

# Table of Contents

Contents	Description	Action
<b>Section 1: CQC Registration Requirements</b>		
1. Your Evidence of Compliance with The Code of Practice* Audit Tool for Care Homes <i>(* Health and Social Care Act 2008: Code of Practice on the prevention and control of infection and related guidance)</i>	This tool has been produced to assist you with providing evidence of compliance with the 'The Code of Practice' required for Care Quality Commission (CQC) inspections. <b>MASTER COPY – Please photocopy</b>	To be completed as soon as possible. A copy of the results should be kept locally. You should review this tool and your results annually
2. How CQC regulates: Residential adult social care services Provider handbook	This Care Quality Commission (CQC) Provider Handbook describes the approach to: <ul style="list-style-type: none"> <li>• regulating</li> <li>• inspecting</li> <li>• monitoring.</li> </ul> Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference
3. How CQC regulates: Residential adult social care services – Appendices to the provider handbook	Details the CQC appendices for the Provider Handbook. Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference
4. Residential key lines of enquiry (KLOE), prompts and potential sources of evidence	CQC prompts and sources of evidence. Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference
5. Adult social care, residential – characteristics of each rating level	CQC characteristics to help making judgements against each question. Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference

Contents	Description	Action
<b>Section 2: Audit Tools and Assessment Records</b>		
6. Monitoring and Audit Review timescales for care homes	List of key areas to be audited together with timescales.	For reference
7. Audit Tool: Infection Prevention and Control Audit Tool of compliance (Environment, IPC Policies and Practices) for Care Homes	Infection Prevention and Control (IPC) Audit Tool which covers all aspects of the Care Home Environment, IPC Policies and Practices. <b>MASTER COPY – Please photocopy</b>	The IPC Audit Tool should be completed at least yearly and any actions identified and addressed in an action plan. A copy of the results should be kept locally
8. Assessment Record: Aseptic Technique Competency for Care Homes	Aseptic Technique Competency Assessment Record. <b>MASTER COPY – Please photocopy</b>	Staff should be assessed annually and a copy of their results should be kept locally
9. Audit Tool: Aseptic Technique Procedure for Care Homes	Aseptic Technique Procedure Audit Tool for urinary catheterisation and wound dressing. <b>MASTER COPY – Please photocopy</b>	Used to assess the competency of staff who undertake an aseptic technique procedure and a copy of their results should be kept locally
10. Audit Tool: Decontamination of Equipment for Care Homes	Decontamination of Equipment Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken monthly and a copy of the results kept locally
11. Audit Tool: Environmental Cleanliness Checklist/Audit Tool for Care Homes	Environmental Cleanliness Checklist. <b>MASTER COPY – Please photocopy</b>	Checklist to be undertaken weekly and a copy of the results kept locally
12. Audit Tool: Hand Hygiene for Care Homes	Hand Hygiene Audit Tool incorporating 'your 5 moments', hand hygiene technique and Bare Below the Elbows. Audits should be undertaken monthly, ensuring each member of staff is assessed on their technique on at least an annual basis. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken monthly and a copy of the results should be kept locally
13. Audit Tool: Mattress for Care Homes	Mattress Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken on a regular basis and a copy of the results kept locally
14. Audit Tool: Pressure Relieving Cushions for Care Homes	Pressure Relieving Cushions Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken on a regular basis and a copy of the results kept locally

Contents	Description	Action
<b>Section 3: Posters, Notices and Leaflets</b>		
15. Actions to be taken following a sharps injury, blood splash or body fluid incident poster	Flow chart poster showing procedure to follow after an inoculation incident. <a href="#">** Additional copies available to purchase, contact 01423 557340 for further details</a>	Display copy in clinical room (3 printed copies)
16. Are you or have you been suffering from diarrhoea and/or vomiting in the last 48 hours	Poster for display at the entrance. ( <a href="#">** See above</a> )	Display at the entrance (1 printed copy)
17. Bare Below the Elbows poster	Description of 'Bare Below the Elbows'. ( <a href="#">** See above</a> )	Display a copy on the IPC noticeboard (3 printed copies)
18. Bristol Stool Form Scale poster	Poster for display in the sluice/dirty room. ( <a href="#">** See above</a> )	Display in the sluice/dirty room (3 printed copies)
19. Correct order for putting on and removing Personal Protective Equipment (PPE) poster	Poster demonstrating the correct order for putting on and removing personal protective equipment	For reference and use as an education tool (1 printed copy)
20. Do you have an outbreak of viral gastroenteritis flow chart?	Flow chart to be followed in the event of a suspected outbreak. ( <a href="#">** See above</a> )	For reference, accessible to all staff (3 printed copies)
21. Hand Hygiene Technique for staff poster	Poster demonstrating the correct technique for hand washing to be displayed above clinical hand wash basins. ( <a href="#">** See above</a> )	Display a copy on the IPC noticeboard and above clinical hand wash basins (7 copies)
22. Handwashing Guide for Service Users/Visitors poster	Handwashing poster for service users and visitors. ( <a href="#">** See above</a> )	Display above service users hand wash facilities and public toilets (6 printed copies)
23. Handwashing Information leaflet for community service users and relatives	Leaflet for service users and relatives on Handwashing. ( <a href="#">** See above</a> )	For distribution to service users and relatives (3 printed copies)
24. National Colour Coding Scheme poster for cleaning materials	Poster showing the national colour code for cleaning materials. ( <a href="#">** See above</a> )	Display copy in the cleaners room (3 printed copies)
25. This facility is closed poster	Poster for display at entrance during an outbreak. ( <a href="#">** See above</a> )	Display during outbreaks (1 copy)
26. Thumbs up to help prevent infections spreading	Poster giving advice on staff hand hygiene to service users and visitors. ( <a href="#">** See above</a> )	Display copy on IPC notice board (3 printed copies)
27. Viral Gastroenteritis factsheet – information for service users and visitors	Factsheet for services users and visitors. ( <a href="#">** See above</a> )	To be distributed as appropriate (1 printed copy)
28. Viral Gastroenteritis Outbreak guidance for Care Homes poster	Guidance on the procedure to follow during an outbreak. ( <a href="#">** See above</a> )	For display (3 printed copies)
29. Your 5 moments for hand hygiene at the point of care poster	Describes the key moments for hand hygiene ( <a href="#">** See above</a> )	Display a copy on the IPC noticeboard (3 printed copies)

