

Infection Prevention & Control IPC Audit



INTRODUCTION

Good infection prevention and control is essential to ensure that people who use Primary Care services receive safe and effective care. Effective prevention and control of infection must be part of everyday practice and be applied consistently by everyone. The Care Quality Commission (CQC) will assess a registered provider on how it complies with the infection prevention requirements, including environmental cleanliness.

PURPOSE

The purpose of this audit is to:

- Ensure an infection prevention & control (IPC) audit is conducted on an annual basis as a minimum
- Ensure the audit accurately reflects findings, with reference to supportive information as examples of evidence of good practice
- Promote a standardised approach to evidence gathering and supportive documentation when preparing for and undertaking an Infection Prevention & Control Annual Audit
- Ensure responsive action is taken and recorded to demonstrate delivery and progress for all findings recorded in the 'No' column



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APPROACH

A dedicated inspection date(s) will need to be identified, with named auditors identified to conduct the audit. On the agreed day(s), the allocated auditor(s) will:

- Ensure the audit tool is the most recent version
- Ensure a blank audit tool is available for use paper or computer copy
- Ensure sufficient copies are available for auditing every room in the building, (it may be necessary to photocopy additional paperwork for replicated rooms such as consulting rooms, treatment rooms and toilets)
- Ensure the auditor(s) answer the questions honestly and objectively
- In the event of answering 'Yes' to any question, the auditor(s) will need to document and collate examples of their findings in the 'Comments' column and/or refer to examples of supportive evidence where appropriate e.g. meeting minutes and date of meeting

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This audit template covers the following areas:

- 1. General Management of IPC
- 2. Staff Health
- 3. Staff Training
- 4. Policies Procedures and Guidelines
- 5. Waiting Room
- 6. Waiting Room Toys
- 7. Toilets
- 8. Baby Changing Room
- 9. Treatment Rooms
- 10. Consulting Rooms
- 11. Storerooms
- 12. Cleaners/Domestic Room
- 13. Sluice/Dirty Room
- 14. Sharps Handling and Disposal
- 15. Vaccine Storage and Transportation
- 16. Personal Protective Equipment (PPE)
- 17. Specimen Handling
- 18. Equipment
- 19. Waste Management
- 20. Infection Prevention & Control (IPC) Inspection Action Plan



FEEDBACK

Ensure the completed audit tool is reviewed and the findings shared with the Practice Manager and/or Registered Manager.

ACTIONS

- Draft an action plan in response to all questions answered 'No', to demonstrate improvements, management of risk and delivery of progress
- The action plan must identify:
 - » The issue
 - » The action(s) taken/to be taken
 - » Named individuals responsible for managing and delivering the actions
 - » Anticipated delivery timeframes
- Give a copy of the audit findings plus action plan to the Practice Manager and/or Registered Manager
- Ensure the Practice Manager shares the audit findings and actions required with staff, celebrating success, and identifying areas of improvements required



	GENERAL MANAG	EMENT OF IPC
1.	Is there a named lead person responsible for IPC? e.g. Nurse Name	YES NO Comments
2.	Does the job description of the named lead person outline their responsibilities in respect of IPC?	YES NO Comments
3.	Is IPC an agenda item at practice meetings?	YES NO Comments
4.	Are contact details for the local IPC team up to date and available?	YES NO Comments
5.	Is there a system for reporting and documenting IPC related incidents?	YES NO Comments
6.	Have any IPC related audits been carried out? e.g. hand hygiene	YES NO Comments
7.	Is IPC monitoring fed back to staff? e.g. at practice/staff meetings	YES NO Comments
8.	Are local risk assessments available which address or conflict with IPC? e.g. risk register, SEAs	YES NO Comments





STAFF HEALTH		
1.	Do Practice policies require staff to be offered immunisation in line with current guidance?	YES NO Comments
2.	Have all staff had the necessary immunisations based on their role?	YES NO Comments
3.	Is there a process for staff exclusion or adjustments at work regarding IPC?	YES NO Comments
4.	Are staff aware of the sharps/needlestick injury procedure?	YES NO Comments
5.	Are notices available for staff to inform them of the management of a needlestick contamination injury?	YES NO Comments

STAFF TRAINING

Use the QCS Staff Skills and Training Matrix

 Is IPC included in induction training? e.g. hand hygiene, PPE, sharps, needlestick injuries, waste handling
Have all staff received mandatory IPC training? including specimen handling and bodily fluid spillages
Is there a process to review and update all staff IPC training?

