

ASSURANCE FRAMEWORK

Development Plan for Infection Control to meet the Code of Practice 2006. Health Care Associated Infections (HCAI's)

<i>1. General Duty to protect patients, staff and others from HCAI</i>					
Duty	Self assessment	action	responsibility	comments	Progress
1a. Staff and others are protected against risk of HCAI's.	Annual audits of all areas will monitor this point. Staff training and updates. Infection Prevention and Control policy in place. Trust IC Committee in place Monthly/quarterly reports to Board.	Reports to Board Continue with audits and training. Ensure all areas has a copy of the HPU Infection Control Folder,	DIPC Associate Director of Nursing Lead Nurses Modern Matrons	Continuous Process	Evaluate progress by December 2008
1b. Patients with HCAI's are managed accordingly.	The Trust Infection Control (I.C.) Policy identifies the reporting system and system for advice and support.	All managers and staff to read and ensure that staff are aware of the I.C. Policy	DIPC Associate Director of Nursing Lead Nurses Modern Matrons		update by November 2008

2. Duty to have in place appropriate management systems for infection prevention and control					
Duty	Self assessment	action	responsibility	comments	Progress
2a. Board level agreement outlining its responsibility for Infection Control	Infection Prevention and Control policy in place. Trust infection control Committee in place. Monthly/quarterly reports to the Board.	Reports to Board which incorporate minutes from the Trust IC Committee	DIPC Associate Director of Nursing		September 2008
2b. Director of Infection Prevention and Control accountable to the board	DIPC in place job description reflects roles and responsibility.	Non Required	CEO		In place October 2007 and re-assigned October 2008

2. Duty to have in place appropriate management systems for infection prevention and control					
Duty	Self assessment	action	responsibility	comments	Progress
2c. Mechanisms are in place to secure effective prevention and control of HCAI's.	<p>Monthly/quarterly board reports includes: IC surveillance data Training attendance</p> <p>I.C. Committee will monitor audit plans and surveillance data</p> <p>Yearly Audits undertaken</p> <p>Unannounced IC visits</p>	<p>Board Reports</p> <p>Monitoring of surveillance data</p> <p>Audit Action Plans</p>	<p>DIPC Associate Director of Nursing Lead Nurses Modern Matrons</p>		<p>Continue to be monthly</p> <p>April 2008</p>
2d. ensuring staff and others receive suitable and sufficient training, information and supervision on prevention and control of infection	<p>Induction and training for staff is provided and records of attendance kept. I.C. Policy identifies levels of training needed.</p> <p>Link nurses meetings</p>	<p>Learning and Development Department to monitor the number of staff undertaking the training</p> <p>Lead nurses to ensure attendance of the link nurse meetings</p>	<p>Learning and Development Dept</p> <p>Associate Director of Nursing Lead Nurses Modern Matrons.</p>	<p>The induction is for all staff and Facilities provide this for contractors</p>	<p>Has been on going since April 2008</p>

	for the Trust				
2. Duty to have in place appropriate management systems for infection prevention and control					
Duty	Self assessment	action	responsibility	comments	Progress
2e. Programme of audit to ensure implementation of policy and practice.	Audits are carried out in all service areas.	implement audit plan 07/08. Implement PEAT Action plans	Associate Director of Nursing Lead Nurses Modern Matrons	Audit commencing September 08. Hand Hygiene Audits underway	Audits completed November 2008
2f. A policy for addressing admission, transfer, discharge and movements of patients between departments and health care facilities.	Transfer check list between Acute Trust and Mental Health Trust in place Infection Control policy in place	Ensure the Transfer check list is used Monitor the HCAI transferred into the Trust from the Acute Trusts	Modern Matrons	The I.C. policy addresses admission, transfer, discharge and the movements of patients between departments and health care facilitators.	Completed October 2008

