**Infection Prevention & Control Rapid Self Audit Tool 2023 All Services (Version 1 Feb 2023)**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
| **Site/Provider:** |  |  | **Overall Score %** |  |
| **Service/Provider Type:** |  |  |  |  |
| **Service Lead/Manager:** |  |  |  |  |
| **Date of Audit:** |  |  |  |  |
| **Audit Completed By:** |  |  |  |  |
| **Date Audit Report Completed:** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Audit Scoring Key:** | |  |  |  |
| **Good Compliance** | **95 - 100%** |  |  |  |
| **Action Required** | **80 - 94%** |  |  |  |
| **Urgent Action/ Improvement Required** | **79% and below** |  |  |  |
|  |  |  |  |  |
|  | |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**How to use the self-audit tool – please read prior to completing.**

Self-assess against each of the audit standards placing a tick in the **Yes, No** or **NA** box. An easy to use scoring system allows you to highlight the percentage for each standard. The end columns are for you to record what action was taken and the date it was completed/anticipated completed. N.B. For questions answered “**NO**” you **must** complete the boxes named **Actions Taken** and **Date Action Completed.** Examples of this could be:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Question** | **Yes** | **No** | **N/A** | **Action Taken** | **Date action completed** |
| **1** | Are high and low surfaces free from dust and cobwebs etc.? |  | ✓ |  | Issue addressed with cleaner, added to cleaning schedule | 01/01/22 |
| **2** | Is there a designated hand wash basin? | ✓ |  |  |  |  |
| **3** | Do staff know what to do if they or a colleague sustains an inoculation injury? |  | ✓ |  | Education has been provided to staff | 01/01/22 |

If the answer to any question is no, the **action you have taken to rectify this must be documented in the Action Taken column.**

|  |  |
| --- | --- |
| **How to work out the percentage score for each standard** | **How to work out the percentage overall score** |
|  | 1. Add together % score for each standard 2. Divide by number of standards completed (**do not include standards that were not audited**)   **Example:**  92+80+79 = 251  251/3 = 84% overall score     |  |  |  | | --- | --- | --- | | Standard 1 | IPC Safety | 92% | | Standard 2 | Staff Knowledge | 80% | | Standard 3 | Personal Protective Equipment | 79% | | **Overall Score** | | **84%** | |
| 1. Add the total number of **Yes** answers 2. Divide by the total number of **Yes and No** answers,  (**do not include the N/A answers)** 3. Multiply by 100 to get the percentage.   **Formula:**   |  |  |  |  | | --- | --- | --- | --- | | Total number of Yes answers | X 100 = |  | % | | Total number of Yes and No answers | |

**1. Hand Hygiene**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Are hand hygiene facilities available? |  |  |  |  |
| **2** | Are hand hygiene facilities in a good state of repair? |  |  |  |  |
| **3** | Are hand hygiene facilities including dispensers for hand hygiene products clean? |  |  |  |  |
| **4** | Do staff have easy access to alcohol based hand gel containing at least 60% alcohol? |  |  |  |  |
| **5** | Are wipeable hand hygiene posters displayed and available to staff and service users? |  |  |  |  |
| **6** | Are staff bare below the elbows? |  |  |  |  |
| **7** | Do staff know when to decontaminate their hands (5 moments etc) -question or observe staff? |  |  |  |  |
| **8** | Is good cough etiquette practiced within the setting? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Hand Hygiene** |  |  |  |  |

**2. Personal Protective Equipment (PPE)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Is Personal Protective Equipment (PPE) available in key locations? |  |  |  |  |
| **2** | Is PPE stored away from the risk of contamination? |  |  |  |  |
| **3** | Do staff know how to apply and remove PPE correctly? |  |  |  |  |
| **4** | Are staff observed using PPE correctly? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score PPE** |  |  |  |  |

**3. Environment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/Manager)** | **Date of Completion  (To be completed by service lead/Manager)** |
| **1** | Is the general environment clean, including bedrooms, visibly clean? |  |  |  |  |
| **2** | Is the general environment, including bedrooms, clutter free? |  |  |  |  |
| **3** | There is no visible damage to the environment? |  | ***(N.B. answer yes if there is no visible damage)*** |  |  |
| **4** | Are toilets / wash facilities / bathrooms clean? |  |  |  |  |
| **5** | Are all toilets / wash facilities in good working order? |  |  |  |  |
| **6** | Are storage areas clean, cleanable and tidy? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Environment** |  |  |  |  |

**4. Dirty Utility (Sluice)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Does the area have a dirty utility? |  |  |  |  |
| **2** | Are any reusable items able to be cleaned and disinfected safely and / or disposable items used?  *If no, are items stored appropriately?* |  |  |  |  |
| **3** | Is the area clean and clutter free? |  |  |  |  |
| **4** | Are all items stored above floor level? |  |  |  |  |
| **5** | Is the bedpan washer/macerator clean? |  |  |  |  |
| **6** | Is the bedpan washer/macerator working? *If No - Is a process in place to ensure bedpans /urinals are cleaned/disinfected correctly or, if pulp products used, disposed of correctly?* |  |  |  |  |
| **7** | Are bedpans/urinals in good condition if in use? |  |  |  |  |
| **8** | Is a there a body fluid spillage poster available? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Dirty Utility (Sluice)** |  |  |  |  |

**5. Domestic Room**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/Manager)** | **Date of Completion  (To be completed by service lead/Manager)** |
| **1** | Does the area have a domestic room? |  |  |  |  |
| **2** | Is the domestic room clean, cleanable and tidy? |  |  |  |  |
| **3** | Is cleaning equipment stored appropriately? |  |  |  |  |
| **4** | Is there a disposal unit for contaminated wastewater? |  |  |  |  |
| **5** | Is there easy access to hand washing facilities? |  |  |  |  |
| **6** | Is there evidence of up-to-date cleaning schedules that have been signed and dated? |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **% Audit Score Domestic Room** |  |  |  |  |

**6. Equipment/Cleaning**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Is shared equipment cleaned in-between use? |  |  |  |  |
| **2** | Is shared equipment included within a cleaning checklist? |  |  |  |  |
| **3** | Does the setting have appropriate cleaning/disinfection products available? |  |  |  |  |
| **4** | Are mattresses/examination couches maintained, clean and included on a regular checklist in the setting (if appropriate)? |  |  |  |  |
| **5** | Are pillows clean and in good condition and fully enclosed in impermeable covers (N/A to ASC)? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Equipment/Cleaning** |  |  |  |  |

**7. Waste**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/ Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Is the waste bin, clean, in good condition and hands free operated |  |  |  |  |
| **2** | Are all waste bins under 2/3 full and not overflowing? |  |  |  |  |
| **3** | If required is there a wipeable poster available explaining the segregation of waste? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Departmental Waste** |  |  |  |  |

**8. Handling and Disposal of Linen**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/ Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Is linen in use within the setting? |  |  |  |  |
| **3** | If linen is used, is it stored off the floor, in a clean and cleanable area? |  |  |  |  |
| **4** | Is used linen appropriately segregated and decontaminated either off site/or designated laundry area? |  |  |  |  |
| **14** |  |  |  |  |  |
|  | **% Audit Score**  **Handling and Disposal**  **of Linen** |  |  |  |  |

**9. Safe Handling and Disposal of Sharps**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/ Manager)** | **Date of Completion  (To be completed by service lead/ Manager)** |
| **1** | Are sharps bins assembled correctly? |  |  |  |  |
| **2** | Are sharps bins stored appropriately and safety cover/temporary closure in place following use? |  |  |  |  |
| **3** | Are sharps bins only used for the disposal of sharps i.e. no other waste? |  |  |  |  |
| **4** | Is there a wipeable inoculation injury poster? |  |  |  |  |
| **5** | Are sharp trays available, clean and in good condition? |  |  |  |  |
| **6** | Do staff know what to do if they or a colleague sustains an inoculation injury? |  |  |  |  |
| **7** | Are sharp safety devices in use? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Safe Handling and Disposal of Sharps** |  |  |  |  |

**10. Staff Knowledge of Infection Prevention and Control**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question Number** | **Statement** | **Yes/No/NA** | **Comments** | **Actions (To be completed by service lead/ Manager)** | **Date of Completion  (To be completed by service lead/Manager)** |
| **1** | Are staff able to discuss and demonstrate appropriate PPE for particular precautions e.g. contact or droplet? (if applicable ) |  |  |  |  |
| **2** | Are staff aware of how to contact the community IPCT ? |  |  |  |  |
| **3** | Do staff undertake regular IPC training? |  |  |  |  |
|  |  |  |  |  |  |
|  | **% Audit Score Staff Knowledge of Infection Prevention**  **and Control** |  |  |  |  |