

Healthcare Associated Infection (HAI) AUDIT TOOL

QUESTIONS FOR NURSING STAFF (QUALIFIED AND UNQUALIFIED) – The following are questions which should be asked to the staff groups listed below who work on the ward/unit on which the audit tool has been completed.

		Charge Nurse/Senior Nurse responsible for ward/unit response (state job title of person interviewed below)	Staff Nurse/Nursing Assistant response (state job title of person interviewed below)
Environment			
1	Do you have a ward/unit cleaning schedule? Where is it kept?		
2	Do you have access to cleaning materials to clean the patient bath/showers(s) between use?		
3	What system do you have for cleaning equipment? Do you keep a record of this? If so, where is it kept?		
4	What system do you have for checking and recording the temperature of all the fridges on the ward/area?		
5	Do you have a stock rotation system in the ward/unit? Are all staff aware of it?		
6	Do you have a triggering system to identify that commodes have been clean and are ready for use? Are all staff aware of the system?		
7	Do you have a written policy for pre-planned curtain changes?		
8	Are you aware of environmental audits taking place in your ward/area? If yes, do you see the results and an action plan?		
9	Are changing facilities available for staff?		

		Charge Nurse/Senior Nurse responsible for ward/unit response	Staff Nurse/Nursing Assistant response
Handling and disposal of linen			
1	Please explain the system for segregating linen into appropriate colour coded bags.		
2	How do you launder your uniform? If done at home do you follow the home laundering policy?		
3	Do you have a sufficient supply of uniforms to use whilst others are being laundered?		

		Charge Nurse/Senior Nurse responsible for ward/unit response	Staff Nurse/Nursing Assistant response
Departmental waste handling and disposal			
1	How often are waste bags removed from the ward/unit?		
2	When did you last attend a training session which includes the correct and safe disposal of clinical waste?		

		Charge Nurse/Senior Nurse responsible for ward/unit response	Staff Nurse/Nursing Assistant response
Safe handling and disposal of sharps			
1	Have you received training which includes the safe handling and disposal of sharps?		
2	Do you know what action to take following an inoculation injury?		

		Charge Nurse/Senior Nurse responsible for ward/unit response	Staff Nurse/Nursing Assistant response
Patient Equipment (General)			
1	Are all your ambu bags single use? If not, what system do you have in place to ensure that the filters are changed between patients?		
2	Do you have a decontamination policy? If yes, do all staff know where to access it?		
3	Do you contact the infection control team for advice before you buy new equipment?		
4	Can you describe the symbol used to indicate single use items?		
5	Can you describe the procedure for decontamination of commonly used patient care equipment (eg. commodes, mattresses, IV stand)		
6	Staff are aware of the need for decontamination and a certificate before equipment is maintained/serviced/ repaired within the area or transferred from the area		

		Charge Nurse/Senior Nurse responsible for ward/unit response	Staff Nurse/Nursing Assistant response
Hand Hygiene			
1	Are patients offered hand hygiene facilities after using the toilet/commode/bedpan? (eg. hand wipes)		
2	Have you received training in hand hygiene procedures within the last year?		
3	When is it appropriate to use alcohol rub?		
4	Is there a policy regarding patient and visitor access to the ward kitchen?		

		Charge Nurse/Senior Nurse responsible for ward/unit response	Staff Nurse/Nursing Assistant response
Clinical Practice			
1	Can you describe the procedure when dealing with specimens from patients with known infections?		
2	Can you describe the procedure when handling deceased patients who have had a known infective condition (eg. HIV, Hepatitis B)?		
3	Can you tell me where the Infection Control Manual is kept?		
4	Can you tell me the names of the Lead Infection Control Nurse and Link Nurses?		
5	Is infection control part of the staff induction programme?		
6	Have you attended mandatory training?		
7	Do you have access to the e-learning infection control programme?		
8	Is there a rapid response cleaning service in place? If yes, do you know how to access it?		

QUESTIONS FOR HOUSEKEEPING/DOMESTIC STAFF – The following are questions which should be asked to the staff groups listed below who work on the ward/unit on which the audit tool has been completed.

		Housekeeping/domestic staff response
Environment		
1	Can you explain the colour coding system in place for cleaning equipment?	
2	Do you use separate colour coded equipment for cleaning isolation facilities?	
3	Are you able to access cleaning products/materials as and when you require them?	
4	Are the mop heads you use single use? If not, how often are they laundered?	
5	Do you have a policy for cleaning and disinfection products which require dilution? If yes, do you understand and follow it?	
6	If you are diluting products, how long after dilution would you discard them?	
7	Do you have easy access to personal protective clothing?	
8	Do you know when to use personal protective clothing?	

		Housekeeping/domestic staff response
Handling and disposal of linen		
1	How do you launder your uniform? If done at home do you follow the home laundering policy?	
2	Do you have a sufficient supply of uniforms to use whilst others are being laundered?	

		Housekeeping/domestic staff response
Departmental waste handling and disposal		
1	How often are waste bags removed from the ward/unit?	
2	When did you last attend a training session which includes the correct and safe disposal of clinical waste?	

Housekeeping/domestic staff response

Hand Hygiene	
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1	Have you received training in hand hygiene procedures within the last year?		
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Housekeeping/domestic staff response

Clinical Practice	
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1	Can you tell me about the local policy and procedures for cleaning isolation rooms?		
2	Can you tell me where the Infection Control Manual is kept?		
3	Can you tell me the names of the Lead Infection Control Nurse and Link Nurses?		
4	Is infection control part of the staff induction programme?		
5	Have you attended mandatory training?		
6	Do you have access to the e-learning infection control programme?		
7	Is there a rapid response cleaning service in place? If yes, do you know how to access it?		

INFECTION CONTROL AUDIT TOOL

QUESTIONS FOR PATIENTS – The following are questions which should be asked to the patients on the ward on which the audit tool has been completed. Due to patient consent issues, you may **only** speak to patients who have been identified by staff on the ward as being well enough to speak to you and who have completed the patient interview consent form prior to the interview.

		Patient 1 response	Patient 2 response
Environment			
1	Do you feel the external entrance/hospital reception is clean and tidy?		
2	Do you feel the ward/unit is clean and tidy (including bathrooms)?		
3	Do you feel the ward/unit is clutter free and fresh smelling?		
4	Do you feel that the linen (eg. bed sheets, gowns, towels) are clean and in a good state of repair?		
5	Do you feel patient equipment (eg. IV stands, bedpans, commodes, wheelchairs) is clean and in a good state of repair?		
6	Do you feel furniture (eg. chairs, tables, lockers) are clean and in a good state of repair?		
7	Is the crockery (including cutlery) that your food and drink is served in clean and in a good state of repair?		

		Patient 1 response	Patient 2 response
Departmental waste handling and disposal			
1	Are spillages (including bodily fluids) cleaned up quickly?		

		Patient 1 response	Patient 2 response
Hand Hygiene			
1	Do staff decontaminate (eg. wash with soap and water or use hand gel) before treating you and between patients?		
2	Are you offered hand hygiene facilities (eg. hand wipes, soap and water) after using the toilet/commode/bedpan?		
3	Are you offered hand hygiene facilities prior to meals?		
4	Do you feel that staff are appropriately dressed (eg. uniform, hair, jewellery)?		

		Patient 1 response	Patient 2 response
Clinical Practice			
1	Have you received or seen information leaflets about common infections?		

		Patient 1 response	Patient 2 response
Other			
1	Is there anything else you wish to tell us?		