

Cross-Institution Infection Control (CIIC) Audit Tools



























About Cross-Institution Infection Control Audits



The National Infection Prevention and Control (IPC) Guidelines for Acute Healthcare Facilities presented by the Ministry of Health (MOH), Singapore, has recommended for Healthcare institutions to ensure policies and processes for IPC are in place for safer healthcare system. Audit is an important aspect of infection control to improve safety.

In the pursuit of a safer system, following Hepatitis C outbreak at a SingHealth Institution in 2015, Singapore healthcare cluster, Singapore Health Services (SingHealth), through its Institute for Patient Safety and Quality (IPSQ), developed the Cross Institution Infection Control (CIIC) collaborative audit model in 2016. The is a model comprising of an independent multidisciplinary team of auditors; comprising of IPC Nurses, Allied Health Professionals and Administrators from SingHealth Institutions, to conduct Cross Institution Hand (CIHH) and Environment (CIEH) Hygiene audits. It brings together appointed auditors from within SingHealth institutions, guided by a structured approach with harmonized audit tools and standards, centralised training of auditors, and cross learning and sharing of best practices from the audits.

The audit model was scaled up to include Cross Institution Kitchen Hygiene (CIKH) in 2018 and Cross Institution Sterile Processing (CISP) and Cross Institution Endoscopy Reprocessing (CIER) in 2020. This paper elaborates the implementation, challenges & effectiveness of the CIIC collaborative audit model.

5 harmonized CIIC Audit Tools for:



- 1. Cross Institution Environmental Hygiene (CIEH)
- 2. Cross Institution Hand Hygiene (CIHH)
- 3. Cross Institution Kitchen Hygiene (CIKH)
- 4. Cross Institution Endoscopy Reprocessing (CIER)
- 5. Cross Institution Sterile Processing (CISP)



Cross Institution Environmental Hygiene (CIEH) Audit Tool



The focus of the CIEH Audit Tool is on dirt and blood in the environment, equipment and furniture. Processes audited include glucometer maintenance to eliminate blood stains, cleaning of equipment between use, storage of sterile items, accessibility of alcohol-based wipes and hand washing facilities, and knowledge of housekeeping staff on the use of different coloured cloths for cleaning.



Environment

Equipment

| • | | |
|---|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Part I | ENVIRONI AUDIT ITE |
|---|--|
| AUDIT O | ATEGORY STAINS OF |
| | ATEGORY CAL FLUID ortunities) |
| 1 | ENVIRO |
| а | Walls |
| ь | Doors |
| С | Curtains |
| d | Floors |
| е | Ceiling |
| f | Window |
| g | Aircondit |
| h | Others E |
| 1 | Others E |
| j | Others E |
| k | Sub-tota |
| Part I | ENVIRON AUDIT ITE |
| _ | |
| AUDIT (BLOOD (50 Opp | STAINS O |
| AUDIT O | |
| AUDIT O | ATEGORY |
| AUDIT (BIOLOIC (50 oppo | CATEGORY CAL FLUID ortunities) |
| AUDIT (BIOLOIG (50 oppo | CATEGORY CAL FLUID ortunities) |
| AUDIT (BIOLOIG (50 oppo | EQUIPN Hypocou |
| AUDIT C BIOLOIC (50 oppo | EATEGORY CAL FLUID CHURCHES EQUIPN Hypocou |
| AUDIT C BIOLOG (50 oppo | EQUIPM Hypocou Infusion Blood pri |
| AUDIT (BIOLOIG (50 opper | EQUIPM Hypocou Infusion Blood pr |
| AUDIT C BIOLOIG (50 opper | EQUIPM Hypocou Infusion Blood pr Suction i |
| AUDIT C BIOLOIC (50 oppi | EQUIPM Hypocou Infusion Blood pr Suction i Compute |
| GSO Oppo AUDIT C BIOLOIG (SO oppo a b c d e f | EQUIPM Hypocou Infusion Blood pr Suction i Compute Compute Others E |
| (50 Opp AUDIT of BIOLOID (50 Opp BIOLOID (50 Opp BIOLOID) CO. C. | EQUIPM Hypocou Infusion Suction i Compute Compute Others E |
| de oppe | EQUIPM Hypocol Infusion Blood pr Suction I Compute Compute Compute Others E Others E |
| GSO Oppe AUDIT C BIOLOGIC (SO oppe BIOLOGIC (SO oppe C C d e f g h i | EQUIPM Hypocou. Infusion Blood pr Compute Compute Others E Others E Others E |
| (\$0 Oppo | EQUIPM Hypocou Infusion Blood pr Suction 1 Compute Others E Others E Others E Others E |

