

## IPC CQC inspection preparation Pack for Care Homes

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<b>Section 1: CQC registration requirements</b>		
1.1 <i>Code of practice</i> compliance: Annual IPC Assurance Tool for Care Homes	This Assurance 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 infection and related guidance (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 document describes the 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/guidance-providers/adult-social-care/how-we-monitor-inspect-regulate-adult-social-care-services">www.cqc.org.uk/guidance-providers/adult-social-care/how-we-monitor-inspect-regulate-adult-social-care-services</a> to download the latest version (November 2021 at time of print; webpage updated April 2023).	For reference
1.3 Key lines of enquiry (KLOE), prompts and ratings characteristics for adult social care services	This document provides the key lines of enquiry (KLOEs), prompts and ratings characteristics to help inspectors to answer the five key questions: is the service safe, effective, caring, responsive and well-led? Go to <a href="http://www.cqc.org.uk/guidance-providers/adult-social-care/key-lines-enquiry-adult-social-care-services">www.cqc.org.uk/guidance-providers/adult-social-care/key-lines-enquiry-adult-social-care-services</a> to download the latest version (July 2022 at time of print).	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/sites/default/files/20180530%209001095%20ASC%20assessment%20framework%20with%20sources%20of%20evidence%20v4%2000.pdf">www.cqc.org.uk/sites/default/files/20180530%209001095%20ASC%20assessment%20framework%20with%20sources%20of%20evidence%20v4%2000.pdf</a> to download the latest version (v4.00 at time of print).	
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/sites/default/files/20180530%209001093%20ASC%20KLOEs">www.cqc.org.uk/sites/default/files/20180530%209001093%20ASC%20KLOEs</a>	For reference

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	<a href="#">%20mapped%20to%20the%20regulations%20v2%20000.pdf</a> to download the latest version (v2.00 June 2018 at time of print).	
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 people are protected by the prevention and control of infection. Go to <a href="http://www.cqc.org.uk/guidance-providers/residential-adult-social-care/infection-prevention-control-care-homes">www.cqc.org.uk/guidance-providers/residential-adult-social-care/infection-prevention-control-care-homes</a> to view the latest version (June 2022 at time of print).	For reference
1.7 How to get the most out of inspection – What a good inspection looks and feels like (CQC)	The CQC worked collaboratively to develop the key principles and a shared understanding for adult social care providers and CQC inspectors that makes sure everyone can get the most out of inspections. Go to <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> to download the latest version (July 2020 at time of print).	For reference
<b>Section 2: Audit Tools and Assessment Records</b>		
2.1 Monitoring and audit review timescales	Audits to be undertaken and their frequency.	For reference
2.2 SICPs Assurance: Annual IPC Audit Tool for Care Homes	Annual Infection Prevention and Control (IPC) Audit Tool for Care Homes, which covers 'Standard infection control precautions' (SICPs). <b>MASTER COPY – Please photocopy</b>	The SICP Assurance Audit Tool should be completed at least annually in conjunction with Resources 1.1 and 2.4-2.11. Any actions identified should be addressed in an action plan. A copy of the results should be kept locally
2.3 Aseptic technique competency: Annual Assessment Tool for Care Homes	Aseptic technique competency assessment tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Staff should be assessed annually and a copy of their results should be kept locally
2.4 Commode and commode pan compliance: Monthly Audit Tool for Care Homes	Commode and commode pan Audit Tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Audit to be undertaken monthly and a copy of the results should be kept locally
2.5 Enteral tube feeding compliance: Annual Audit Tool for Care Homes	Enteral tube feeding Audit Tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Staff should be assessed annually and a copy of the results should be kept locally
2.6 Hand hygiene compliance: Monthly Audit Tool for Care Homes	Hand hygiene Audit Tool for Care Homes incorporating 'Your 5 moments for hand hygiene at the point of care', 'Hand hygiene technique for staff' and 'Bare below the elbows'. Please note that all staff should be assessed for hand	Audit to be undertaken on an annual rolling programme, e.g. monthly, and a copy of the results should be kept

