensure the safety of people using your service?</li> <li>• Identify priorities for action?</li> <li>• Provide evidence that relevant policies have been implemented to reduce infections?</li> </ul>			
<p>Are Health Protection Team (Public Health England) contact details for your area readily available?</p>			<p>PHE Devon Cornwall and Somerset Health Protection Team,  Richmond Court Emperor Way, Exeter Business Park,  Exeter,  EX1 3QS  Phone: <u>0300 303 8162 option 1 then option 1</u></p>

	Yes	No	Details / Action Required
Do you ensure you provide suitable and sufficient information on a person's infection status whenever a person is moved from the care of one organisation to another so that any risks to the person and others from infection are minimised?			
<b>Criterion 2</b> Provide and maintain a clean environment in managed premises that facilitates the prevention and control of infections	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Are your premises suitable for the purpose, kept clean and maintained in good physical repair and condition?			
Do you have a schedule of cleaning arrangements that details the frequency of cleaning of every area of your home?			
Do you have effective arrangements (responsibilities and procedures) for the appropriate cleaning of equipment e.g. hoists, beds, commodes and are these incorporated within appropriate cleaning, disinfection and decontamination policies?			
Is your supply and provision of linen and laundry appropriate for the level and type of care you provide?			

	Yes	No	Details / Action Required
<p>Do you have policies that cover:</p> <ul style="list-style-type: none"> <li>• Cleaning services?</li> <li>• Building and refurbishment, including air-handling systems?</li> <li>• Waste management?</li> <li>• Laundry arrangements for used and infected linen?</li> <li>• Planned preventative maintenance?</li> <li>• Pest control?</li> <li>• Management of drinkable and non-drinkable water supplies?</li> <li>• Minimising the risk of Legionella by adhering to national guidance?</li> <li>and</li> <li>• Food services, including food hygiene and food brought into the care setting by service users, staff and visitors?</li> </ul>			
<p>Do your policies provide guidance on:</p> <ul style="list-style-type: none"> <li>• Decontamination of the environment – including cleaning and disinfection of the fabric, fixtures and fittings of your building (walls, floors, ceilings and bathroom facilities)?</li> <li>• Decontamination of equipment – including cleaning and disinfection of items that come into contact with people using your service e.g. beds, commodes, mattresses, hoists, slings?</li> <li>• Decontamination of reusable medical devices – including cleaning, disinfection and sterilisation of invasive medical devices e.g. nebulisers, syringe drivers, blood glucose meters</li> </ul>			

	Yes	No	Details / Action Required
Are staff trained in cleaning and decontamination processes and do they hold appropriate competencies for their role?			
Do you keep records of decontamination processes?			
<b>Criterion 3</b> Ensure appropriate antimicrobial use to optimise patient outcomes and to reduce the risk of adverse events and antimicrobial resistance	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Do you provide information to people (taking into account their communication needs) and their visitors on: <ul style="list-style-type: none"> <li>• General principles on the prevention and control of infection?</li> <li>• Roles and responsibilities of relatives and advocates in the prevention and control of infection when visiting people?</li> <li>• The importance of compliance of visitors with hand hygiene?</li> <li>• Importance of compliance with your policy on visiting?</li> <li>• Reporting failures of hygiene and cleanliness</li> <li>• Explanations of incident/outbreak management?</li> </ul>			
<b>Criterion 4</b> Provide suitable accurate information on infections to service users, their visitors and any person concerned with providing further support or nursing/medical care in a timely fashion	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Do you ensure accurate information about individual service users is communicated in an appropriate manner and considers confidentiality?			