| ıı | ENVIRONMENTAL HYGIENE AUDIT CATEGORY / AUDIT ITEMS |
|-----|--|
| T (| CATEGORY A (BLOOD): ABSENCE OF BLOOD / POSSIBLE STAINS OR OTHER BODY FLUIDS (ortunities) |
| O) | CATEGORY B [DIRT]: ABSENCE OF DIRT, DUST, RUST ETC (F CAL FLUID) ortunities) |
| | ENVIRONMENT (Examples) |
| | Walls |
| | Doors |
| | Curtains |
| | Floors |
| | Ceiling |
| | Windows |
| | Airconditioner / Fan |
| | Others Env 1: |
| | Others Env 2: |
| | Others Env 3: |
| | Sub-total (1) - Environment |
| t I | ENVIRONMENTAL HYGIENE AUDIT CATEGORY / AUDIT ITEMS |
| | CATEGORY A [BLOOD] : ABSENCE OF BLOOD / POSSIBLE STAINS OR OTHER BODY FLUIDS |
| | ortunities) |
| OI | CATEGORY B J DIRT]: ABSENCE OF DIRT, DUST, RUST ETC (CAL FLUID) ortunities) |
| | EQUIPMENT (Examples) |
| | Hypocount machine / Glucometer |
| | Infusion pumps |
| | Blood pressure machine |
| | Suction machines |
| | Computer on Wheels (COW) / Medical COW |
| | Computer |
| | Others Eqp 1: |
| | Others Eqp 2: |
| | Others Eqp 3: |
| | Others Eqp 4: |
| | Others Eqp 5: |
| | Others Eqp 6: |
| | Others Eqp 7: |
| | |
| | Sub-Total (2) - Equipment |