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3. Duty to assess risks of acquiring HCAI and to take action to reduce or control such risks. The NHS body must ensure that it has:					
Duty	Self assessment	action	responsibility	comments	Progress
3a. Assessments of the risks to patients from HCAI's.	Covered by the audit and service action plans. Monthly board report	NPSA "learning through Infection control" SUI form in place	Associate Director of Nursing Lead Nurses Modern Matrons	Continuous Process	Ongoing from April 2008
3b. Identified the steps that need to be taken to reduce or control those risks	Weekly reporting by the wards Surveillance of the IC data Infection Control policy in place Unannounced visits to the wards	Covered by the audit system and service action and also covered by the Infection Control Policy.	Associate Director of Nursing Lead Nurses Modern Matrons	Continuous Process	Ongoing from April 2008

Duty	Self assessment	action	responsibility	comments	Progress
3. Duty to assess risks of acquiring HCAI and to take action to reduce or control such risks. The NHS body must ensure that it has:					
3c. recorded its findings in relation to items (a) and (b)	IC Surveillance data base NPSA - Learning through action reporting Trust IC Committee Board Reports/minutes.	Monthly board reports Monitoring data base	Associate Director of Nursing Lead Nurses Modern Matrons	Continuous Process	Ongoing from April 2008
3d implemented the steps identified	Audit Action Plans PEAT action plans Unannounced visits	Monitoring through the IC committee Implementation through the link nurse meetings Implementation through the modern matron forums	Associate Director of Nursing Lead Nurses Modern Matrons	Continuous Process	Ongoing from April 2008

3. Duty to assess risks of acquiring HCAI and to take action to reduce or control such risks. The NHS body must ensure that it has:					
Duty	Self assessment	action	responsibility	comments	Progress
3e. appropriate methods in place to monitor the risks of infection such that it is able to determine whether further steps need to be taken to reduce or control HCAI	IC Committee monitoring Weekly reporting by the wards Surveillance data base	Board reports	Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from May 2008

4. Duty to provide and maintain a clean and appropriate environment for health care. The NHS body must , with a view to minimising the risk of HCAI, ensure that:					
Duty	Self assessment	action	responsibility	comments	Progress
4a. Policies for the environment make provision for liaison between the members of the Infection Control Team and the person with overall responsibility for facilities management.	PEAT assessment undertaken by facilities clinical staff and IC staff. Attendance to IC Link meetings.	Hotel Services and Facilities as members of the I.C. committee	Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008
4b. Designated managers for cleansing and decontamination of equipment in clinical areas.	Hotel Services responsible for cleaning Hotel Services managers in each directorate	Hotel Services to monitor cleaning and contract cleaners Monitor/report to the IC committee	Associate Director for Hotel Services Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008

	Modern matrons responsible for ensuring that ward equipment is decontaminated	Board Reports Modern Matrons to ensure that commodes/beds/hoists are decontaminated in accordance with manufacturers guidance.			
4. Duty to provide and maintain a clean and appropriate environment for health care. The NHS body must , with a view to minimising the risk of HCAI, ensure that:					
Duty	Self assessment	action	responsibility	comments	Progress
4c. The environment is clean and maintained in good physical repair.	Link meetings to discuss problems and concerns and highlight risk. PEAT Audits IC Audits.	Peat Audits to be actioned and responsibility for implementation of action plans to be owned by the modern matrons	Associate director for Hotel Services Associate Director of Nursing Lead Nurses Modern Matrons	PEAT Completed	June 2008 Repeated January 2009
4d. Details of cleaning standards are required in each part of the premises and a schedule of cleaning frequencies is publicly available.	PEAT assessments	Cleaning arrangements and standards of cleanliness together with a public notice of the frequency of cleaning must be available in the service areas for the public.	Associate Director for Hotel Services Associate Director of Nursing Lead Nurses Modern Matrons		In all Areas January 2009

Duty	Self assessment	action	responsibility	comments	Progress
4. Duty to provide and maintain a clean and appropriate environment for health care. The NHS body must , with a view to minimising the risk of HCAI, ensure that:					
4e. Adequate hand washing facilities are available	Alcohol hand rub at point of care. Individual hand gel bottles for staff available Hand hygiene notices above all sinks Part of "Cleanyourhands" campaign	Role our " <i>cleanyourhands</i> " campaign throughout the Trust	Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008
4f. There are effective arrangements for the appropriate decontamination of instruments and other equipment. (as per 4b)	Hotel Services responsible for cleaning Hotel Services managers in each directorate Modern matrons	Hotel Services to monitor cleaning and contract cleaners for cleaning of beds/hoists/commodos Monitor/report to the IC committee	Associate Director for Hotel Services Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008

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	responsible for ensuring that ward equipment is decontaminated	Board Reports Modern Matrons to ensure that commodes/beds/hoists are decontaminated in accordance with manufacturer's guidance.			
4. Duty to provide and maintain a clean and appropriate environment for health care. The NHS body must , with a view to minimising the risk of HCAI, ensure that:					
Duty	Self assessment	action	responsibility	comments	Progress
4h. clothing worn by staff when carrying out their duties (including uniforms) is clean and fit for purpose.	Uniform and Workwear Policy in place Appropriate protective clothing is available to staff	Modern Matrons to monitor	Associate Director of Nursing Lead Nurses Modern Matrons		Policy in place April 2008

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5. Duty to provide information on HCAI to patients and the public. The NHS body must ensure that it makes suitable and sufficient information available:					
Duty	Self assessment	action	responsibility	comments	Progress
5a. Suitable and sufficient information is available to patient and the public.	Information leaflets Signage Board minutes	Public information needs to be made available about the organisations general systems and arrangements for preventing and controlling infection.	Associate Director of Nursing Lead Nurses Modern Matrons	Information aid memoire available for staff Patient information leaflets developed	Ongoing from April 2008
5b. to each patient concerning:	Information leaflets.	Review/replace HCAI information leaflets	Associate Director of Nursing Lead Nurses Modern Matrons	As above	Ongoing from April 2008

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Any particular considerations regarding the risks and the nature of any HCAI that are relevant to their care, and Any preventative measures relating to HCAI that a patient ought to take after discharge.		Develop the Trusts web site with IC information			
6. Duty to provide information when a patient moves from the care of one health care body to another.					
Duty	Self assessment	action	responsibility	comments	Progress
6. Provide suitable and sufficient information on the patients infection status when arrangements are made for discharge or transfer to other areas.	The patients care plan (CPA3) will be the most appropriate communication with a plan of how to minimise cross infection.	As part of a patients Transfer or discharge the patients infection status must be recorded and communicated to people that may be at risk.	All Clinical Staff		Ongoing from April 2008

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7. Duty to ensure co-operation					
Duty	Self assessment	action	responsibility	comments	Progress
7. Staff visitors and on site contractors have a duty to ensure co operation to enable the Trust can meet its obligations in the Code.	IC policy in place	Statement or guidelines for visitors and contractors in relation to their duty to co operate with each other. *	Associate Director of Nursing Lead Nurses Modern Matrons Facilities Department		Ongoing from April 2008

8. Duty to provide adequate isolation facilities.					
Duty	Self assessment	action	responsibility	comments	Progress
8. Isolated areas are needed in each clinical area.	All wards and residential areas have an area that can provide the isolation of patients with infections. The majority of wards have single bedrooms with en suite facilities	No required		All patients have individual bedrooms and those areas that still have bays have access to single rooms for isolation	

9. Duty to ensure adequate laboratory support.					
Duty	Self assessment	action	responsibility	comments	Progress
9. Arrangements with microbiology services have appropriate protocols to meet their standards.	SLA with Acute Trust's Microbiology Services	Non required			

