

## IPC CQC inspection preparation Pack for Care Homes

# Table of contents

Contents	Description	Action
<b>Section 1: CQC registration requirements</b>		
1.1 Checklist for compliance with <i>The Code of Practice</i> for Care Homes  <i>The Health and Social Care Act 2008: Code of Practice on the prevention and control of infection and related guidance (The Code of Practice)</i>	This Checklist has been produced to assist you with providing evidence of compliance with the <i>The Code of Practice</i> 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 describes the Care Quality Commission's (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 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
1.5 Adult Social Care Key Lines of Enquiry mapped to requirements regulated by CQC	Suggested mapping for the KLOE. Go to <a href="http://www.cqc.org.uk">www.cqc.org.uk</a> to download the latest version	For reference
1.6 Infection prevention and control in care homes (CQC)	A set of questions and prompts used by CQC Inspectors to look at how well staff and people living in care homes are protected by infection prevention and control (IPC). Go to <a href="http://www.cqc.org.uk">www.cqc.org.uk</a> to view the latest version	For reference

Contents	Description	Action
<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>	Audit Tool should be completed at least yearly and 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 the 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 annually assess the competency of staff who undertake an aseptic technique procedure and a copy of the results should be kept locally
2.5 Commode and commode pan Audit Tool for Care Homes	Commode and commode pan Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken weekly and a copy of the results should be kept locally
2.6 Enteral tube feeding Audit Tool for Care Homes	Enteral tube feeding Audit Tool. <b>MASTER COPY – Please photocopy</b>	Staff should be assessed annually and a copy of the results should be 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 on a rolling programme, 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 and mattress cover Audit Tool for Care Homes	Mattress and mattress cover Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken on a monthly basis and a copy of the results kept locally
2.9 Personal protective equipment Audit Tool for Care Homes (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. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken monthly and a copy of the results should be kept locally

Contents	Description	Action
2.10 Pressure relieving cushion and cover Audit Tool for Care Homes	Pressure relieving cushion and cover Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken on a monthly basis and a copy of the results kept locally
2.11 Safe management of care equipment Audit Tool for Care Homes	Safe management of care equipment Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken monthly and a copy of the results kept locally
2.12 Safe management of the care environment Audit Tool for Care Homes	Safe management of the care environment Audit Tool. <b>MASTER COPY – Please photocopy</b>	Audit Tool to be undertaken weekly and a copy of the results kept locally
<b>Section 3: Posters, notices and leaflets (best practice is to laminate all displayed posters and notices)</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. <i>* Additional copies available to purchase, contact 01423 557340 for further details</i>	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	Poster giving advice for people who have had diarrhoea and/or vomiting in the last 48 hours. <i>(* See above)</i>	Display at the entrance (1 printed copy)
3.3 Bare Below the Elbows Poster	Description of 'Bare Below the Elbows'. <i>(* See above)</i>	Display a copy on the IPC noticeboard (3 printed copies)
3.4 Bristol Stool Form Scale Poster	Poster showing the different stool types to assist when completing a bowel history or stool chart record. <i>(* See above)</i>	Display in the sluice/dirty room (3 printed copies)
3.5 Cleaning and disinfecting a commode for Care Home settings Poster	Poster demonstrating the correct procedure for cleaning and disinfecting a commode. <i>(* See above or available free to download from <a href="http://www.infectionpreventioncontrol.co.uk">www.infectionpreventioncontrol.co.uk</a>)</i>	Display in the sluice/dirty room or for reference and use as an education tool (1 printed copy)
3.6 Cleaning and disinfecting a commode or bed pan manually for Care Home settings Poster	Poster demonstrating the correct procedure for cleaning and disinfecting a commode pan. <i>(* See above or available free to download from <a href="http://www.infectionpreventioncontrol.co.uk">www.infectionpreventioncontrol.co.uk</a>)</i>	Display in the sluice/dirty room or for reference and use as an education tool (1 printed copy)
3.7 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. <i>(* See above or available free to download from <a href="http://www.infectionpreventioncontrol.co.uk">www.infectionpreventioncontrol.co.uk</a>)</i>	Display or for reference and use as an education tool (1 printed copy)
3.8 Correct sharps disposal Poster	Poster showing the correct colour coded sharps container. <i>(* See above)</i>	Display or for reference and use as an education tool (1 printed copy)