Contents	Description	Action
<b>Section 4: Infection Prevention and Control Information</b>		
30. Inter-Health and Social Care Infection Control Transfer Form	Form to be completed for every service user being transferred to another health and social care provider informing them of the service user's infection risk. <b>MASTER COPY – Please photocopy</b>	Reproduce as required
31. Cleaning notice poster	Posters for display encouraging reporting of breaches in the standard of hygiene. (* See above)	Display in appropriate areas for visitors (3 printed copies)
32. Declaration of Contamination Status Form	Form to be completed for any equipment prior to inspection, service or repair. <b>MASTER COPY – Please photocopy</b>	Reproduce as required
33. Local contact numbers for reporting outbreaks of infection and Infection Prevention and Control advice	Poster for display giving local contact numbers. (* See above)	Complete information and display a copy on the IPC noticeboard (3 copies)
34. Job Description Addendum – Community Infection Prevention and Control	Addendum or paragraph on Infection Prevention and Control for adding to Job descriptions for all staff. <b>MASTER COPY – Please photocopy</b>	Please ensure all staff have this addendum or the paragraph included in their current job descriptions
35. Community Infection Prevention and Control Website and Guidance for Health and Social Care (IPC Policies)	A wide selection of infection prevention and control resources, including 25 Infection Prevention and Control (IPC) guidance documents appropriate to regulated activities. These IPC Guidance documents can be adopted as Policy documents.  Some resources are free to download, such as the IPC Guidance documents, or available to purchase. For further information please visit <a href="http://www.infectionpreventioncontrol.co.uk">www.infectionpreventioncontrol.co.uk</a> .	Copies of IPC policy and guidance documents should be available
36. Preventing Infection Workbook and Guidance for Health and Social Care and Case Study	Information on the A5 72 page Workbook to help organisations achieve compliance with the Health and Social Care Act 2008 and CQC registration requirements in relation to infection prevention and control.	All staff should receive a personal copy. Certificate of completion to be signed by the Manager when 100% competency has been achieved and record as evidence of learning

Contents	Description	Action
<b>Section 5: National Infection Prevention and Control key reference documents</b>		
37. National specifications for cleanliness: Guidance on setting and measuring performance outcomes in care homes (NHS National Patient safety Agency 2010)	Information the specifications for cleanliness.  Available to download at <a href="http://www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/">www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/</a>	Download and have available electronically (or a paper copy) for reference
38. Revised Healthcare Cleaning Manual (June 2009)	Designed for the NHS, but contains helpful information on method statements for cleaning techniques. Cover page only giving web address to document.  Available to download at <a href="http://www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/">www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/</a>	Download and have available electronically (or a paper copy) for reference
39. Part of the Revised Healthcare Cleaning Manual: Washroom Cleaning (June 2009)	Section on Washroom Cleaning, e.g., bathrooms, showers, handwash basins.  Available to download at <a href="http://www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/">www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/</a>	For reference
40. Prevention and control of infection in care homes – an information resource (February 2013)	Department of Health and Health Protection Agency (February 2013) guidance.  Available to download at <a href="http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/214929/Care-home-resource-18-February-2013.pdf">www.gov.uk/government/uploads/system/uploads/attachment_data/file/214929/Care-home-resource-18-February-2013.pdf</a>	Download and have available electronically (or a paper copy) for reference
41. The Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance (July 2015)	Department of Health guidance (July 2015).  Available to download at <a href="http://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance">www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance</a>	Download and have available electronically (or a paper copy) for reference