

# Table of Contents

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<b>Section 1: CQC Registration Requirements</b>		
1.1 Checklist for compliance with The Code of Practice 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 Checklist 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
1.2 How CQC monitors, inspects and regulates adult social care services	This Care Quality Commission (CQC) approach to: <ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Inspecting</li> <li>• Regulating</li> </ul> Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference
1.3 Key lines of enquiry (KLOE), prompts and ratings characteristics for adult social care services	CQC framework used to assess adult social care services. Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference
1.4 The Adult Social Care Key Lines of Enquiry (KLOE) and Prompts: Sources of evidence	Sources of evidence: what the CQC Inspectors look at against each KLOE Go to <a href="http://www.cqc.org.uk/">www.cqc.org.uk/</a> to download the latest version.	For reference

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<b>Section 2: Audit Tools and Assessment Records</b>		
2.1 Monitoring and Audit Review timescales for care homes	List of key areas to be audited together with timescales.	For reference
2.2 Annual 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
2.3 Aseptic Technique Competency Assessment Record 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
2.4 Aseptic Technique Procedure Audit Tool 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
2.5 Decontamination of Equipment Audit Tool 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
2.6 Environmental Cleanliness 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
2.7 Hand Hygiene Audit Tool 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
2.8 Mattress Audit Tool 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
2.9 Pressure Relieving Cushions Audit Tool 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

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<b>Section 3: Posters, Notices and Leaflets</b>			
3.1	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)
3.2	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)
3.3	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)
3.4	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)
3.5	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)
3.6	Correct Sharps Disposal poster	Poster showing the correct colour coded sharps container. ( <a href="#">* See above</a> )	For reference and use as an education tool (1 printed copy)
3.7	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)
3.8	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 printed copies)
3.9	Hand Hygiene 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)
3.10	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)
3.11	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)
3.12	Sharps Injury 'Bleed it, Wash it, Cover it, Report it' poster	Poster showing the correct procedure in the event of a needlestick or sharps injury. ( <a href="#">* See above</a> )	For reference and use as an education tool (1 printed copy)

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3.13 This facility is closed poster	Poster for display at entrance during an outbreak. (* See above)	Display during outbreaks (1 printed copy)
3.14 Thumbs up to help prevent infections spreading	Poster giving advice on staff hand hygiene to service users and visitors. (* See above)	Display copy on IPC notice board (3 printed copies)
3.15 Viral Gastroenteritis factsheet – information for service users and visitors	Factsheet for services users and visitors. (* See above)	To be distributed as appropriate (1 printed copy)
3.16 Viral Gastroenteritis Outbreak guidance for Care Homes poster	Guidance on the procedure to follow during an outbreak. (* See above)	For display (3 printed copies)
3.17 Waste stream guide for Care Home settings poster	Poster showing the correct colour waste stream for Care Homes (* See above)	For reference (1 printed copy)
3.18 Your 5 moments for hand hygiene at the point of care poster	Describes the key moments for hand hygiene (* See above)	Display a copy on the IPC noticeboard (3 printed copies)

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<b>Section 4: Infection Prevention and Control Information</b>		
4.1 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)
4.2 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
4.3 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
4.4 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
4.5 Local contact numbers for reporting outbreaks of infection and Infection Prevention and Control advice for Care Homes	Poster for display giving local contact numbers. (* See above)	Complete information and display a copy on the IPC noticeboard (3 copies)
4.6 Community Infection Prevention and Control Website and Policies for Care Homes	Introduction to the 'one-stop-shop' website for infection prevention and control, including over 25 Infection Prevention and Control (IPC) Policies for Care Homes appropriate to regulated activities. These IPC Policies documents can be adopted as Policy documents.  Some resources are free to download, such as the IPC Policy 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
4.7 Preventing Infection Workbook: Guidance for Care Homes and Case Study	Information on the A5 76 page Workbook to help care homes achieve compliance with The Code of Practice 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

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<b>Section 5: National Infection Prevention and Control key reference documents</b>		
5.1 Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance (July 2015)	<p>Department of Health guidance (July 2015).</p> <p>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></p>	Download and have available electronically (or a paper copy) for reference
5.2 National specifications for cleanliness: Guidance on setting and measuring performance outcomes in care homes (NHS National Patient safety Agency 2010)	<p>Information the specifications for cleanliness.</p> <p>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></p>	Download and have available electronically (or a paper copy) for reference
5.3 Revised Healthcare Cleaning Manual (June 2009)	<p>Designed for the NHS, but contains helpful information on method statements for cleaning techniques. Cover page only giving web address to document.</p> <p>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></p>	Download and have available electronically (or a paper copy) for reference
5.4 Part of the Revised Healthcare Cleaning Manual: Washroom Cleaning (June 2009)	<p>Section on Washroom Cleaning, e.g., bathrooms, showers, handwash basins.</p> <p>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></p>	For reference
5.5 Prevention and control of infection in care homes – an information resource (February 2013)	<p>Department of Health and Health Protection Agency (February 2013) guidance.</p> <p>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></p>	Download and have available electronically (or a paper copy) for reference