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	hygiene technique on at least an annual basis. <b>MASTER COPY – Please photocopy</b>	locally
2.7 Mattress and mattress cover compliance: Monthly Audit Tool for Care Homes	Mattress and mattress cover Audit Tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Audit to be undertaken on a monthly basis and a copy of the results kept locally
2.8 PPE (Putting on and removing) compliance: Monthly Audit Tool for Care Homes	Personal protective equipment Audit Tool for Care Homes. 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 to be undertaken on an annual rolling programme, e.g. monthly, and a copy of the results should be kept locally
2.9 Pressure relieving cushion and cover compliance: Monthly Audit Tool for Care Homes	Pressure relieving cushion and cover Audit Tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Audit to be undertaken on a monthly basis and a copy of the results kept locally
2.10 Safe management of care equipment compliance: Monthly Audit Tool for Care Homes	Safe management of care equipment Audit Tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Audit to be undertaken monthly and a copy of the results kept locally
2.11 Safe management of the care environment compliance: Monthly Audit Tool for Care Homes	Safe management of the care environment Audit Tool for Care Homes. <b>MASTER COPY – Please photocopy</b>	Audit to be undertaken monthly 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	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 appropriate staff areas, e.g. clinical room, office, staff room (3 printed copies)
3.2 Are you or have you been suffering from diarrhoea and/or vomiting in the last 48 hours	Poster giving advice for people who have had diarrhoea and/or vomiting in the last 48 hours. <a href="#">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display at the entrance (1 printed copy)
3.3 Bare below the elbows	Poster describing 'Bare below the elbows'. <a href="#">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display a copy on the IPC noticeboard and in appropriate staff areas (3 printed copies)
3.4 Bristol stool form scale	Poster showing the different stool types to assist when completing a bowel history, i.e. stool chart record or transfer documentation, e.g. an Inter-health and social care infection control transfer form or patient passport. <a href="#">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display in the sluice/dirty room and appropriate staff areas (3 printed copies)
3.5 Cleaning and disinfecting a commode	Poster demonstrating the correct procedure for cleaning and disinfecting a	Display in appropriate area, e.g.

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	commode. <a href="http://www.infectionpreventioncontrol.co.uk">Available free to download from www.infectionpreventioncontrol.co.uk</a>	sluice/dirty room, and use as an education tool (1 printed copy)
3.6 Cleaning and disinfecting a commode pan or bed pan manually	Poster demonstrating the correct procedure for cleaning and disinfecting a commode pan or bed pan. <a href="http://www.infectionpreventioncontrol.co.uk">Available free to download from www.infectionpreventioncontrol.co.uk</a>	Display in appropriate area, e.g. sluice/dirty room, and use as an education tool (1 printed copy)
3.7 Correct order for putting on and removing personal protective equipment (PPE)	Poster demonstrating the correct order for putting on and removing personal protective equipment. <a href="http://www.infectionpreventioncontrol.co.uk">Available free to download from www.infectionpreventioncontrol.co.uk</a>	Display in appropriate areas, e.g. donning and doffing stations, and use as an education tool (1 printed copy)
3.8 Correct sharps disposal	Poster showing the correct colour coded sharps container. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display in appropriate area, e.g. clinical room, and use as an education tool (1 printed copy)
3.9 Do you have an outbreak of viral gastroenteritis?	Flow chart to be followed in the event of a suspected outbreak. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display in appropriate areas, e.g. office, accessible to all staff (3 printed copies)
3.10 Hand hygiene technique for staff	Poster demonstrating the correct technique for hand hygiene to be displayed above clinical handwash basins. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display a copy on the IPC noticeboard and above clinical handwash basins (6 printed copies)
3.11 Hand hygiene information leaflet for community service users and relatives	Leaflet for residents and relatives on hand hygiene. <a href="http://www.infectionpreventioncontrol.co.uk">Available free to download from www.infectionpreventioncontrol.co.uk</a>	For distribution to residents and relatives (3 printed copies)
3.12 National colour coding scheme for cleaning materials and equipment in care homes	Poster showing the national colour code for cleaning materials and equipment in Care Homes. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display copy in the cleaner's room (3 printed copies)
3.13 Outbreak of infection - Visitors: Please seek advice before entering	Poster informing visitors that the facility has an outbreak of confirmed or suspected viral gastroenteritis. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display at entrance during outbreaks (1 printed copy)
3.14 Respiratory and cough hygiene	Poster showing the steps to help prevent the spread of colds, flu and other respiratory infections. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display in appropriate area, e.g. clinical room, and use as an education tool (1 printed copy)
3.15 Sharps injury 'Bleed it, Wash it, Cover it, Report it'	Poster showing the correct procedure in the event of a needlestick or sharps injury. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display in appropriate area, e.g. clinical room, and use as an education tool (1 printed copy)
3.16 Stop the spread of germs – please wash your hands for at least 20 seconds	Poster showing the correct handwashing procedure for residents and visitors. <a href="http://www.infectionpreventioncontrol.co.uk">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display above resident's handwash facilities and public toilets (6 printed copies)