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10. Duty to adhere to policies and protocols applicable to infection prevention and Control					
Clinical Care Protocol		action	responsibility	comments	Progress
10a Appropriate Core Policies are in place. These are:- Universal Precautions. Available. Aseptic Techniques Major Outbreak of infection. Isolation of patients Safe handling and disposal of sharps.	The Core Policies are guidelines provided by the Health Protection Agency. These policies will need to be reflected in the audit process, audit, revision and update. Infection control Policy	Review content of each. Awareness through Induction and mandatory training. Monitor compliance with hand hygiene and use of PPE.	Lead Nurses	Continuous Process	Ongoing from April 2008 The HPA have updated their guidance November 2008

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Prevention of occupational exposure to blood borne viruses					
Closure of wards					
Disinfection Policy					
Antimicrobial Prescribing.					
Reporting of Infection to the HPA .					
Control of Infections minimum, MRSA, C.diff,					
Duty		action	responsibility	comments	Progress
10c. Major outbreaks of communicable infection	All staff should be fully aware of Trust Infection Control Policy and the procedure for the management of outbreaks Pandemic Flu policy	Awareness through Induction and mandatory training. Early detection of outbreaks Compliance audits. Communication to all levels of staff	Associate Director of Nursing Lead Nurses Modern Matrons Director of Social Care	Pandemic Flu contingency plan will be available for sign off by the CEO December 08	Ongoing from April 2008 December 2008
10d. Isolation of patients.	Infection control Policy		Modern matrons		Ongoing from April

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	Single Bedrooms available in all wards/units				2008
10. Duty to adhere to policies and protocols applicable to infection prevention and Control					
Duty		action	responsibility	comments	Progress
10e. Safe handling and the disposal of sharps	Inclusion of information on policy in induction programme for all staff groups. Actions to reduce rate of needle stick injuries	Awareness through Induction and mandatory training. Joint work with Occupational Health to raise awareness for the prevention of needle sticks injuries.	Occupational Health Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008

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10f. Prevention of occupational exposure to blood borne viruses (BBVs)	Use of universal precautions at all times	Awareness through Induction and mandatory training. Audit compliance with I.C. policies	Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008
10. Duty to adhere to policies and protocols applicable to infection prevention and Control					
Duty		action	responsibility	comments	Progress
10g. Management of occupational exposure to BBVs and post exposure prophylaxis	Clear information to health staff about reporting potential exposure and the need for prompt action.	Review/audit IRIS incidents of needle stick injury. Cascade lessons learnt.	Occupational Health, Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008

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10h. Closure of wards, departments and premises to new admissions.	Policy shows clear criteria for closure, provision of advice from HPU and guidance on environmental deep cleaning		Associate Director of Nursing Lead Nurses Modern Matrons	Part of the I.C. Policy from HPU.	Ongoing from April 2008
10. Duty to adhere to policies and protocols applicable to infection prevention and Control					
Duty		action	responsibility	comments	Progress
10k. Reporting HCAI to the HPA and SHA as directed by the DH.	All outbreaks and SUI to be reported as per Trust guidelines	Reports for all outbreaks Sharing lessons learnt	DIPC Associate Director of Nursing Lead Nurses Modern Matrons		Ongoing from April 2008

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11. Duty to ensure, so far as reasonably practicable, that health care workers are free of and are protected from the exposure to communicable infections during the course of their work and that all staff are suitably educated in the prevention and control of HCAI The NHS body must ensure that policies and procedures are in place in relation to the prevention and control of HCAI such that:					
Duty	Self assessment	action	responsibility	comments	Progress
11.a All staff access Occupational Health	In place				Ongoing from April 2008
11.b Policy on Occupational Health –prevention and management of communicable infections in health care worker.	In place	Up date as new guidance is issued			
	In place	Review and develop training sessions			

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11.c	Induction and on going Training for all new staff.	In place	across all services. Establish training data base			
11.d	A programme of ongoing education for existing staff, contractors and locum staff.	In place	Implement “cleanyourhands” campaign across non acute sectors.			
11.e	There is a record of training updates for all staff.		Develop and sign off Link Practitioner role description.			
11.f	The responsibilities of staff in preventing and controlling infection are reflected in job descriptions , personal development plans and appraisals.	In place	Devise work plan for link Practitioners			