

# Preventing the spread of infection

## Review tool

Provider Services 2010

Name: \_\_\_\_\_

Base: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date	Assessors name & role	Procedure Treatment observed	Hand hygiene	Personal Protective Equipment	Aseptic technique	Sharps	Documented	Score
25 <sup>th</sup> Dec	SN Ann Example	SC injection	Y	NA	Y	Y	Y	5
Compliance for each risk element ( Target 100%)								

### BOX 1 - INSTRUCTIONS

This tool is to be used to review one persons practice on 5 occasions. The assessor does not need to be the same person for the 5 observations.

The assessor must be a competent person in the area being assessed – please see the assessor prompts for guidance.

**Step 1** Identify and plan appropriate opportunities to undertake assessment

**Step 2** Prepare for the observations by referring to current policies/guidelines

**Step 3** Score each assessment as in box 2, step1 below.

**Step 4** Where an observation fails, the review ceases and the risk element should be discussed, documented and any required actions identified. The review can be resumed when agreed actions are completed.

**Step 5** Where a repeated risk element occurs, this must be discussed with your line manager and further actions agreed.

**Step 6** Once completed, keep a copy for your records and send one to your clinical lead/manager.

### BOX 2 - COMPLETING THE SCORES.

Step 1 - Following each observation complete the review tool horizontally. Indicate ✓ (YES) when each risk element has been performed; N/A where it is considered not applicable and X (NO) where the risk element was not performed and score in the end box – add the ✓ (YES) and NA results together and record in the score column.

Step 2 - To work out the compliance for each risk element complete the vertical column: Number of ✓ (YES) and non applicable elements (N/A) ÷ by number of observations x 100 = % compliance for each risk element.

***Discussions held during the assessment as a result of element failure:***

***Action Plan agreed with team leader:***

***Reflection:***