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	POLICIES PROCEDURES AND GUIDELINES	
1.	Are IPC policies up to date and accessible to all staff?	YES NO Comments
2.	Is IPC considered before purchasing equipment?	YES NO Comments
3.	Are there comprehensive written cleaning schedules, standards, and procedures?	YES NO Comments
4.	Are there clearly outlined staff responsibilities for cleaning dedicated areas and equipment?	YES NO Comments
5.	Are cleaning processes checked and audited regularly? e.g. cleaning program	YES NO Comments
6.	Are up-to-date cleaning schedules clearly displayed?	YES NO Comments
7.	Does the Practice have a system for carpet cleaning, where appropriate?	YES NO Comments

WAITING ROOM

1.	Is the environment visibly clean? e.g. walls, windowsills, ceilings, fans & light fittings	YES NO Comments
2.	Is the environment free from any visible damage? e.g. flaking paint, damaged walls/doors/surfaces	YES NO Comments
3.	Is furniture made of impermeable and washable material?	YES NO Comments





Quality Compliance Systems

QCS

WAITING ROOM – TOYS May not be relevant during the pandemic if toys are removed		
10	. Is there a record of cleaning which includes frequency of cleaning?	YES NO Comments
9.	Is the environment tidy and uncluttered?	YES NO Comments
8.	Is the flooring in a good state of repair?	YES NO Comments
7.	Is the floor visibly clean?	YES NO Comments
6.	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?	YES NO Comments
5.	Are all furnishings and fittings in a good state of repair?	YES NO Comments
4.	Are all furnishings and fittings visibly clean?	YES NO Comments

- 1. Is there a procedure for the cleaning management of toys, if provided?
- 2. Is there a record of cleaning toys which includes the frequency of cleaning?
- 3. Is there a designated storage area for toys?
- 4. Is the storage area or toy box visibly clean?
- 5. Are all toys visibly clean?
- 6. Are toys made of an easy clean material?
- 7. Are children's books clean and undamaged, if provided?

S	YES NO Comments
	YES NO Comments



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	TOILETS		
1.	Are all the toilet environments visibly clean? e.g. walls, windows, extraction fans, light fittings	YES NO Comments	
2.	Are all the environments free from any visible damage? e.g. flaking paint, damaged walls/doors/ surface	YES NO Comments	
3.	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?	YES NO Comments	
4.	Are all the toilet floors visibly clean?	YES NO Comments	
5.	Are all the toilet floors washable and impervious to moisture?	YES NO Comments	
6.	Are the toilet floors in a good state of repair?	YES NO Comments	
7.	Are there designated hand wash sinks?	YES NO Comments	
8.	Are the handwash sinks accessible? e.g. check for obstructions	YES NO Comments	
9.	Are all handwash sinks in a good state of repair?	YES NO Comments	
10	. Are all handwash sinks visibly clean? e.g. plugholes and overflows	YES NO Comments	
11	. Are all handwash sinks free from unnecessary items? e.g. mugs, medicine pots	YES NO Comments	
12	. Is liquid soap dispensed from a single dispenser?	YES NO Comments	
13	. Are all soap dispensers wall mounted?	YES NO Comments	
14	. Are all soap dispensers visibly clean? e.g. free from build up of soap and debris	YES NO Comments	
15	. Are paper towels available from an enclosed dispenser?	YES NO Comments	

Quality Compliance Systems

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16. Are paper towel dispensers visibly clean?	YES NO Comments
17. Are promotional hand hygiene posters displayed in each toilet area? Laminated and clean	YES NO Comments
18. Are there hands-free domestic waste bins available for the disposal of paper towels?	YES NO Comments
19. Are all foot pedals of domestic waste bins in good working order?	YES NO Comments
20. Are all domestic waste bins visibly clean? e.g. lid and pedal	YES NO Comments
21. Are the domestic waste bins in good condition?	YES NO Comments
22. Are facilities available for sanitary waste? e.g. sanitary bin	YES NO Comments
23. Are all toilets visibly clean?	YES NO Comments
24. Are all toilets in a good state of repair? e.g. toilet seat	YES NO Comments
25. Is there a system in place to ensure that toilet cleaning can be carried out as needed?	YES NO Comments
26. Are all toilet brushes and holders visibly clean? if provided	YES NO Comments

BABY CHANGING ROOM

- 1. Is the environment visibly clean? e.g. walls, windows, extraction fans, light fittings
- 2. Is the environment free from any visible damage? e.g. flaking paint, damaged walls/doors/surface