| NVIRONMENTAL HYGIENE AUDIT CATEGORY / UDIT ITEMS | | | | | | |
|--|-------|-------|-------|--|-------|--|
| TEGORY A [BLOOD]: ABSENCE OF BLOOD / POSSIBLE AINS OR OTHER BODY FLUIDS unities) | | | | | | |
| TEGORY B [DIRT]: ABSENCE OF DIRT, DUST, RUST ETC (NON- L FLUID) unities) | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| NVIRONMENT (Examples) | | | | | | |
| /alls | | | | | | |
| oors | | | | | | |
| urtains | | | | | | |
| loors | | | | | | |
| eiling | | | | | | |
| /indows | | | | | | |
| irconditioner / Fan | | | | | | |
| thers Env 1: | | | | | | |
| thers Env 2: | | | | | | |
| thers Env 3: | | | | | | |
| ub-total (1) - Environment | | | | | | |
| NISPONMENTAL MYCIPME AUDIT CATECORY | | | | | | |
| UDIT ITEMS | | | | | | |
| | | | | | | |
| TEGORY A [BLOOD] : ABSENCE OF BLOOD / POSSIBLE AINS OR OTHER BODY FLUIDS funities) | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| TEGORY A (BLOOD): ABSENCE OF BLOOD / POSSIBLE AND OR OTHER BODY FLUOD INTERMINED) TEGORY B (DIRT): ABSENCE OF DIRT, DUST, RUST ETC (NON-LTUD) UNITED) | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| TECONY A (BLOOD): ABSENCE OF BLOOD / POSSIBLE MODEL OF TAUROS MINISTER | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| TECOMY A (BLOOD): ABSENCE OF BLOOD / POSSIBLE AND OR OTHER BODY FLUIDS INDIGES. TECOMY S DONT: ABSENCE OF DIRT, DUST, RUST ETC (NON LT JULY) QUIPMENT (Examples) yppccount machine / Glucometer | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| TECOMY A (BLOOD) JASSINGS OF BLOOD / POSSIBLE (AMS) OR CHIEF BLOOY FALINGS INITIALS OF THE BLOOY FALINGS INITIALS OF BLOOT JASSINGS OF DIAT, BUST, BUS | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| TELODO / A ISACOU; JASSANCE OF BLODO / POSSBLE AND OR CRISHER BLODY FLUIDS BUILDING LINES TELODO / B DOWN J. ABSENCE OF DAY, DUST, RUST ETC (NON LINES) OUIPMENT (Examples) Yypocount machine / Glucometer fluidion pumps lood pressure machine | Blood | Dirt | Blood | Dirt | Blood | Dirt |
| TELORY A, SECOL, SESSICE OF BLOOD / POSSBLE AND OR CHIEF BLOOY FLUIDS UNITED STATES OF DUST, SUST ETC (NON LFLUID) CUPPMENT (Examples) COUPMENT (Examples) COUPMENT (Examples) Lood pressure machine Lood pressure machine Lotton machines | Blood | Dirt | Blood | Dirt | Blood | n Dirt |
| TELORY A, BLOOD, I SESSICE OF BLOOD / POSSBLE ANAISS OF CHIEFE BLOOY FLUIDS UNBELS UNBELS TELORY E IDENT; ASSENCE OF DIRT, DUST, BUST ETC (NON UNBELS) OUPPMENT (Examples) Vipocount machine / Glucometer futution pumps lood pressure machine uction machines omputer on Wheels (COW) / Medical COW | PoolB | Dirt | Blood | Dirt | Blood | rijū |
| TELORY A, SULCE, LESSINGE OF BLOOD / POSSBLE ANALISE OF CHISTO BLOODY FLUIDS UNITED BLOODY ENGINE BLOOY FLUIDS UNITED BLOODY ENGINE BLOOY FLUIDS UNITED BLOODY ENGINE BLOODY BLOODY UNITED BLOODY UNIT | Blood | nio | Poole | nio . | Blood | ž O |
| TECOMY A BULLOOK; ABSENCE OF BLOOD / POSSIBLE AND OR OTHER BOOT FLURO until the Committee of the Committee o | Blood | hid . | PoolB | pid | PoolB | 1 Dirt |
| TELECHY A (SECOL): JESENCE OF BLOOD / POSSIBLE AND OR CHAPTER BLOOT ALBOS JEST SECOLOR S (SECOLOR SECOLOR SE | PoolB | Dirt | Blood | rid Dirt | Blood | n n n |
| TELORY A SUCCESSION OF PROSENLE AND OR CRISCHE BLODY FLUROS INNERSON ES DON'T ALBOS CHARLES OF SUCCESSION OF DIAT, DUST, RUST ETC (NON LT-LULO) OUIPMENT (Examples) yopcount machine / Glucometer flusion pumps lood pressure machine uction machines omputer on Wheels (COW) / Medical COW omputer thers Eqp 1: thers Eqp 2: | Blood | nio (| Blood | na d | Blood | ı ı ı ı ı |
| TRECORY A SECOND : ASSENCE OF BLOOD / POSSIBLE (AMES OR CRISED BLOOY FLUXOS UNITED SECOND SECOND : ASSENCE OF DIRT, DUST, RUST ETC (NON LY FLUXO) QUIPMENT (Examples) yypocount machine / Glucometer flusion pumps lood pressure machine uction machines omputer on Wheels (COW) / Medical COW omputer there Eqp 1: there Eqp 2: there Eqp 3: | Blood | ui d | Bood | NO N | Роов | no no |
| TROOMY A SUCCOURSEMENCE OF BLOOD / POSSIBLE (AMOS OR CITES BLOOY FLUXOS UNBILLED AND A CONTROL OF BLOOD / POSSIBLE (AMOS OR CITES BLOOY FLUXOS UNBILLED AND A CONTROL OF BLOOD / POSSIBLE CANDO (AMOS OR CITES AND A CONTROL OR CITES AND A CONTROL OF BLOOD / POSSIBLE CANDO (AMOS OR CITES AND A CONTROL OR C | Blood | and a | Pool | Dirt | PoolB | rio di |
| INTERIOR A BELOOD! ABSENCE OF BLOOD / POSSIBLE MANUFACTURES OF ALLOOD / POSSIBLE MANUFACTURES OF BLOOD / POSSIBLE | PoolB | 110 | Blood | 110 | Blood | HO HO |

