

BACK TO BASICS ASSESSMENT TOOL

This document focuses on the key infection prevention principles and practice areas of hand hygiene, use of personal protective equipment and respiratory etiquette. It is vital that care staff understand how demonstrating compliance with these standards drives down avoidable infection.

The audit tool within this document can be used to monitor staff compliance and should form part of a regular audit programme.

In the event of an outbreak situation more frequent audit of practice may be necessary and therefore daily use of this tool could be implemented, this will support and evidence compliance in best practice.

Infection Prevention and Control – Back to Basics Assessment Sheet

Staff name	Date assessed	Name of assessor	PPE donning	PPE doffing	5 Moments for Hand Hygiene - examples	Hand hygiene – washing soap and water/alcohol based hand rub	Respiratory hygiene awareness: Catch it Bin it Kill it + Hands, Face, Space

Public Health England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE
Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stented rings.

- Put on your plastic apron, making sure it is fast securely at the back.
- Put on your surgical face mask. If you feel unsure, securely fasten it at crown and base of mask. Once it covers the nose, make sure it is adjusted to cover your mouth and chin.
- Put on your eye protection if there is a risk of splashing.
- Put on non-sterile gloves.
- You are now ready to enter the patient area.

Doffing or taking off PPE
Surgical masks are single session use, gloves and apron should be changed between patients.

- Remove gloves, grasp the outside of the cuff of the glove and peel off taking the glove in the closed hand, then the finger grip, wash, and peel off second glove.
- Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- Snap or unfasten apron ties the neck and allow to fall forward.
- Remove surgical mask.
- Now wash your hands with soap and water.

Soap waste bins and fold aprons in on staff, not handling the outside as it is contaminated, and put into clinical waste.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedure
If you require the PPE for aerosol generating procedures (AGP) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

NHS National Patient Safety Agency

Your 5 moments for hand hygiene at the point of care

- BEFORE PATIENT CONTACT**
Wipe! Clean your hands before touching a patient when approaching 'his/her' to protect the patient against harmful germs carried on your hands.
- BEFORE A CLEAN/ASEPTIC PROCEDURE**
Wipe! Clean your hands immediately before any clean/aseptic procedure. Wipe! To protect the patient against harmful germs, including the patient's own, from entering 'his/her' body.
- AFTER BODY FLUID EXPOSURE RISK**
Wipe! Clean your hands immediately after an exposure risk to body fluids (and after glove removal). Wipe! To protect yourself and the healthcare environment from harmful patient germs.
- AFTER PATIENT CONTACT**
Wipe! Clean your hands after touching a patient and her/his immediate surroundings when leaving the patient's side. Wipe! To protect yourself and the healthcare environment from harmful patient germs.
- AFTER CONTACT WITH PATIENT SURROUNDINGS**
Wipe! Clean your hands after touching any object or furniture in the patient's immediate surroundings when leaving - even if the patient has not been touched. Wipe! To protect yourself and the healthcare environment from harmful patient germs.

Based on WHO guidelines '5 Moments for hand hygiene' and reproduced with their kind permission.

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Hand-washing technique with soap and water

- Wet hands with water
- Apply enough soap to cover all hand surfaces
- Rub hands palm to palm
- Rub back of each hand with palm of other hand with fingers interlaced
- Rub palm to palm with fingers interlaced
- Rub back of fingers to opposing palms with fingers interlocked
- Rub each thumb clasped in opposite hand using a rotational movement
- Rub tips of fingers in opposite palm in a circular motion
- Rub each wrist with opposite hand
- Rinse hands with water
- Use elbow to turn off tap
- Dry thoroughly with a single-use towel
- Hand washing should take 15-30 seconds

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Alcohol handrub hand hygiene technique – for visibly clean hands

- Apply a small amount (about 3 ml) of the product in a cupped hand
- Rub hands together palm to palm, spreading the handrub over the hands
- Rub back of each hand with palm of other hand with fingers interlaced
- Rub palm to palm with fingers interlaced
- Rub back of fingers to opposing palms with fingers interlocked
- Rub each thumb clasped in opposite hand using a rotational movement
- Rub tips of fingers in opposite palm in a circular motion
- Rub each wrist with opposite hand
- Wait until product has evaporated and hands are dry (do not use paper towels)
- The process should take 15-30 seconds

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CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.

BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.

KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

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