Comments





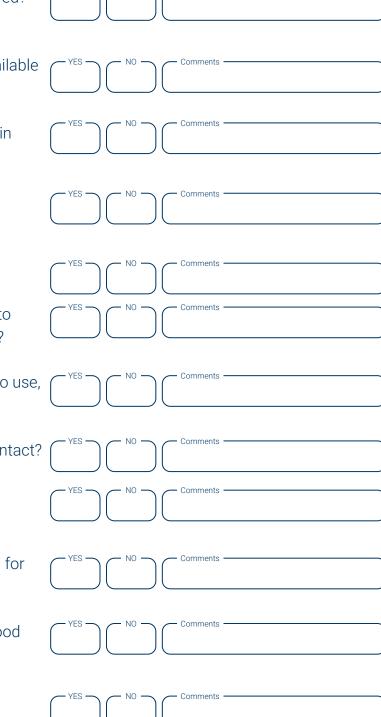
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Comments 3. Are all surfaces smooth, impervious (for easy cleaning) and with coved edges? 4. Is the floor visibly clean? Comments 5. Is the floor covering washable and impervious to Comments moisture? Comments 6. Is the floor covering in a good state of repair? Comments 7. Is there a designated hand wash sink? Comments 8. Is the handwash sink accessible? e.g. check for obstructions Comments 9. Is the handwash sink in a good state of repair? Comments 10. Is the handwash sink visibly clean? e.g. plugholes and overflows Comments 11. Is the handwash sink free from unnecessary items? e.g. mugs, medicine pots Comments 12. Is liquid soap dispensed from a single dispenser? Comments 13. Are all soap dispensers wall mounted? And out of reach of children? Comments 14. Is the soap dispenser visibly clean? e.g. free from build-up of soap and debris Comments 15. Are paper towels available from an enclosed dispenser? YES NO Comments 16. Is the paper towel dispenser visibly clean?





- 17. Is a promotional hand hygiene poster displayed? Laminated and clean
- 18. Is there a hands-free domestic waste bin available for the disposal of paper towels?
- 19. Is the foot pedal of the domestic waste bins in good working order?
- 20. Is the domestic waste bin visibly clean? e.g. lid and pedal
- 21. Is the domestic waste bin in good condition?
- 22. Is information displayed for parents on how to keep the changing area clean after each use?
- 23. Are cleaning materials available for parents to use, if necessary?
- 24. Is a soft plastic changing mat available and intact?
- 25. Are cleaning surface wipes and instructions provided for the changing mat if provided?
- 26. Is there a foot operated pedal bin designated for the disposal of nappies?
- 27. Is the foot pedal of the nappy waste bin in good working order?
- 28. Is the nappy waste bin visibly clean?
- 29. Is the nappy waste bin in good condition?



Comments

Comments



Quality Complianc Systems



	TREATMENT	ROOMS
	Use multiple sheets for each tr	reatment room if required
1.	Are the environments visibly clean? e.g. walls, windows, light fittings	YES NO Comments
2.	Are the environments free from any visible damage? e.g. flaking paint, damaged walls/doors/ surfaces	YES NO Comments
3.	Is furniture made of impermeable and washable materials? e.g. couch, chairs	YES NO Comments
4.	Are all furnishings and fittings visibly clean?	YES NO Comments
5.	Are all furnishings and fittings in a good state of repair?	YES NO Comments
6.	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?	YES NO Comments
7.	Are all floors visibly clean?	YES NO Comments
8.	Are all floor coverings washable and impervious to moisture?	YES NO Comments
9.	Are all floor coverings in a good state of repair?	YES NO Comments
10.	Are there designated hand wash sinks?	YES NO Comments
11.	Are the hand wash sinks plug free?	YES NO Comments
12.	Are the hand wash basins overflow free?	YES NO Comments
13.	Are the plug holes offset so the water does not flow directly into them?	YES NO Comments
14.	Are elbow/sensor taps available?	YES NO Comments