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3.17 Thumbs up to help prevent infections spreading	Poster giving advice on staff hand hygiene to residents and visitors. <a href="#">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display copy on IPC notice board (3 printed copies)
3.18 Waste stream guide for Care Home settings	Poster showing the correct colour waste stream for Care Homes. <a href="#">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display in appropriate area, e.g. office, and use as an education tool (1 printed copy)
3.19 Your 5 moments for hand hygiene at the point of care	Describes the key moments for hand hygiene. <a href="#">Additional copies available to purchase, contact 01423 557340 for further details</a>	Display a copy on the IPC noticeboard (3 printed copies)
<b>Section 4: Infection Prevention and Control information</b>		
4.1 Cleaning notice	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. Use a dry marker pen 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' and 'Designated IPC Lead'	Addendum or paragraph on Infection Prevention and Control for adding to job descriptions for all staff and for the designated IPC Lead <b>MASTER COPY – Please photocopy</b>	Please ensure all staff have this addendum or the paragraph included in their current job descriptions and the designated IPC Lead
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 in appropriate areas, e.g. office, on the IPC noticeboard (3 copies)
4.6 NHS Community Infection Prevention and Control Website and Policies for Care Home settings	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 for Care Homes. Other resources, including an A4 presentation folder containing all 29 Community IPC Policies, printed in full colour, 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

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4.7 Preventing Infection Workbook: Guidance for Care Homes and Case study	Information on the A5 80 page Workbook to help care homes achieve compliance with the <i>Code of practice</i> and CQC registration requirements in relation to infection prevention and control education and training. For further information please visit <a href="http://www.infectionpreventioncontrol.co.uk">www.infectionpreventioncontrol.co.uk</a> .	All staff should receive a personal copy. The 'Certificate of completion' to be signed by the Manager when 100% competency has been achieved and record as evidence of learning
<b>Section 5: National Infection Prevention and Control key reference documents</b>		
5.1 <i>Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance</i> (Department of Health and Social Care, December 2022) ( <i>Code of practice</i> )	The <i>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> .	For reference and download
5.2 <i>Managing Medical Devices Guidance for health and social care organisations</i> (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 <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/982127/Managing_medical_devices.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/982127/Managing_medical_devices.pdf</a> .	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)  <i>National Standards of Healthcare Cleanliness 2021</i> (NHS England and NHS Improvement, April 2021), appendices and supporting documentation	Information on the specifications for cleanliness. Please note: The National Patient Safety Agency website has 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>  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 <i>National Standards of Healthcare Cleanliness 2021</i> apply to all healthcare environments. To encourage continuous improvement, they combine guidance, recommendations and good practice. Available to download at <a href="http://www.england.nhs.uk/publication/national-standards-of-healthcare-cleanliness-2021/">www.england.nhs.uk/publication/national-standards-of-healthcare-cleanliness-2021/</a> and <a href="http://www.england.nhs.uk/publication/national-standards-of-healthcare-cleanliness-2021-supporting-documents/">www.england.nhs.uk/publication/national-standards-of-healthcare-cleanliness-2021-supporting-documents/</a> .  <b>Please note: At the time of publication of this pack, Care Homes should have specifications for</b>	For reference and download

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	<p>cleanliness based on either of the above frameworks. A link to both documents has been included as the <i>National Standards of Health Cleanliness 2021</i> is seen as best practice, but are currently not mandatory for Care Homes.</p>	
<p>5.4 <i>Revised Healthcare Cleaning Manual</i> (NHS National Patient Safety Agency, June 2009)</p> <p><i>National Standards of Health Cleanliness: healthcare cleaning manual</i> (May 2022)</p>	<p>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 been archived and this document should be used with caution. Available to download at <a href="https://webarchive.nationalarchives.gov.uk/ukgwa/20100721101747/http://www.nrls.npsa.nhs.uk/resources/type/guidance/?entryid45=61830&amp;cid=898358&amp;p=2">https://webarchive.nationalarchives.gov.uk/ukgwa/20100721101747/http://www.nrls.npsa.nhs.uk/resources/type/guidance/?entryid45=61830&amp;cid=898358&amp;p=2</a></p> <p>Designed for the NHS, but contains helpful information on method statements for cleaning techniques. Details of the cleaning methodologies are available as a separate document. A wide variety of posters and videos which support the Healthcare Cleaning Manual are also available from the 'FutureNHS Collaboration Platform', <a href="https://future.nhs.uk/system/text/registration-support">https://future.nhs.uk/system/text/registration-support</a>. Staff requiring registration support can request this by e-mailing <a href="mailto:support@futurenhs.zendesk.com">support@futurenhs.zendesk.com</a>.</p> <p><b>Please note: At the time of publication of this pack, Care Homes should have detailed cleaning guidance for staff based on either of the above frameworks. A link to both documents has been included as the <i>National Standards of Health Cleanliness: healthcare cleaning manual</i> is seen as best practice, but are currently not mandatory for Care Homes.</b></p>	<p>For reference and download</p>
<p>5.5 <i>Prevention and control of infection in care homes – an information resource</i> (Department of Health and Health Protection Agency, February 2013)</p>	<p>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>.</p>	<p>For reference and download</p>