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Section 1: CQC registration requirements		
1.1 Checklist for compliance with The Code of Practice* for GP practices (* <i>Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance</i>)	This checklist has been produced to assist you with providing evidence of compliance with the <i>Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance</i> and CQC registration requirements MASTER COPY – Please photocopy	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 Infection Prevention and Control Specification for the standard of cleanliness in General Practice	This tool has been produced to assist you with providing evidence of compliance with the <i>Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance</i> and CQC requirements for registration MASTER COPY – Please photocopy	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
1.3 How CQC monitors, inspects and regulates NHS GP practices	This document, published October 2017 describes the approach to: <ul style="list-style-type: none">• Regulating• Inspecting• Rating Go to www.cqc.org.uk/guidance-providers/gps to download the latest version	For reference
1.4 Key lines of enquiry (KLOE), prompts and ratings characteristics for healthcare services	This updated document, implemented in November 2017, provides KLOE's prompts and identifies the services they apply to. Go to www.cqc.org.uk/guidance-providers/gps to download the latest version	For reference
1.5 Nigel's surgery: tips and mythbusters for GP practices	The CQC's Senior National GP Advisor, Professor Nigel Sparrow, clears up common myths about CQC inspections Go to www.cqc.org.uk/guidance-providers/gps/nigels-surgery-tips-mythbusters-gp-practices to see the latest updates	For reference

Contents	Description	Action
Section 2: Audit Tools and Assessment Records		
2.1 Monitoring and Audit Arrangements	Audits to be undertaken and their frequency	For reference
2.2 Audit Tool: Infection Prevention and Control Compliance (Environment, IPC Policies and practices) for General Practice	<p>Annual Infection Prevention and Control (IPC) Audit Tool for General Practice which covers all aspects of the environment, IPC Policies and practices</p> <p>An electronic version with automatic 'RAG' rating system is available.</p> <p>MASTER COPY – Please photocopy</p>	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 Assessment Record: Aseptic Technique Competency	<p>Aseptic Technique Competency Assessment Record Audit Tool for General Practice</p> <p>MASTER COPY – Please photocopy</p>	Staff should be assessed annually and a copy of their results should be kept locally
2.4 Audit Tool: Aseptic Technique Procedure	<p>Aseptic Technique Procedure Audit Tool for General Practice:</p> <ul style="list-style-type: none"> • Aseptic Technique Procedure Audit Tool - urinary catheterisation • Aseptic Technique Procedure Audit Tool - wound dressing <p>MASTER COPY – Please photocopy</p>	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 Audit Tool: Decontamination of Equipment	<p>Decontamination of Equipment Audit Tool for General Practice</p> <p>MASTER COPY – Please photocopy</p>	Audit Tool to be undertaken monthly and a copy of the results kept locally
2.6 Audit Tool: Environmental Cleanliness Audit Tool	<p>Environmental Cleanliness Audit Tool for General Practice</p> <p>MASTER COPY – Please photocopy</p>	Checklist to be undertaken weekly and a copy of the results kept locally
2.7 Audit Tool: Hand Hygiene	<p>Hand Hygiene Audit Tool for General Practice incorporating 'your 5 moments', hand hygiene technique and bare below the elbows. Please note that all staff should be assessed for hand hygiene technique on at least an annual basis</p> <p>MASTER COPY – Please photocopy</p>	Audit Tool to be undertaken on an annual rolling programme, e.g. monthly, and a copy of the results should be kept locally