15. If there are not elbow or sensor taps, do staff know how to turn of the tap using a paper towel?	YES NO Comments
16. Are mixer taps or thermostatically controlled water available?	YES NO Comments
17. Are hand wash sinks accessible? e.g. check for obstructions	YES NO Comments
18. Are hand wash sinks in a good state of repair?	YES NO Comments
19. Are hand wash sinks visibly clean?	YES NO Comments
20. Are hand wash sinks free from unnecessary items? e.g. mugs, medicine pots	YES NO Comments
21. Is liquid soap dispensed from individual dispensers?	YES NO Comments
22. Are all soap dispensers wall mounted?	YES NO Comments
23. Are all soap dispensers visibly clean? e.g. free from build-up of soap and debris	YES NO Comments
24. Are paper towels available from an enclosed dispenser?	YES NO Comments
25. Are paper towel dispensers visibly clean?	YES NO Comments
26. Are promotional hand hygiene posters displayed in each toilet area? Laminated and clean	YES NO Comments
27. Are there hands-free domestic waste bins available for the disposal of paper towels?	YES NO Comments
28. Are all foot pedals of domestic waste bins in good working order?	YES NO Comments





29. Are all domestic waste bins visibly clean? e.g. lid and pedal	YES NO Comments
30. Are the domestic waste bins in good condition?	YES NO Comments
31. Are alcohol-based hand sanitisers wall mounted?	YES NO Comments
32. Are there designated work surface/trolley for clinical procedures? e.g. dressings	YES NO Comments
33. Are dressing trolleys/trays structurally sound and in a good state of repair?	YES NO Comments
34. Are dressing trolley/trays visibly clean?	YES NO Comments
35. Are all products stored above floor level?	YES NO Comments
36. Is there sufficient storage space?	YES NO Comments
37. Are all work surfaces free from clutter?	YES NO Comments
38. Are shelves used to store sterile items visibly clean?	YES NO Comments
39. Are all cupboards visibly clean?	YES NO Comments
40. Are all vaccine fridges used for the storage of vaccines or medicines only? Not for any food	YES NO Comments
41. Are all examination couch covers impervious and washable?	YES NO Comments
42. Are all couch/chairs visibly clean? Check frame and legs	YES NO Comments
43. Are all couch/chairs in a good state of repair?	YES NO Comments
44. Are disposable couch roll/sheets changed in between patients?	YES NO Comments

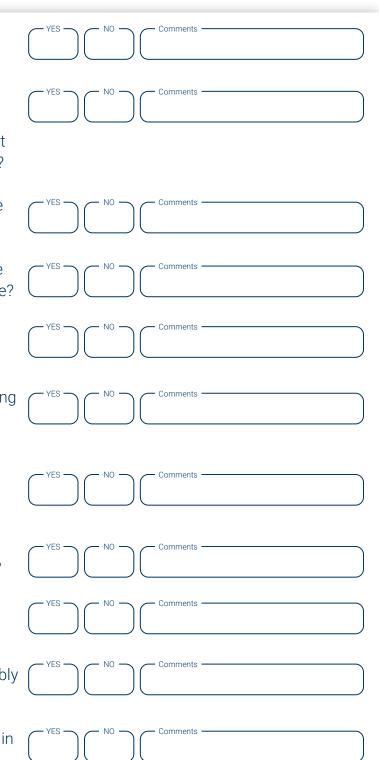
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- and pedal 30. Are the domestic waste bins 31. Are alcohol-based hand sanit
- 32. Are there designated work su clinical procedures? e.g. dres
- 33. Are dressing trolleys/trays st in a good state of repair?
- 34. Are dressing trolley/trays visit
- 35. Are all products stored above
- 36. Is there sufficient storage spa
- 37. Are all work surfaces free fro
- 38. Are shelves used to store ste clean?
- 39. Are all cupboards visibly clea
- 40. Are all vaccine fridges used f vaccines or medicines only?
- 41. Are all examination couch co washable?
- 42. Are all couch/chairs visibly cl Check frame and legs
- 43. Are all couch/chairs in a good
- 44. Are disposable couch roll/she between patients?

- 45. Are couch rolls stored off the floor on couch roll holders?
- 46. Are all curtains visibly clean and on a cleaning/ replacement schedule based on your own risk assessments and system in place to ensure that curtains are cleaned or changed as appropriate?
- 47. Are individual fabric items laundered after single use? If used e.g. blankets, pillowcases, sheets
- 48. Are correctly labelled, hands free (clinical) waste bins available for the disposal of offensive waste?
- 49. Are all foot pedals of the offensive waste bins in good working order?
- 50. Are all offensive waste bins visibly clean, including lid and pedal? Externally and internally
- 51. Are all offensive waste bins in good condition? *Check for damage, rust*
- 52. Are labelled hands-free waste bins available for the disposal of *infectious/healthcare risk waste*?
- 53. Are foot pedals of the infectious/healthcare risk waste bin in good working order?
- 54. Are all infectious/healthcare risk waste bins visibly clean, including lid and pedal?
- 55. Are all the infectious/healthcare risk waste bins in good condition?