Contents	Description	Action
3.9 Do you have an outbreak of viral gastroenteritis? Flow chart	Flow chart to be followed in the event of a suspected outbreak. (* See above)	Display or for reference, accessible to all staff (3 printed copies)
3.10 Hand hygiene technique for staff Poster	Poster demonstrating the correct technique for handwashing to be displayed above clinical handwash basins. (* See above)	Display a copy on the IPC noticeboard and above clinical hand wash basins (7 printed copies)
3.11 Hand hygiene Information leaflet for community service users and relatives	Leaflet for residents and relatives on handwashing. (* See above)	For distribution to residents and relatives (3 printed copies)
3.12 National colour coding scheme for cleaning materials and equipment in care homes Poster	Poster showing the national colour code for cleaning materials. (* See above)	Display copy in the cleaner's room (3 printed copies)
3.13 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 or for reference and use as an education tool (1 printed copy)
3.14 Stop the spread of germs – please wash your hands for at least 20 seconds Poster	Poster showing the correct handwashing procedure for service users and visitors. (* See above)	Display above resident's handwash facilities and public toilets (6 printed copies)
3.15 This facility is closed Poster	Poster informing visitors that the facility is closed due to a suspected outbreak of viral gastroenteritis. (* See above)	Display at entrance during outbreaks (1 printed copy)
3.16 Thumbs up to help prevent infections spreading Poster	Poster giving advice on staff hand hygiene to residents and visitors. (* See above)	Display copy on IPC notice board (3 printed copies)
3.17 Viral gastroenteritis Factsheet – Information for service users and visitors	Factsheet for residents and visitors. (* See above)	To be distributed as appropriate (1 printed copy)
3.18 Viral gastroenteritis outbreak guidance for Care Homes Poster	Guidance on the procedure to follow during an outbreak. (* See above)	Display or for reference and use as an education tool (3 printed copies)
3.19 Waste stream guide for Care Home settings Poster	Poster showing the correct colour waste stream for Care Homes (* See above)	Display or for reference and use as an education tool (1 printed copy)
3.20 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	Laminated posters for display encouraging reporting of breaches in the standard of hygiene and to record when the facilities were last cleaned. (* See above)	Display in appropriate areas for visitors and to record date and time of cleaning (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 resident being transferred to another health and social care provider, informing them of the resident’s infection risk, if no alternative document used, e.g. patient passport. <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	Poster for display giving local contact numbers. (* See above)	Complete information and display a copy on the IPC noticeboard (3 copies)
4.6 NHS Community Infection Prevention and Control Website and Policies for Care Home settings Flyer	Introduction to the ‘one-stop-shop’ website for infection prevention and control, including 29 Infection Prevention and Control (IPC) Policies for Care Home settings appropriate to regulated activities. These IPC Policies can be adopted by your organisation as their Policies.  Some resources are free to download, such as the IPC Policies, or are available to purchase. For further information please visit <a href="http://www.infectionpreventioncontrol.co.uk">www.infectionpreventioncontrol.co.uk</a> .	Copies of IPC policies 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 <i>The Code of Practice</i> and CQC registration requirements in relation to infection prevention and control education and training.	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 <i>The Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance</i> (Department of Health, July 2015) ( <i>The Code of Practice</i> )	<i>The Code of Practice</i> 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 <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
5.2 <i>How to get the most out of inspection – What a good inspection looks and feels like</i> (Care Quality Commission, 2020)	The CQC worked collaboratively to develop for adult social care the key principles and a shared understanding for providers and CQC inspectors that makes sure everyone can get the most out of inspection <a href="http://www.cqc.org.uk/sites/default/files/20200708_how_to_get_the_most_out_of_inspection.pdf">www.cqc.org.uk/sites/default/files/20200708_how_to_get_the_most_out_of_inspection.pdf</a>	Download and have available electronically (or a paper copy) for reference
5.3 <i>National specifications for cleanliness: Guidance on setting and measuring performance outcomes in care homes</i> (NHS National Patient Safety Agency, 2010)	Information on the specifications for cleanliness. Please note: The National Patient Safety Agency website has now been archived and this document should be used with caution. Available to download at <a href="https://webarchive.nationalarchives.gov.uk/20111011151037/http://www.nrls.npsa.nhs.uk/resources/search-by-audience/clinical-risk-managers/?entryid45=75240&amp;cord=DESC&amp;p=8">https://webarchive.nationalarchives.gov.uk/20111011151037/http://www.nrls.npsa.nhs.uk/resources/search-by-audience/clinical-risk-managers/?entryid45=75240&amp;cord=DESC&amp;p=8</a>	Download and have available electronically (or a paper copy) for reference
5.4 <i>Revised Healthcare Cleaning Manual</i> (NHS National Patient Safety Agency, 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 <a href="https://webarchive.nationalarchives.gov.uk/20100721101747/http://www.nrls.npsa.nhs.uk/resources/type/guidance/?entryid45=61830&amp;cid=898358&amp;p=2">https://webarchive.nationalarchives.gov.uk/20100721101747/http://www.nrls.npsa.nhs.uk/resources/type/guidance/?entryid45=61830&amp;cid=898358&amp;p=2</a>	Download and have available electronically (or a paper copy) for reference
5.5 <i>Prevention and control of infection in care homes – an information resource</i> (Department of Health and Health Protection Agency, February 2013)	An information resource to assist staff in taking all reasonable steps to protect residents and staff from acquiring infections and prevent cross infection; and to provide information and guidance on infection prevention and control that will assist managers in undertaking risk assessments. Available to download at <a href="http://www.gov.uk/government/publications/infection-prevention-and-control-in-care-homes-information-resource-published">www.gov.uk/government/publications/infection-prevention-and-control-in-care-homes-information-resource-published</a>	Download and have available electronically (or a paper copy) for reference