

## IPC CQC assessment preparation Pack for General Practice

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<b>Section 1: CQC assessments</b>		
1.1 Code of practice compliance: Annual IPC Assurance Tool for General Practice	This 'Assurance Tool', together with the 'Action plan', 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 Care Quality Commission (CQC) assessments. <b>Please photocopy the master copy from the printed version of the Pack or available to complete electronically in the digital version</b>	To be completed annually. A copy of the completed 'Assurance Tool' and 'Action plan' should be kept locally. You should regularly review this Action plan.
1.2 Infection Prevention and Control: National standards of healthcare cleanliness in General Practice	This document has been adapted from the <i>National standards of healthcare cleanliness 2025</i> to support implementation in General Practice.	For reference.
1.3 How we monitor GP practices	This document, updated November 2023, describes the CQCs approach to: <ul style="list-style-type: none"> <li>• Regulating</li> <li>• Inspecting</li> <li>• Rating</li> </ul>	For reference.
1.4 Assessment framework: Infection Prevention and Control	This document provides the Infection Prevention and Control quality statement, what it means and subtopics the quality statement covers.	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.	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	Annual Infection Prevention and Control (IPC) Audit Tool for General Practice which covers all aspects of the 'Standard infection control precautions'. It should be completed in conjunction with Resources 1.1, 2.4 and 2.5 as part of a quality improvement	Audit Tool should be completed at least annually. When improvements need to be made or immediate action

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	programme. <a href="#">Available to complete electronically</a>	needs to be taken, details should be included in the 'Action plan'. The Action plan should be reviewed regularly to demonstrate continuous improvement. A copy of the results should be kept locally.
2.3 Aseptic technique competency: Annual Assessment Tool	Aseptic technique competency Assessment Tool for General Practice. <a href="#">Available to complete electronically</a>	Used to annually assess the competency of staff who undertake an aseptic technique procedure. A copy of the results should be kept locally.
2.4 Hand hygiene compliance: Audit Tool	Hand hygiene Audit Tool for General Practice incorporating 'Your 5 moments', 'Hand hygiene technique for staff' and 'Bare below the elbows'. Please note that all staff should be assessed for hand hygiene technique on induction and at least annually. <a href="#">Available to complete electronically</a>	Audit to be undertaken on induction and as part of an annual rolling programme, e.g. monthly. In the event of non-compliance, and 'IPC Action Plan' should be produced and reviewed regularly. A copy of the results should be kept locally.
2.5 PPE compliance: Audit Tool (Putting on and removing)	Personal protective equipment (PPE) Audit Tool for General Practice. Please note that all staff should be assessed for PPE technique on induction at least annually. <a href="#">Available to complete electronically</a>	Audit Tool to be undertaken on induction and as part of an annual rolling programme, e.g. monthly. In the event of non-compliance, and 'IPC Action Plan' should be produced and reviewed regularly. A copy of the results should be kept locally.
2.6 IPC Action Plan	IPC Action Plan for General Practice template. <a href="http://www.infectionpreventioncontrol.co.uk/resources/ipc-action-plan-for-general-practice/">Available to complete electronically and free to download, go to <u>www.infectionpreventioncontrol.co.uk/resources/ipc-action-plan-for-general-practice/</u></a>	Generic IPC Action Plan template for completion as appropriate, e.g. in the event of non-compliance identified by an audit. The Action Plan should include information on good practice, issues identified, actions required, timescales, responsibility and progress. A copy of the results should be kept locally.
<b>Section 3: Posters and leaflets</b>		
3.1 Actions to be taken following a sharps injury, blood splash or body	Flow chart poster showing procedure to follow after an inoculation incident. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to <u>www.infectionpreventioncontrol.co.uk</u></a>	Display in clinical areas. (3 copies)

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fluid incident Poster		
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. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display at the entrance. (1 copy)
3.3 Bare below the elbows Poster	Poster describing 'Bare below the elbows'. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	For reference. (1 copy)
3.4 Bristol stool form scale Poster	Poster showing the different stool types to assist when completing a bowel history, i.e. stool chart record or transfer documentation, e.g. patient passport or an Inter-health and social care infection control transfer Form. <a href="http://www.infectionpreventioncontrol.co.uk">To download or order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display in the sluice/dirty utility room and available for staff. For reference. (1 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 PPE. <a href="http://www.infectionpreventioncontrol.co.uk">To download or order further copies, go to www.infectionpreventioncontrol.co.uk</a>	For reference. (1 copy)
3.6 Correct sharps disposal Poster	Poster showing the correct colour coded sharps containers. <a href="http://www.infectionpreventioncontrol.co.uk">To download or order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display in clinical areas. (3 copies)
3.7 Hand hygiene information Leaflet for community service users and relatives	Leaflet for patients and relatives on handwashing. <a href="http://www.infectionpreventioncontrol.co.uk">To download or order further copies, go to www.infectionpreventioncontrol.co.uk</a>	For distribution to patients and relatives. (1 copy)
3.8 Hand hygiene technique for staff Poster	Laminated poster demonstrating the correct technique for hand hygiene to be displayed above clinical handwash basins. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display above clinical handwash basins. (6 copies)
3.9 National colour coding scheme for cleaning materials and equipment in primary care medical and dental premises Poster	Poster showing the national colour code for cleaning materials for General Practices. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display copy in the cleaner's room. (1 copy)
3.10 Respiratory and cough hygiene Poster	Poster showing the steps to help prevent the spread of colds, flu and other respiratory infections. <a href="http://www.infectionpreventioncontrol.co.uk">To download or order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display copy in waiting rooms/area. (1 copy)
3.11 Sharps injury 'Bleed it, Wash it, Cover it, Report it' Poster	Poster showing the steps to help prevent the spread of colds, flu and other respiratory infections. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display in clinical areas. (1 copy)
3.12 Stop - Isolation area Poster	Double sided isolation area poster stating 'awaiting deep clean' and 'no unauthorised entry'. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display copy outside designated isolation area. (1 copy)

