

## Managers Checklist for Adult Social Care

<b>Service/ Name of Setting:</b>		<b>Date of Assessment:</b>	
<b>Name of Assessor:</b>		<b>Designation:</b>	

Topic:	Yes	No	Action Required/Comments:	Date Action Completed:
<i>Does the care home have a designated person responsible leading on IPC?</i>				
<i>Does the IPC lead role include: audit monitoring, feedback to individuals on IPC practices and promoting IPC?</i>				
<i>Are regular team meetings held?</i>				
<i>Are IPC topics/issues discussed at regular team meetings?</i>				
<i>Have all staff received, or have IPC induction training booked?</i>				
<i>Are all staff compliant with IPC mandatory training?</i>				
<i>Does IPC training meet mandatory requirements for those providing care activities i.e. at least every 3 years?</i>				
<i>Is there evidence that environmental audits have been undertaken and practice changed to improve IPC?</i>				
<i>Are relevant audits of staff practice carried out?</i>				
<i>Are steps taken to improve if areas of non-compliance are observed?</i>				
<i>Are spot checks carried out by leaders within the home to ensure compliance with IPC standards?</i>				

<i>Are IPC policies and procedures available and within the review date?</i>				
<i>Do all staff know how to access IPC policies and procedures?</i>				
<i>Is there an environmental cleaning schedule which includes: All areas of the environment, responsibilities for cleaning, methods for cleaning, the frequency of cleaning, soft furnishings/curtains?</i>				
<i>Are all staff aware of the cleaning schedule and where it is kept?</i>				
<i>Is cleaning equipment available in the care home which includes carpet cleaning equipment?</i>				
<i>Following discharge from the home, is there an itemised procedure followed to ensure the safe cleaning of rooms between resident use?</i>				
<i>Are appropriate disinfectants (available from a COSHH approved i.e. locked cupboard) for cleaning blood and body fluid spills and in the event of an outbreak?</i>				
<i>Does the establishment have a colour coded system for cleaning equipment in line with national guidance?</i>				
<i>Is there a process for carpet cleaning?</i>				
<i>Is a mattress integrity audit completed regularly i.e. monthly and documented?</i>				
<i>Is there clear information about how to access advice about IPC - including out of hours?</i>				

<i>Does staff within the home know how they would manage an outbreak of infection?</i>				
<i>Are alcohol based hand rub containers available at the point of care, containing at least 60% alcohol based hand rub and clean?</i>				
<i>Are all staff who provide care adhering to Bare Below the Elbow?</i>				
<i>Have staff been offered immunisation as per current national guidance i.e. Hepatitis B, Flu, MMR, tetanus etc.?</i>				
<i>Are residents admitted to this care home assessed for infection risks (to themselves and from themselves) and placed appropriately to reduce risk of spreading infection?</i>				
<i>Do residents with alert organisms i.e. MRSA, C diff, CPE, VRE etc. have up to date care pathways/care plans?</i>				
<i>Does the home have a suitable area for drug trolley/ medication storage, i.e. away from heat, moisture, direct sunlight, and secure?</i>				
			<b>Compliance (All criteria met in full?)</b>	

<b>Assessor signature:</b>		<b>Date:</b>	
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