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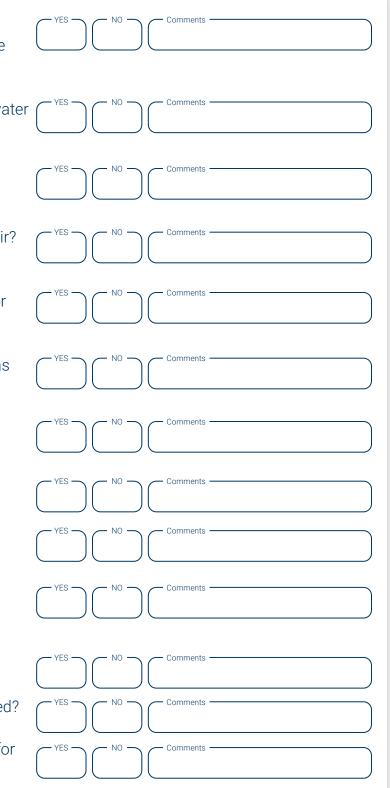
CONSULTING ROOMS

	Use multiple sheets for each consulting room if required		
1.	Are all consulting rooms visibly clean? e.g. walls, windows, light fittings	YES NO Comments	
2.	Are consulting rooms free from any visible damage? e.g. flaking paint, damaged walls, doors	YES NO Comments	
3.	Is all furniture made of impermeable and washable materials?	e VES NO Comments	
4.	Is the furniture visibly clean including the underside of tables?	YES NO Comments	
5.	Is the furniture in a good state of repair? Check for rips and tears	YES NO Comments	
6.	Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?	YES NO Comments	
7.	Are all floors visibly clean? Edges and corners free from dust and grit	YES NO Comments	
8.	Is all flooring in a good state of repair? Check for rips and tears	YES NO Comments	
9.	Are there designated hand wash sinks?		
10	. Are the hand wash sinks plug free?		
11	Are the hand wash sinks overflow free? <i>i.e. does not have an overflow</i>	VES NO Comments	
12	Is the waste offset so the water does not flow directly into it? <i>Not directly into the plug hole</i>	YES NO Comments	
13	Are elbow/sensor taps available?	YES NO Comments	





- 14. If there are not any elbow or sensor taps, are clinicians and staff aware of how to turn off the taps with a paper towel?
- 15. Are mixer taps or thermostatically controlled water available? *Check the temperature*
- 16. Are hand wash sinks accessible? Free from obstructions *e.g. equipment*
- 17. Are all hand wash sinks in a good state of repair? *No cracks or chips*
- 18. Are all hand wash sinks visibly clean? Check for build-up of *limescale*
- 19. Are all hand wash sinks free from items such as mugs?
- 20. Is soap dispensed from a single use cartridge? *Check there is enough*
- 21. Are liquid soap dispensers wall mounted?
- 22. Are soap dispensers visibly clean? Check nozzle for build-up of soap and debris
- 23. Are paper towels available from enclosed dispensers?
- 24. Are paper towel dispensers visibly clean?
- 25. Are promotional hand hygiene posters displayed?
- 26. Are hands-free domestic waste bins available for the disposal of paper towels?







27. Are foot pedals of the domestic waste bins in good working order? Do they open the lid?	Comments
28. Are domestic waste bins visibly clean, including lids and pedals?	YES NO Comments
29. Are domestic waste bins in good condition?	YES NO Comments
30. Are alcohol-based hand rub bottles available at the point of care?	YES NO Comments
31. Is there sufficient storage space? e.g. not stored on the floor or tops of cupboards	YES NO Comments
32. Are all areas free from clutter and inappropriate items?	YES NO Comments
33. Are all examination couch covers impervious and washable?	YES NO Comments
34. Are disposable couch roll/sheets changed in between patients?	YES NO Comments
35. Are couch/chairs visibly clean including frame and legs?	YES NO Comments
36. Are couch/chairs in a good state of repair? e.g. no rips, tears or damage	YES NO Comments
37. Are couch rolls stored off the floor on couch roll holders?	YES NO Comments
38. Are all curtains visibly clean and on a cleaning/ replacement schedule based on your risk assessments and agreed standards?	YES NO Comments
39. Are individual fabric items laundered after single use, if used?	YES NO Comments