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3.13 Stop the spread of germs - please wash your hands for at least 20 seconds Poster	Handwashing poster for patients, visitors and staff toilets (not for use at clinical handwash basins). <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display above patient and staff handwash facilities in toilet areas. (3 copies)
3.14 Stop the spread of infection Poster	Signage advising visitors with infections, such as respiratory symptoms, diarrhoea and/or vomiting, or other infectious conditions, to report to reception on arrival. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	Display at the entrance. (1 copy)
3.14 Thumbs up to help prevent infections spreading Poster	Poster giving advice on staff hand hygiene to service users and visitors. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display copy in waiting rooms/area. (1 copy)
3.15 Waste stream guide for General Practice Poster	Poster showing the correct colour waste stream for General Practice. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	For reference. (1 copy)
3.16 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. <a href="http://www.infectionpreventioncontrol.co.uk">To download or order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display in clinical areas. (3 copies)
<b>Section 4: Infection Prevention and Control information, notices and forms</b>		
4.1 Annual statement on compliance with IPC practice (including cleanliness) for General Practice Template	A template that can be adapted for the Annual statement for General Practice. This template can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	To adapt as required and make available to patients and regulatory authorities.
4.2 Cleaning notice Poster	Laminated poster for display showing when facilities were cleaned and encouraging reporting of breaches in the standard of hygiene. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Display in appropriate areas for visitors. Use a dry marker pen to record information. (3 copies)
4.3 Declaration of contamination status Form	Form to be completed for any equipment prior to inspection, service or repair. This form can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	Reproduce as required.
4.4 Infection Prevention and Control risk assessment template	A template that can be adapted a risk assessment for General Practice. This template can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	To record a comprehensive risk assessment and make available to regulatory authorities.
4.5 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. This form can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	Reproduce as required.
4.6 IPC Cleaning schedule and record templates	Templates to support development of cleaning schedules and records in accordance with CQC requirements. <a href="http://www.infectionpreventioncontrol.co.uk">For information on purchasing, go to www.infectionpreventioncontrol.co.uk</a>	An electronic copy available to purchase and can be adapted for local use.

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4.7 Job description addendums – Community Infection Prevention and Control (all staff) and Designated Community Infection Prevention and Control (IPC) Lead	A 2 page resource containing two job description addendums covering the requirements for all staff and also for the designated IPC Lead. This form can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	Please ensure staff have the relevant addendum included in their current job description.
4.8 Local contact details of Health Practitioners who can provide infection prevention and control advice for General Practice Poster	Poster for display giving local contacts. This poster can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To order further copies, go to www.infectionpreventioncontrol.co.uk</a>	Complete information and display a copy on the staff IPC noticeboard. (1 copy)
4.9 Spillage kits located at Poster	Poster to be displayed which should be completed with the location of spillage kits. This poster can be completed electronically. <a href="http://www.infectionpreventioncontrol.co.uk">To download, go to www.infectionpreventioncontrol.co.uk</a>	Display in an appropriate area. (1 copy)
4.10 Website: NHS Community Infection Prevention and Control Website and Policies for General Practice Flyer	Introduction to the 'one-stop-shop' website for infection prevention and control, including 27 Infection Prevention and Control (IPC) Policies for General Practice 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, and other resources are available to purchase. <a href="http://www.infectionpreventioncontrol.co.uk">For further information, please visit www.infectionpreventioncontrol.co.uk</a>	Copies of Community IPC Policies should be available.
4.11 Workbook: Preventing Infection Workbook: Guidance for General Practice, feedback and case study Flyer	A5 sized Workbook to help General Practice with CQC infection prevention and control requirements and achieve compliance with the <i>Health and Social Care Act 2008: code of practice and related guidance</i> . <a href="http://www.infectionpreventioncontrol.co.uk">For information on purchasing, go to www.infectionpreventioncontrol.co.uk</a>	All staff should receive a personal copy. The 'Certificate of completion' to be signed by the Manager when 100% has been achieved and recorded 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)	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.	For reference.

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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.	For reference.
5.3 <i>National standards of healthcare cleanliness 2025</i> and supporting documents (NHS England, 2025)	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 2025</i> apply to all healthcare environments. To encourage continuous improvement they combine mandates, guidance, recommendations and good practice.	For reference, download and completion as appropriate.
5.4 National standards of healthcare cleanliness 2025 for General Practice (Examples adapted for General Practice)	In addition to the supporting documents in Resource No 5.3, further supporting documents have been adapted for General Practice, 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. <a href="http://www.infectionpreventioncontrol.co.uk">Resources are available to purchase or download at www.infectionpreventioncontrol.co.uk</a>	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' and 'Star rating' Posters should be displayed in all required areas.