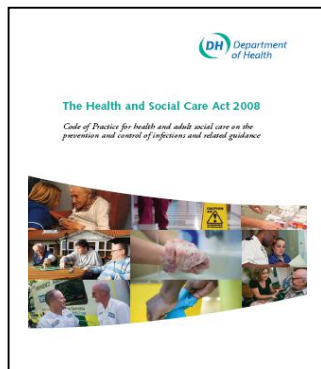


### Code of Practice Compliance Criteria



This newsletter aims to help care homes address the last of the criteria set out in the Health Act (2008), and to assist you with compiling appropriate evidence for the Care Quality Commission.

This edition focuses on the criteria 8, 9 & 10 and provides useful web addresses and downloadable information.

### Criterion 8

#### **Criterion 8**

Secure adequate access to laboratory support as appropriate.

This criterion does not have to be met by Care or Nursing homes as this will be managed with local laboratories, on resident's behalf, via their GP.

### Criterion 9

#### **Criterion 9**

Have and adhere to policies, designed for the individual's care and provider organisations, which will help to prevent and control infections.

This criterion is key and highlights the need to have appropriate policy and guidance to prevent and control infection. All policies should reflect the procedures carried out at the care home and should be clearly marked with a review date (usually every two years), but all guidance should be reviewed when new information or evidence becomes available.

You will need specialist support to develop infection prevention and control (IPC) guidance and policy. It's highly recommended that care home managers contact their local IPC team who can advise on relevant guidance, and may hold link practitioner groups that a member of staff could join. This means the care home will have direct contact with specialists and will be able to keep up to date with new guidance and any useful support tools.

The Department of Health has developed 'Infection Control Guidance for Care Homes', this document is currently under review; however it is still available to download and can be used to develop local guidance. Follow this link:

[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4136381](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4136381)

This document advises on all aspects of IPC practice in care homes, but it is best used to support the development of local guidelines suited to your individual care home. For example, this document makes mention of 'Personal Protective Equipment' (PPE). Care homes need to develop this information into a useful guideline, stating:

- How staff can choose the right PPE for the right procedure - this should explain about the need for disposable CE marked gloves, aprons, (sometimes face masks and/or eye protection)
- How to put the PPE on and take it off, to reduce contamination
- Where PPE should be stored
- How staff dispose of PPE after use
- Why staff should wash hands after removing PPE

Having suitable guidelines is an important aspect in the management of IPC, and is evidence that the care home is practicing safely.

The home manager must ensure that guidance is available for all staff and that staff are aware of where to find it, either on a computer or a paper folder.

**Evidence for your file:**

- A list of appropriate IPC guidance and where this information is kept
- Records of staff training in the use of local guidance
- Audit records of staff use of guidance
- Minutes of staff meetings where guidelines are mentioned

**TIP: Try having a 'guideline of the month' where a guideline is posted on the staff notice board and staff must read and sign to say they have understood it.**

## Criterion 10

### Criterion 10

Ensure, so far as is reasonably practicable, that care workers are free of and are protected from exposure to infections that can be caught at work and that all staff are suitably educated in the prevention and control of infection associated with the provision of health and social care.

All employers have a 'duty of care' to make sure that staff can access occupational health services or advice. This may mean carrying out pre-employment screening or vaccinations. Advice about immunisation can be found in *Immunisation against infectious disease* ('The Green Book'), available at:

[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_079917](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_079917)

Managers should make an assessment of the procedures undertaken by staff as this will help them to develop a policy on staff immunisation where appropriate.

## Five steps to risk assessment:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

For further advice click on this link: [www.hse.gov.uk/biosafety/diseases/bbv.pdf](http://www.hse.gov.uk/biosafety/diseases/bbv.pdf)

In the 'control of substances hazardous to health' (COSHH) hierarchy of control measures, immunisation to protect against infection at work should be considered last, as other controls should be available. If a risk assessment shows that staff could be exposed to biological agents, and an effective vaccine exists, then check if employees are already immunised. If not, immunisation should be offered to those not already immunised (e.g. Hepatitis B). The pros and cons of immunisation/non-immunisation should be explained when making the offer \*.