	Are hands free waste bins available for the disposal of offensive waste?	YES	- NO —	Comments —	
	Are foot pedals of the offensive waste bins in good working order?	YES	- NO —	Comments —	
	Are offensive waste bins visibly clean, including lid and pedal?	YES	- NO —	Comments —	
43.	Are offensive waste bins in good condition?	YES	- NO —	Comments —	
44.	Are hands free waste bins available for the disposal of infectious/healthcare risk waste?	YES	- NO -	Comments —	
	Are foot pedals of the infectious/healthcare risk waste bins in good working order including lid and pedal?	YES	- NO —	Comments —	
	Are infectious/healthcare risk waste bins visibly clean, including lid and pedal?	(YES)	- NO —	Comments —	
47.	Are infectious/healthcare risk waste bins in good condition?	YES	- NO —	Comments —	

STORE ROOMS	STO	ORE	RO	0	MS
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 Is the environment visibly clean? e.g. walls, shelves, light fittings
Is the environment free from any visible damage? e.g. flaking paint/damaged walls/shelve
Are all furnishings and fittings visibly clean?
Are all furnishings and fittings in a good state of repair?

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5.	Is the floor visibly clean?	YES NO Comments
6.	Is the floor covering washable and impervious to moisture? Is it appropriate for the room?	YES NO Comments
7.	Is the flooring in a good state of repair?	YES NO Comments
8.	Are all items of equipment or supplies stored off the floor?	YES NO Comments
9.	Is the environment tidy and uncluttered? e.g. accessible for cleaning	YES NO Comments
10	. Are items stored appropriately? e.g. boxes with lids where necessary	YES NO Comments

CLEANERS/DOMESTIC ROOM

1.	Is there a disposal unit for the disposal of
	contaminated wastewater?

2.	Is the unit for the disposal of contaminated
	wastewater visibly clean?

- 3. Are mops and buckets stored clean and dry?
- 4. Are detachable mop bucket wringers removed and changed daily?
- 5. Are mop heads laundered or disposable?
- 6. Is there a colour coding system in place for cleaning equipment? Check poster displayed



Comments

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Comments

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- 7. Is cleaning equipment and machinery left clean and dry after use?
- 8. Are cleaning cloths laundered or disposable?
- 9. Is there a low-level facility for staff to fill buckets with water for cleaning?

YES NO Comments)
YES NO Comments)
YES NO Comments)

SLUICE/DIRTY ROOM

- 1. Is there a dedicated deep sink for washing used equipment?
- 2. Is there a disposal unit available for the disposal of body fluids?
- 3. Are cleaning/disinfectant products available for decontamination of equipment and the environment?
- 4. Are spillage kits, or alternative, available for use on body fluid spillages?
- 5. Are staff aware of the procedures to be used w removing body fluid spillages?
- 6. Is personal protective equipment (PPE) availab
- 7. Are staff aware of the procedures to be used when removing body fluid spillages?





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le?	YES NO Comments	

Comments









	SHARPS HANDLING AND DISPOSAL		
1.	Are staff aware of the procedure for managing a vaccination contamination injury?	YES NO Comments	
2.	Do the sharps containers conform to the safety standard (<u>HTM) 07-01 'Safe Management of</u> <u>Healthcare Waste'</u>	YES NO Comments	
3.	Are sharps containers assembled correctly?	YES NO Comments	
4.	Are all sharps containers labelled or tagged with date, locality and a signature on assembly?	YES NO Comments	
5.	Are all sharps bins free from protruding sharps?	(YES NO Comments	
6.	Are the contents of all sharps containers below the 'fill line'?	YES NO Comments	
7.	Are sharps containers in use safely positioned and out of reach of vulnerable people?	YES NO Comments	
8.	Are sharps container lids temporarily closed in between use?	YES NO Comments	
9.	Are sharps disposed of safely and at the point of use?	YES NO Comments	
10.	Are used needles and syringes discarded as a complete single unit?	YES NO Comments	
11.	Are used sharps disposed of without re-sheathing?	YES NO Comments	
12.	Has training been provided where needle safe devices are in use?	YES NO Comments	
13.	Are locked sharps containers stored in a secure facility away from public access until collected for disposal?	YES NO Comments	