Furniture

| Part I | ENVIRONMENTAL HYGIENE AUDIT CATEGORY / AUDIT ITEMS | | LOCATIONS | | | | | | | | | | | | | | | | | | | |
|-------------|--|-------|-----------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|---------|
| AUDIT BLOOD | CATEGORY A [BLOOD]: ABSENCE OF BLOOD / POSSIBLE STAINS OR OTHER BODY FLUIDS | | | | | | | | | | | | | | | | | | | | | |
| BIOLOI | CATEGORY B [DIRT] : ABSENCE OF DIRT, DUST, RUST ETC (NON- CAL FLUID) ortunities) | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Blood | Dirt | Remarks |
| 3 | FURNITURE (Examples) | | | | | | | | | | | | | | | | | | | | | |
| а | Bed (rails, head board, foor board) | | | | | | | | | | | | | | | | | | | | | |
| b | Cardiac table | | | | | | | | | | | | | | | | | | | | | |
| С | Patient examination couch or equivalent for clinic | | | | | | | | | | | | | | | | | | | | | |
| d | Dental Chairs | | | | | | | | | | | | | | | | | | | | | |
| е | Procedure Trolley | | | | | | | | | | | | | | | | | | | | | |
| f | Others Furn 1: | | | | | | | | | | | | | | | | | | | | | |
| g | Others Furn 2: | | | | | | | | | | | | | | | | | | | | | |
| h | Others Fum 3: | | | | | | | | | | | | | | | | | | | | | |
| i | Others Furn 4: | | | | | | | | | | | | | | | | | | | | | |
| j | Others Furn 5: | | | | | | | | | | | | | | | | | | | | | |
| k | Others Furn 6: | | | | | | | | | | | | | | | | | | | | | |
| 1 | Others Fum 7: | | | | | | | | | | | | | | | | | | | | | |
| m | Others Furn 8: | | | | | | | | | | | | | | | | | | | | | |
| n | Others Furn 9: | | | | | | | | | | | | | | | | | | | | | |
| 0 | Others Furn 10: | | | | | | | | | | | | | | | | | | | | | |
| р | Others Furn 11: | | | | | | | | | | | | | | | | | | | | | |
| q | Sub-Total (3) - Furniture | | | | | | | | | | | | | | | | | | | | | |
| | TOTAL (Items 1 - 3) | | | | | | | | | | | | | | | | | | | | | |

Process

| Part I | ENVIRONMENTAL HYGIENE AUDIT CATEGORY / AUDIT ITEMS | | | | | | | | | | | | | | | | LC | CATIONS | s | | | |
|---------|--|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|-------|------|---------|------|-------|------|---------|
| BLOOD | ATEGORY A [BLOOD]: ABSENCE OF BLOOD / POSSIBLE STAINS OR OTHER BODY FLUIDS ortunities) | | | | | | | | | | | | | | | | | | | | | |
| BIOLOI | CATEGORY B [DIRT] : ABSENCE OF DIRT, DUST, RUST ETC (NON- CAL FLUID) ortunities) | Blood | Dirt | Blood | Dirt | Blood | Dirt | Remarks |
| Part II | PROCESS (Examples) | Υ | N | Υ | N | Υ | N | Y | N | Υ | N | Υ | N | Υ | N | Υ | N | Υ | N | Υ | N | Remarks |
| 1 | Equipment cleaned / wiped down in between patient use | | | | | | | | | | | | | | | | | | | | | |
| 2 | Maintenance of glucometer - Test Strip port of glucometer cleaned in between patient use | | | | | | | | | | | | | | | | | | | | | |
| 3 | Each COW / med COW / procedure trolley with: -Sharp box -Gloves -Hand-nib -Medi-wipes -General waste holder | | | | | | | | | | | | | | | | | | | | | |
| 4 | Storage of sterile goods & items facilities clean and aseptic technique used for: -opening -dspensing -dspensing -transferring of the sterile consumable, supplies and instruments | | | | | | | | | | | | | | | | | | | | | |
| 5 | Sterile supplies and sterile instrument packs: -Inspected and validated for integrity -expiration date -chemical indicator tape. | | | | | | | | | | | | | | | | | | | | | |
| 6 | Alcohol-based Handrub / Mikrozid wipes / hand washing facilities accessible | | | | | | | | | | | | | | | | | | | | | |
| 7 | Housekeeping staff and Nurses know and use the different colour cloths used for cleaning various areas | | | | | | | | | | | | | | | | | | | | | |
| 10 | Total (Part II) - Process | | | | | | | | | | | | | | | | | | | | | |

