

Hand Hygiene and Personal Protective Equipment

- Undertake hand hygiene in accordance with the five moments.
- Carry personal issue alcohol hand gel.
- Challenge your colleagues to undertake hand hygiene and promote hand hygiene to patients.
- Hand wash sinks must only be used for hand washing.
- Always remember to cleanse hands following removal of any PPE.
- Ensure aprons, gloves and eye protection are all available and worn when indicated.

De-Clutter/Tidy up

- Laminate paper posters; remove out of date notices.
- Never use sticky tape or similar to put up notices or secure labels, ensure all sticky residue is removed.
- Remove broken or out of use equipment.
- Ensure items and patient property are stored appropriately and off the floor throughout your area.
- All floors in cupboards/store rooms must be clean.
- Ensure that linen trolleys and care round trolleys are clean, tidy, contain appropriate items and are protected from contamination.

Review Storage

- Check cupboards, ensure stock is tidy, stored off the floor, rotated and any out of date items removed.
- Ensure COSHH items e.g. bleach tablets, NaDCC products ('Presept granules') are in locked cupboards.
- Oral hygiene products (including denture pots) must be stored in a clean area (not the sluice).
- Ensure under sink storage is minimised and poster to promote this is displayed.

Check Commodes and Sluice Areas

- Commodes must be visibly clean, check all surfaces including undersides and wheels.
- Check macerators are clean and free from limescale.
- Spill bucket must be clean and dry with access to disposable mop heads.
- Items stored in sluices must be off the floor and protected from contamination.

Clinical Equipment

- Items labelled as single use must be used as such.
- Ensure wipes are available on all mobile diagnostic monitors, (BP, ECG) etc.
- Ensure invasive devices are managed appropriately.

IT Equipment and Nurse Base

- Only use laptops/PC keyboards with clean hands.
- Ensure whiteboards/keyboards are free from dust and included in daily cleaning schedule, use PDI detergent wipes. Ensure wipes are on all mobile lap tops.
- Keep notes trolley dust free.
- Ensure patient folders and any ring binders are intact, wipe clean and free from sticky tape/residue.
- Record minimum, maximum and actual fridge temperatures for kitchen fridges and vaccine fridges, document your actions if temperature out of range.

Cleaning/Cleaning Schedules

- Ensure that all staff are aware of cleaning schedules.
- Signing sheets for commodes and other high risk items must be completed on schedule following cleaning.
- Ensure that all items are stored clean.
- Report any concerns about environmental cleanliness or limescale build-up on taps to housekeeping teams.

Sharps/Waste

- Ensure sharps bins are assembled correctly, stored appropriately, labelled, not overfull and closure aperture in use. Do not store sharps boxes where they are easily accessible to the public.
- If using sharps bin trays ensure they are stored clean and dry, ready for use.
- Know the safety sharps for use in your area (safety cannula, insulin pen safety sharps etc).
- Know how to deal with an inoculation injury.
- Ensure clinical waste bins are foot operated, visibly clean, not overflowing and labelled appropriately.
- Promote appropriate segregation of waste.

IPC Knowledge

- Know how to obtain infection prevention and control advice ☎ 01386 502552 (32552).
- Ensure screening samples for MRSA and CPE are sent as required; consider need for stool specimens for *Clostridium difficile*/Norovirus on clinical presentation.
- Promote antimicrobial stewardship in your area.
- Be alert for signs of SEPSIS.
- Know how to deal with a spillage of blood/body fluids.
- Include IPC as a topic in ward and team meetings.
- Ensure staff who present with diarrhoea and/or vomiting which may be infectious are 48 hours symptom free before returning to work.