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Section 3: Posters and Leaflets		
3.1 Actions to be taken following a sharps injury, blood splash or body fluid incident	Flow chart poster showing procedure to follow after an inoculation incident. * Additional copies available to purchase, contact 01423 557340 for further details	Display in clinical areas (3 printed copies)
3.2 Are you or have you been suffering from diarrhoea and/or vomiting in the last 48 hrs	Poster for display during outbreaks of viral gastroenteritis/Norovirus. (* See above)	Display at the entrance (1 printed copy)
3.3 Bare Below the Elbows poster	Description of 'Bare Below the Elbows'. (* See above)	For reference (1 printed copy)
3.4 Bristol Stool Form Scale poster	For display in sluice where applicable. For use with the Inter-Health and Social Care Infection Control Transfer Form. (* See above)	Display in the sluice/dirty room. For reference (1 printed copy)
3.5 Correct order for putting on and removing Personal Protective Equipment poster	Poster demonstrating the correct order for putting on and removing personal protective equipment	For reference and use as an educational tool (1 printed copy)
3.6 Correct Sharps Disposal poster	Poster showing the correct colour coded sharps containers	Display in clinical areas (3 printed copies)
3.7 Hand Hygiene Technique for staff poster	Poster demonstrating the correct technique for hand washing to be displayed above clinical hand wash basins. (* See above)	Display above clinical hand wash basins (6 printed copies)
3.8 Hand Hygiene Information leaflet for community service users and relatives	Leaflet for patients and relatives on handwashing. (* See above)	For distribution to patients and relatives (3 printed copies)
3.9 National Colour Coding Scheme poster for cleaning materials	Poster showing the national colour code for cleaning materials for General Practices. (* See above)	Display copy in the cleaners room (1 printed copy)
3.10 Sharps injury poster	Poster showing the correct procedure in the event of a needlestick or sharps injury. (* See above)	Display in clinical areas (2 printed copies)
3.11 Stop – Isolation area poster	Double sided Isolation area poster stating 'no unauthorised entry' and 'awaiting deep clean'. (* See above)	Display copy outside designated isolation area (1 printed copy)
3.12 Stop the spread of germs – please wash your hands poster	Handwashing poster for patients, visitors and staff toilets (not for use at clinical handwash basins). (* See above)	Display above patient hand wash facilities in toilet areas (4 printed copies)
3.13 Thumbs up to help prevent infections spreading poster	Poster giving advice on staff hand hygiene to service users and visitors. (* See above)	For reference (1 printed copy)
3.14 Waste stream guide poster	Poster showing the correct colour waste stream for General Practice. (* See above)	For reference (1 printed copy)
3.15 Your 5 moments for hand hygiene at the point of care poster	Poster showing the key moments for hand hygiene at the point of care. (* See above)	Display in clinical areas (3 printed copies)

Contents	Description	Action
Section 4: Infection Prevention and Control Information, Notices and Forms		
4.1 Cleaning notice poster	Laminated poster for display showing when facilities were cleaned and encouraging reporting of breaches in the standard of hygiene. Additional copies available to purchase, contact 01423 557340 for further details	Display in appropriate areas for visitors. Use a dry marker pen to record information (4 printed copies)
4.2 Declaration of Contamination Status Form	Form to be completed for any equipment prior to inspection, service or repair. MASTER COPY – Please photocopy	Reproduce as required
4.3 Inter-Health and Social Care Infection Control Transfer Form	Form to be completed for every patient being transferred to another health and social care provider informing them of the patient's infection risk MASTER COPY – Please photocopy	Reproduce as required
4.4 Job Description Addendum – Infection Prevention and Control	Addendum or paragraph on Infection Prevention and Control for adding to Job descriptions for all staff MASTER COPY – Please photocopy	Please ensure all staff have this addendum or the paragraph included in their current job descriptions
4.5 Local contacts for infection prevention and control advice for General Practice	Poster for display giving local contacts. Additional copies available to purchase, contact 01423 557340 for further details	Complete information and display a copy on the IPC noticeboard (3 copies)
4.6 Policies: Community Infection Prevention and Control Guidance for General Practice (IPC Policy folder)	23 Infection Prevention and Control guidance documents appropriate to regulated activities. These guidance documents can be adopted as Policy documents. Downloadable free of charge from www.infectionpreventioncontrol.co.uk Alternatively, available to purchase in an A4 ring folder, contact 01423 557340 for further details	Copies of IPC policy and guidance documents should be available
4.7 Preventing Infection Workbook and Guidance for General Practice	A5 sized Workbook to help organisation with CQC infection prevention and control requirements and achieve compliance with the <i>Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance</i>	All staff to receive personal copies. Certificate of completion when 100% competency achieved and record as evidence of learning
4.8 Preventing Infection Workbook and Guidance for General Practice - Feedback and Case Study	Example of achieving compliance with the <i>Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance</i> and CQC registration requirements	For reference

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Section 5: National Infection Prevention and Control key reference documents		
5.1 Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance	Available to download at 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	Download and have available electronically (or a paper copy) for reference
5.2 National specifications for cleanliness in the NHS: Guidance on setting and measuring performance outcomes in primary care medical and dental premises (NHS National Patient safety Agency August 2010)	Information on the specifications for cleanliness Available to download at www.nrls.npsa.nhs.uk/resources/patient-safety-topics/environment/	For reference
5.3 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 www.nrls.npsa.nhs.uk/EasySiteWeb/getresource.axd?AssetID=61814	Download and have available electronically (or a paper copy) for reference