Record of Findings

| | | | | PART I (To be completed by CIIC Team Leader / Auditor & forwrded to Cluster Lead within 3 world | king days) | | PART II (To be co | npleted by Audited Institution Nursing / ES / FMS unde CN / DN / Equivalent HOD within 14 working days) | r supervision of |
|---------------|--|--|------------|--|--|---|---|--|---|
| SERIAL NO. | AUDITED LOCATIONS (State the specific location (e.g. room #, bed #, function etc of the area where the finding / observation was made) | AREA (Environment, Equipment and Furniture) | ITEM TYPES | NAMCES (Highlight area of interest on the image with a red circle or arrow) | FINDING / OBSERVATION (Include brief note on why observation constitutes a breach or poses a risk to ICP, where appropriate) | CATEGORY (Dust, Blood Stain, Stain/Dirt, Others) | CORRECTIVE / REMEDIAL ACTION (S) TAKEN / PLANNED (Insert photo on action(s) taken & / or action plan(s) to address findings / observations) | CORRECTIVE / REMEDIAL ACTION (5) TAKEN / PLANNED (Comments on action(s) taken & / or action plan(s) to address findings / observations) | REMARKS (To provide comments on why the observation should be attended to and any suggestions provided to staff; or feedback by staff of audited unit on the constraints faced; or why the standar practice is not applicable at the specific audited ste). |
| | | | | 1. Right click on this box 2. Click on "Change Picture" 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the photo and click insert | | | Right click on this box Click on "Change Picture" Select the photo and click insert | | |
| | | | | 1. Right click on this box 2. Click on "Change Picture" 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the photo and click insert | | | Right click on this box Click on "Change Picture" Select the photo and click insert | | |
| | | | | 1. Right click on this box 2. Click on "Change Picture" 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the photo and click insert | | | Right click on this box Click on "Change Picture" S. Select the photo and click insert | | |
| | | | | 1. Right click on this box 2. Click on "Change Picture" 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the photo and click insert | | | Right click on this box Click on "Change Picture" S. Select the photo and click insert | | |
| | | | | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the photo and click insert 3. Select the photo and click insert | | | Right click on this box Click on "Change Picture" S. Select the photo and click insert | | |

Cross Institution Hand Hygiene (CIHH) Audit Tool



The CIHH Audit Tool is aligned with the World Health Organization (WHO) Five Moments for Hand Hygiene.



| | | C | ROSS | INSTI | TUTIO | N HAN | ND HY | GIENE (CIHH) AUDIT TOOL | As at 01/04/2019 |
|---------------------------|----------------------------------|-------------------------------------|-------------------------|--------------------|--------------|--------------------|-----------|--|------------------|
| Note | : Use one Aud | t Tool fo | r one t | ype of | Audit | Site (e. | g. ICU | , Medical Wards, Surgical Wards) | (Version 6.0) |
| Nam | e of Institution | · | | | | | | | |
| Nam | e of auditor (Fa | cility/ext | ernal a | uditor | s) : | | | Date : | |
| Tv | pe of Audit Site | | Medica | I / Surg | jical Wa | rds / OT | / soc | /Ambulatory / Others (Please specify e.g. | |
| • | lease Circle only ONE) | *For l | Hospita DT / An | nbulato | ry Cent | res (e. | EMĎ, I | NHCS): Must cover ICU, Medical & Surgical Wards (targ DDR) etc. (target 40 opportunities) s / Specialist Centres : All clinical areas (target 100 oppo | , ,, |
| Audi | t area/ward: | | | | | | | | |
| Heal | thcare Workers | (HCWs) | Type: | | | | | | |
| Doct | | | | | | | | | |
| Nurs | es | | | | | | | | |
| Care | |], Patien | t Servi | | | | | are Attendant [HA], Food Services Assistant [FSA], Pa A], Dental Surgery Assistant [DSA], Basic Care Assi | |
| profe involv are ti | ession, who are ving research, d | not Docto agnosis a n procedu | ors or Nand / ourses to | lurses, r asses | and are | e involv treatm | ed dire | rs with an educational level of Diploma or above in ectly or indirectly in the delivery of health or related ser anning and follow up care). And (including AHS Staft) in their service delivery). | vices |
| WHC |) 5 Moments | | | | | | | | |
| Inpat | tient (5 Momen | s of Han | d Hygi | ene) | | | | Ambulatory [Outpatient] (4 Moments of Hand Hygie | ene) |
| 1 = E | Before touching a | patient | | | | | | 1 = Before touching a patient | |
| | Before clean/ase | | | | | | | 2 = Before clean/aseptic procedure | |
| | After blood/body | | sure | | | | | 3 = After blood/body fluid exposure | |
| 1 - 1 | After touching a | | | | | | | 4 = After touching a patient | |
| | Attor touching no | ient surro | ounding | | | | | | |
| | After touching pa | | | | | | | | |
| | 0.1 | | | | | | | | |
| 5 = A Sam | ple: | ents of Ha | | | Hand Wash | Hand rub | No (√) | Remarks (Non-compliance activity) | |
| 5 = A Sam | ple: | | | | Hand | Hand | | Remarks (Non-compliance activity) | |

Cross Institution Kitchen Hygiene (CIKH) Audit Tool



The CIKH Audit Tool was adopted from the Singapore Ministry of Health (MOH) Infection Prevention and Control (IPC) Audit Tool. The focus is to maintain kitchen hygiene through checks on environment cleanliness, food storage, staff hygiene and cleaning of equipment processes.



Covers General Environment, Storage of Food, Refrigerators, Cold Room (Chillers and Freezers), Handwashing Facility, Personnel & Cleaning.

| s/N | | 1. