

Self Audit Tool

Staff Name or ID:

Designation

Work place:

Date:



Herefordshire and Worcestershire
Health and Care
NHS Trust

HAND HYGIENE		Yes	No	NA	COMMENTS
1.	Are you 'Bare Below the Elbows' when providing direct patient care/ performing tasks that require hand hygiene?				
2.	Are your hands free of, nail varnish, nail gel, nail art, stoned rings, wrist watches or bracelets at work?				
3.	Are your nails always kept short and clean?				
4.	Do you always carry personal issue alcohol hand rub whilst at work?				
5.	Are you aware of the importance of hand hygiene including the '5 moments of hand hygiene' (WHO 2009) and the need to cleanse hands following glove removal?				
6.	Are you aware of the correct hand hygiene technique when washing/using alcohol gel?				
7.	Alcohol hand rub should not be used as a sole agent when caring for a patient with diarrhoea and/or vomiting or patient with <i>Clostridium difficile</i> . Are you aware of this?				
PERSONAL PROTECTIVE EQUIPMENT					
8.	Disposable aprons and gloves should be worn if there is a risk of contact with blood/ body fluid or COSHH regulated products. Are you adhering to this standard?				
9.	Do you dispose of your gloves then apron followed by cleansing hands between each episode of care/patient?				
10.	Would you wear face/eye protection in the event of potential splash back procedure?				
DECONTAMINATION					
11.	Can you describe/draw the symbol that indicates an item is single use?				
12.	When using equipment, is it cleaned/ decontaminated between use?				
13.	Would you be happy for the equipment in your department to be used on you?				
14.	Can you access multi-surface detergent wipes?				
15.	Can you access 70% alcohol hard surface wipes?				
16.	Do you know where to find your cleaning schedules for equipment in your department?				
17.	Do you adhere to your department's cleaning schedule 100% of the time?				

SHARPS AND WASTE HANDLING		Yes	No	N/A	COMMENTS
18.	Yellow topped sharps bins should be used for disposal of non cytotoxic/cytostatic sharps and Purple topped sharps bins for disposal of cytotoxic/cytostatic sharps and contaminated items. Are you adhering to this standard?				
19.	Do you ensure sharps are disposed of safely at point of use?				
20.	Needles and syringes are disposed of as a single unit?				
21.	Are you aware of the correct use of safe sharps devices available in your area?				
22.	If you were asked to state the action required following a needle-stick/sharps injury/bite, would you know what to say?				
23.	Do you segregate waste in accordance with local policy, (dependent upon setting)?				
GENERAL PRACTICES					
24.	Could you state the correct method to deal with a blood/body fluid spillage?				
25.	The exclusion period for diarrhoea and/or vomiting is 48hrs from the last symptom. Do you adhere to this standard?				
26.	Do you know where to locate Infection Control (IPC) Policies and Procedures?				
27.	Have you undertaken your mandatory IPC training in the last 12 months?				
28.	Do you know the name of the Trust's Director for Infection Prevention and Control?				
29.	Antimicrobial dressings should be used if a wound is infected or critically colonised and its use must be reviewed at 2 weeks. Do you adhere to this standard?				
30.	Are you aware of the need to regularly review urinary catheters, promoting their removal where possible?				
31.	Do you know what NICHE means in relation to the use of antibiotics?				
32.	'ChlorPrep' is used to disinfect the skin prior to insertion of an IV device?				

Please return this form to _____

By _____

Thank you for your response.