	Yes	No	Details / Action Required
Does this information accompany the person to whom it relates? e.g. infection status			
<b>Criterion 5</b> Ensure prompt identification of people who have or are at risk of developing infection so that they receive timely and appropriate treatment to reduce the risk of transmitting infection to other people	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Do you inform your local health protection unit of any outbreaks or serious incidents relating to infection? (This may be done by a person's GP)			
<b>Criterion 6</b> Systems to ensure that all care workers (including contractors and volunteers) are aware of and discharge their responsibilities in the process of preventing and controlling infection	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Do you ensure that staff, contractors and others involved with the provision of care cooperate with you and each other in order for you to meet your obligations in this code?			
Is infection prevention and control included in: <ul style="list-style-type: none"> <li>• Job descriptions?</li> <li>• Induction programme?</li> <li>• Staff updates?</li> </ul> For all staff and volunteers?			

	Yes	No	Details / Action Required
Do you make contractors aware of any issues with regard to infection prevention and control and do they obtain 'permission to work'?			
Do you ensure that where staff undertake aseptic procedures, they are trained and demonstrate proficiency before being allowed to undertake these procedures independently?			
<b>Criterion 7</b> Provide or secure adequate isolation facilities	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Do you have arrangements in place to implement isolation precautions when a service user is suspected or known to have a transmissible infection?			

<b>Criterion 9</b> Have and adhere to policies, designed for the individual's care and provider organisations that will help to prevent and control infections	Yes	No	Details / Action Required
<p>Do you have a policy in place that concerns:</p> <ul style="list-style-type: none"> <li>• Standard infection prevention and control precautions?</li> <li>• Aseptic technique?</li> <li>• Outbreaks of communicable infection?</li> <li>• Isolation of service users with an infection?</li> <li>• Safe handling and disposal of sharps?</li> <li>• Prevention of occupational exposure to blood-borne viruses (BBV's), including prevention of sharps injuries?</li> <li>• Management of occupational exposure to BBV's and post-exposure prophylaxis?</li> <li>• Closure of rooms and the home to new admissions?</li> <li>• Disinfection?</li> <li>• Decontamination of reusable medical devices?</li> <li>• Single use medical devices</li> <li>• Control of outbreaks and infections associated with specific alert organisms (e.g. MRSA, respiratory illness, diarrhoeal outbreaks, C. difficile)</li> <li>• Safe handling and disposal of waste?</li> <li>• Packaging, handling and delivery of laboratory specimens?</li>   <li>• Care of deceased persons?</li> <li>• Use and care of invasive devices (e.g. PEG tubes, syringe drivers)?</li> <li>• Dissemination of information about infections?</li> <li>• Isolation facilities</li> <li>• Uniform and dress code?</li> <li>• Immunisation of service users?</li> </ul> <p>And is your policy clearly marked with a review date?</p>			



	Yes	No	Details / Action Required
Is your policy based on evidence-based guidelines, including those on hand hygiene at the point of care and the use of personal protective equipment?			
Is your policy easily accessible and understood by all groups of staff, service users and the public?			
<b>Criterion 10</b> Providers have a system in place to manage the occupational health needs and obligations of staff in relation to infection	<b>Yes</b>	<b>No</b>	<b>Details / Action Required</b>
Does your policy include: <ul style="list-style-type: none"> <li>• Health screening for communicable diseases?</li> <li>• How exposure to infections will be managed?</li> <li>• Risk assessment of the need for immunisations?</li> <li>• Responsibilities of staff to report episodes of illness?</li> <li>• Circumstances under which staff may need to be excluded from work?</li> </ul>			
Are you able to get advice when needed regarding occupational health e.g. through an insurance company, GP or occupational health agency?			

	Yes	No	Details / Action Required
Do you ensure all your staff complete a confidential health assessment after a conditional offer of employment?			
Do you ensure staff provide information about residence overseas, previous and current illness, and immunisation against relevant infections?			
Do your staff undertake training in the prevention and control of infection that meets the standards in the relevant Skills for Care Knowledge Set?			
Do you make a Level 2 award in the prevention and control of infection available to your staff (this may be as part of their Health and Social Care Diploma)			
Do you keep a record of all staff induction and training?			

Completed by:

Date:

Actions added to Service Improvement Plan by:

Date:

Next Audit Due: