



Infection Prevention Toolkit



Guidelines for Completing Infection Prevention Audit Tools

Introduction

These assessment tools are based on the archived Department of Health Essential Steps for Safe Clean Care audit tools. This programme was aimed at reducing Healthcare Associated Infections (HCAI). It assists in the monitoring of infection prevention and control standards and records compliance and areas for improvement.

1. One person will need to take responsibility for carrying out the observations and completing the audit tool/s. This person will then need to be observed by one other person and the observation recorded.
2. One observation should be completed for each team member as appropriate to their role. For example, non-qualified staff would not be included in the catheter insertion audit, but should be observed for the standard precautions audit.
3. There may not be a resident with a medical device during the period of the audit, therefore the audit cannot be completed. However, when a resident has one of the devices introduced, then the appropriate audits should be completed for the members of staff involved in their care.
4. All observations should include a standard precaution audit tool. Eg for each urinary catheter audit a standard precaution audit should be completed alongside the catheter tool.
5. Complete the following details at the top of each audit tool:
 - Care home name.
 - Name and designation of person completing the tool
 - Date(s) audit completed.
6. Refer to the supporting information for each tool.

Insert the initials of the member of staff being observed, follow along horizontally indicating by a tick **YES** or **NO** under each element, if any are not applicable, indicate this by inserting **N/A**. Tick **YES** in the final column if all applicable elements were performed and **NO** if not. Up to ten individual observations can be recorded on each audit tool.

7. Once the whole team has been observed, the auditor should add up all the number of **YES/NO** responses and insert the totals for each element, along with the % of

$$\text{compliance by } \frac{\text{TOTAL of YES}}{\text{TOTAL of YES \& NO}} \times 100 = \% \text{ compliance}$$

8. File copies of the completed audit tools accordingly.
9. These forms have been designed to record either 10 members of staff on one form or can be used as one form per member of staff and record up to 10 observations