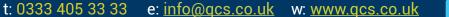




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VACCINE STORAGE AND TRANSPORTATION 1. Is there a procedure/policy for the receipt, storage and transport of vaccines available? YES Comments 2. Is an audit completed at least annually? 3. Is there a named individual who is responsible for YES Comments receiving and storing vaccines? 4. Is there a named deputy who is responsible for Comments receiving and storing vaccines? Comments 5. Have staff attended training which includes guidelines and information on vaccine, storage and the maintenance of the cold chain? Comments 6. Are all vaccines checked against the delivery note? 7. Are vaccines placed in designated vaccine fridges Comments on delivery? 8. Are vaccine types, brands, quantities, batch numbers, expiry dates and date and time received recorded? YES NO Comment 9. Are the vaccines stored in designated vaccine fridges which is fit for purpose, and not a domestic type? Comments 10. Do fridges have an uninterrupted electrical supply? YES Comments 11. Are fridges situated away from a heat source and is air able to freely circulate around it? Comments 12. Are the contents evenly distributed within the fridges to allow air to circulate? Comments 13. Is there no more than four weeks' worth of vaccines?





14. Are fridges locked?	YES NO Comments
15. Are fridges kept in an area with restricted public access?	YES NO Comments
16. Are vaccines stored in their original packaging?	YES NO Comments
17. Are vaccines in date?	YES NO Comments
18. Are vaccine stocks rotated and used according to date?	YES NO Comments
19. Are fridges serviced on a regular basis in line with manufacturer's instructions?	YES NO Comments
20. Are fridges checked and cleaned monthly?	YES NO Comments
21. Are vaccines kept in an approved cool box with a maximum and minimum thermometer, or in an alternative fridge if it is necessary to move them?	YES NO Comments
22. Are temperature checks performed and recorded each working day?	YES NO Comments
23. Are maximum and minimum temperature thermometers used?	YES NO Comments
24. Are recorded temperatures within the acceptable range of 2 - 8 degrees C?	YES NO Comments
25. Do fridges have an alarm which activates when its temperature exceeds 8 degrees C, or when it falls below 2 degrees C?	YES NO Comments
26. Is there a system in place for safe disposal of expired/surplus/damaged vaccines?	YES NO Comments
27. Are vaccines only removed from the fridge immediately before leaving for an external session such as a home visit?	YES NO Comments





- 28. Are vaccines returned immediately to the fridge after an external session?
- 29. During transport, are vaccines wrapped in insulation material (e.g. bubble wrap) and stored in a suitable approved cool box with maximum and minimum thermometer with cool packs?



PERSONAL PROTECTIVE EQUIPMENT (PPE)

1.	Are single use plastic aprons available?	YES NO Comments
2.	Are single use plastic aprons stored appropriately away from the risk of contamination?	YES NO Comments
3.	Is a single use apron worn when in contact or anticipated contact with body fluids or contaminated items or significant physical contact?	YES NO Comments
4.	Are single use aprons worn as single use items and changed between every procedure?	YES NO Comments
5.	Is there a range of sizes of sterile and non-sterile powder free gloves available?	YES NO Comments
6.	Are gloves stored appropriately? e.g. away from contamination and heat source	YES NO Comments
7.	Are gloves worn when any invasive procedure is performed?	YES NO Comments
8.	Are gloves worn when in contact or anticipated contact with body fluids or in potential contact with contaminated items?	YES NO Comments





- 9. Are gloves removed after care activity and then hand hygiene performed?
- 10. Is eye and face protection worn by staff when anticipating contact with blood and body fluids with a high risk of splashing into the face and eyes?

YES NO Comments

Comments

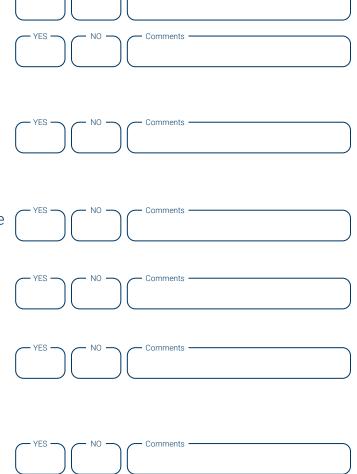
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SPECIMEN HANDLING

YES

1. Is there a procedure for specimen handling?

- 2. Have all staff handling/transporting specimens, including reception staff, received appropriate training as specified in the procedure?
- 3. Are patients provided with an appropriate specimen container if required to produce specimens at home/clinic?
- 4. Are specimens in the appropriate container for the particular specimen type?
- 5. Are specimen containers sealed in a designated plastic transit bag?
- 6. Are specimens awaiting transit kept in a designated area away from the public and staff social/rest areas?
- 7. Is a designated specimen fridge available where required?
- 8. Are specimens stored in a dedicated fridge which is separate to food, medicines and vaccines?



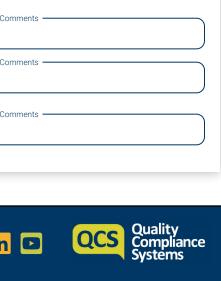
Comments

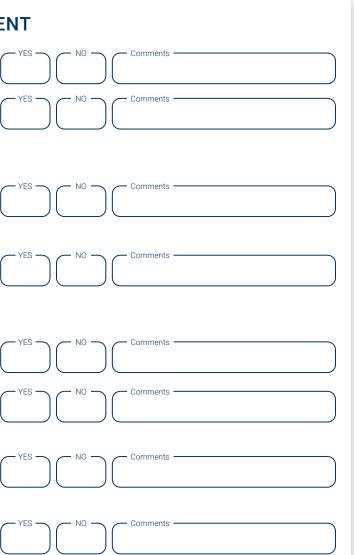


- 9. Are specimens transported in a suitable container?
- 10. Are specimen transport boxes visibly clean?

EQUIPMENT

- 1. Is all equipment on a cleaning schedule?
- 2. Are cleaning schedules completed, signed and up to date with frequencies and responsibilities identified?
- 3. Are cleaning products available for routine cleaning of equipment?
- 4. Are items sent for service, inspection or repair, appropriately cleaned and/or disinfected, and a label of contamination status attached?
- 5. Are single use items disposed of after use?
- 6. Can staff identify single use items?e.g. the symbol used to indicate single use items
- 7. Are sterile products stored above floor level, if used?
- 8. Are sterile packs sealed and undamaged?
- 9. Are all sterile items in date?
- 10. Are re-usable instruments returned to a sterile services provider for Decontamination, if used?





Comments



- 11. Are sterile instrument trays traceable?
- 12. Are used instruments (awaiting collection) stored in a rigid, lidded container?
- 13. Is all medical equipment in a good state of repair?
- 14. Is all reusable equipment routinely cleaned between every patient with general purpose detergent or as per local policy/manufacturer's instructions where this differs?
- 15. Is all blood pressure monitoring equipment visibly clean?
- 16. Are all stethoscopes visibly clean?
- 17. Is blood glucose monitoring equipment visibly clean?
- 18. Are oxygen saturation probes visibly clean?
- 19. Are ophthalmoscopes visibly clean and in a good state of repair?
- 20. Are the otoscopes (auroscopes) visibly clean and in a good state of repair?
- 21. Are dopplers visibly clean?
- 22. Are tourniquets single use or decontaminated between uses?

	YES NO Comments YES NO Comments
?	YES NO Comments YES NO Comments
/	YES NO Comments
	YES N0 Comments YES N0 Comments
	YES NO Comments YES NO Comments
	YES NO Comments
	YES NO Comments YES NO Comments







	WASTE MANAGEMENT					
1.	Are waste bags always tied securely?	YES NO Comments				
2.	Are separate waste streams available in accordance with local guidance? e.g. different colour bags	YES NO Comments				
3.	Are infectious/healthcare risk waste bags labelled before storage and disposal?	YES NO Comments				
4.	Are offensive waste bags labelled before storage and disposal?	YES NO Comments				
5.	Is infectious/healthcare risk waste stored separately to domestic waste in a secure designated storage facility/area?	YES NO Comments				
6.	Is offensive waste stored separately to domestic waste in a secure designated storage facility/area?	YES NO Comments				
7.	Is infectious/healthcare risk waste removed by a registered contractor with a valid licence?	YES NO Comments				
8.	Is offensive waste removed by a registered contractor with a valid licence?	YES NO Comments				
9.	Are outside waste containers or storage/waste compound areas secure?	VES NO Comments				
10.	Are outside waste containers or storage/ waste compound areas kept clean and tidy and without evidence of vermin and/or inappropriate/ extraneous items?	YES NO Comments				





INFECTION PREVENTION & CONTROL (IPC) INSPECTION ACTION PLAN

Practice Name	IPC Lead
Date of IPC Audit	Names of staff who carried out the audit

	Issue / Concern / Deficiency	Action(s) Taken/To Be Taken	By Whom (Name/Role)	Timescale / Review Date
1				
2				
3				
4				
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9				
10				
11				
12				
13				
14				
15				

COMPLETED AND SIGNED ON BEHALF OF THE PRACTICE:

t· 0333 405 33 33	e info@acs.co.uk	w www.acs.co.uk		OCS	Quality Compliance
Designation —			· Date Complete	ed	
Name			Signature —		

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Systems