### Evidence for your file:

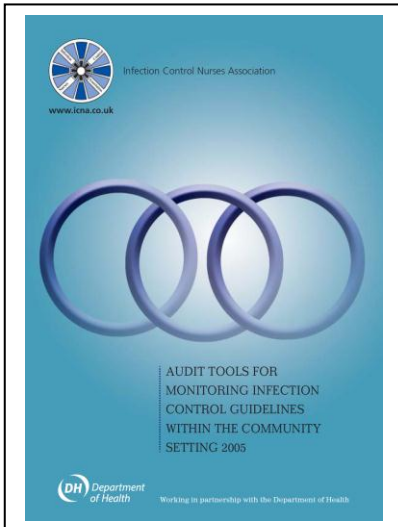
- Staff immunisation records, this may be carried out on a pre- employment questionnaire and must be stored appropriately.
- Staff training records regarding IPC management and especially the management of injuries where staff members have come into contact with the blood and body fluids of another person. (Posters can be downloaded to ensure staff are able to follow the correct procedure following such incidents, go to:  
[http://www.hpa.org.uk/web/HPAwebFile/HPAweb\\_C/1194947345244](http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947345244)

## FIVE TIPS FOR A GOOD START:

1. Know how and who to contact at your local Authority for advice and support in Infection, Prevention and Control (IPC)
2. Have a named internal IPC Link Person who is given dedicated time and training to act as a source of advice in the care home itself.
3. Carry out regular IPC audits which should include:
  - Hand Hygiene audits
  - Use of personal protective equipment
  - Environmental cleanliness
  - Use of policies
4. Ensure IP&C is part of annual mandatory and induction training for staff and register this in their appraisal.
5. Have a comprehensive local IPC policy and evidence portfolio

To help you there are various resources available:

## Audit



Undertaking an audit of the care home is the first place to start. The Infection Prevention Society has developed a new audit tool for use in the community which will be available shortly, check with your local IPC team. The existing audit tool can be used in the meantime and tailored to your care home:

<http://www.ips.uk.net/icna/Admin/uploads/AuditTools2005.pdf>

## Essential Steps to Clean Safe Care

Essential Steps to Clean Safe Care is designed to support health and care services outside the acute hospital setting. It aims to use best practice and national guidance to prevent and manage the spread of infection and, ultimately, to improve patient and service user safety.

The Essential Steps framework is made up of a number of tools and products that can be used across an organisation, as well as by individual teams in a variety of community settings.

These tools are free to download and will help you review and audit practice areas such as hand hygiene, sharps practice, catheter care and enteral feeding.



Essential Steps Link: <http://www.clean-safe-care.nhs.uk/index.php?pid=8>

**Before you start undertaking the Essential Steps programme, contact your local IPC specialist who will be able to advise further.**

## Posters for walls to remind staff and visitors about IPC best practice

Your local IPC nurse or team may have free posters available regarding hand hygiene techniques and sharps management care and there are also a number of posters which you can download. The World Health Organization (WHO) has produced guidance called the 'Five Moments of care', explaining when it is appropriate to wash your hands:

[http://www.who.int/gpsc/tools/Five\\_moments/en/index.html](http://www.who.int/gpsc/tools/Five_moments/en/index.html)



## Free online e-learning

IPC training is always best understood when it is done face-to-face and your local IPC team may provide free training. Where this isn't available, staff can access a free online IPC resource. The e-learning tool is available when you register for an account with the 'Skills for Health Core Learning Unit' at the address below. Details of how to complete the training are given once you have registered. To ensure that staff understand how to use this e-learning tool, a manager or lead person could register first and then cascade this knowledge to other staff. To help with training records, ask staff to print off a record of the various sections undertaken and place it in their personal files.

<http://care.corelearningunit.nhs.uk/SignIn.aspx>