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Contents	Description	Action
Section 1: CQC registration requirements		
1.1 Checklist for compliance with The Code of Practice* for GP practices *(*Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance)*	This checklist has been produced to assist you with providing evidence of compliance with the *Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance* 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: National Standards of Healthcare Cleanliness in General Practice	This tool has been produced to assist you with providing evidence of compliance with the *Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance,* CQC requirements for registration and the National Standards of Healthcare Cleanliness 2021 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, updated August 2021 describes the approach to: • Regulating • Inspecting • Rating Go to www.cqc.org.uk/guidance-providers/gps/how-we-monitor-inspect-regulate-gp-practices to download the latest version	For reference
1.4 Key lines of enquiry (KLOE), prompts and ratings characteristics for healthcare services	This document, implemented in November 2017, updated August 2020, provides KLOE's prompts and identifies the services they apply to. Go to www.cqc.org.uk/guidance-providers/healthcare/key-lines-enquiry-healthcare-services to download the latest version	For reference
1.5 GP mythbuster 99: Infection prevention and control in General Practice (CQC)	GP mythbusters clear up some common myths about their inspections of GP services, independent doctors and clinics and out-of-hours services and share agreed guidance to best practice. Go to www.cqc.org.uk/guidance-providers/gps/gp-mythbusters to see the latest updates	For reference

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Section 2: Audit Tools and Assessment Records		
2.1 Monitoring and audit review timescales for General Practice	Audits to be undertaken and their frequency	For reference
2.2 Annual Infection Prevention and Control Audit Tool of compliance (Environment, IPC Policies and practices) for General Practice	Annual Infection Prevention and Control (IPC) Audit Tool for General Practice which covers all aspects of the environment, IPC Policies and practices An electronic version with automatic 'RAG' rating system is available. MASTER COPY – Please photocopy	The IPC Audit Tool should be completed at least annually 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 General Practice	Aseptic technique competency Assessment Record for General Practice MASTER COPY – Please photocopy	Staff should be assessed annually and a copy of their results should be kept locally
2.4 Aseptic technique procedure Audit Tool for General Practice	Aseptic technique procedure Audit Tool for General Practice: • Aseptic technique procedure Audit Tool - urinary catheterisation • Aseptic technique procedure Audit Tool - wound dressing MASTER COPY – Please photocopy	Used to annually assess the competency of staff who undertake an aseptic technique procedure and a copy of their results should be kept locally
2.5 Hand hygiene Audit Tool for General Practice	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 MASTER COPY – Please photocopy	Audit Tool to be undertaken on an annual rolling programme, e.g. monthly, and a copy of the results should be kept locally
2.6 Personal protective equipment Audit Tool for General Practice (Putting on and removing PPE)	Personal protective equipment Audit Tool. Audits should be undertaken monthly on a rolling programme, ensuring each member of staff is assessed on their technique on at least an annual basis. MASTER COPY – Please photocopy	Audit Tool to be undertaken on an annual rolling programme, e.g. monthly and a copy of the results should be kept locally
2.7 Safe management of care equipment Audit Tool for General Practice	Safe management of care equipment Audit Tool for General Practice. It is good practice, in addition to the National Standards of Healthcare Cleanliness 2021 mandatory audits, to complete monthly audits. MASTER COPY – Please photocopy	Audit Tool to be undertaken monthly and a copy of the results kept locally
2.8 Safe management of the care environment Audit Tool for General Practice	Safe management of the care environment Audit Tool for General Practice. It is good practice, in addition to the National Standards of Healthcare Cleanliness 2021 mandatory audits, to complete weekly audits. MASTER COPY – Please photocopy	Audit Tool to be undertaken weekly and a copy of the results 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 Poster	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 hours Poster	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 (PPE) 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	Laminated poster demonstrating the correct technique for handwashing to be displayed above clinical handwash basins. (* See above)	Display above clinical handwash 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 for cleaning materials and equipment in General Practice Poster	Poster showing the national colour code for cleaning materials for General Practices. (* See above)	Display copy in the cleaner's room (1 printed copy)
3.10 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. (* See above)	Display in clinical areas (2 printed copies)
3.11 Stop - Isolation area for General Practice 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 handwash facilities in toilet areas (4 printed copies)
3.13 Thumbs up to help prevent infections	Poster giving advice on staff hand hygiene to service users and visitors. (* See above)	For reference

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spreading Poster		(1 printed copy)
3.14 Waste stream guide for General Practice 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 for General Practice Poster	Poster showing the key moments for hand hygiene at the point of care. (* See above)	Display in clinical areas (3 printed copies)
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	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 NHS Community Infection Prevention and Control Website and Policies for General Practice Flyer	25 Community Infection Prevention and Control Policies appropriate to regulated activities. These documents can be adopted as Policies. Downloadable free of charge from www.infectionpreventioncontrol.co.uk. Alternatively, available to purchase in full colour in an A4 presentation folder, contact 01423 557340 for further details	Copies of Community IPC Policies should be available
4.7 Preventing Infection Workbook: Guidance for General Practice, feedback and case study	A5 sized Workbook to help organisation with CQC infection prevention and control requirements and achieve compliance with *The Code of Practice on the prevention and control of infections and related guidance*, feedback and an example of achieving compliance	All staff to receive personal copies. Certificate of completion when 100% competency achieved and record as evidence of learning

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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, The (Department of Health, July 2015) *(The Code of Practice)*	*The Code of Practice* states that good management and organisational processes are crucial to make sure that high standards of infection prevention (including cleanliness) are developed. It also sets out the 10 criteria against which the CQC will judge a registered provider on how it complies with IPC requirements. 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 Managing Medical Devices Guidance or health and social care organisations (Medicines and Healthcare products Regulatory Agency, January 2021)	The purpose of this document is to outline a systematic approach to the acquisition, deployment, maintenance (preventive maintenance and performance assurance), repair and disposal of medical devices. Available to download at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/982127/Managing_medical_devices.pdf	For reference
5.3 National Standards of Healthcare Cleanliness 2021 (NHS England, April 2021), appendices and supporting documentation	Healthcare establishments must be able to demonstrate how and to what standard they are being cleaned. The NHS has rightly earned a high reputation for the cleanliness of its environments. The National Standards of Healthcare Cleanliness 2021 apply to all healthcare environments and replace the National specifications for cleanliness in the NHS 2007 (and amendments) published by the National Patient Safety Agency. To encourage continuous improvement they combine mandates, guidance, recommendations and good practice. www.england.nhs.uk/publication/national-standards-of-healthcare-cleanliness-2021-supporting-documents/	For reference and download
5.4 National Standards of Healthcare Cleanliness 2021 for General Practice (examples adapted for General Practice)	In addition to the supporting documents in Reference No 5.3, further supporting documents, e.g. 'National Standards of Healthcare Cleanliness Cleaning Audit Score Sheet An example adapted for General Practice', 'Efficacy Audit (Checklist)', an example set of 'Commitment to Cleanliness Charters' adapted for General Practice for each of the 'Functional risk' categories, are available to download at www.infectionpreventioncontrol.co.uk.	For reference and download. Cleaning Audit Score Sheets to be undertaken as per functional risk assessment, Efficacy Audits to be undertaken annually, and a copy of the results kept locally. Completed commitment to cleanliness charter posters are displayed in all required areas
5.5 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. Please note: The National Patient Safety Agency website has now been archived and this document should be used with caution. Available to download at https://webarchive.nationalarchives.gov.uk/20100721101747/http://www.nrls.npsa.nhs.uk/resources/type/guidance/?entryid45=61830&cid=898358&p=2	Download and have available electronically (or a paper copy) for reference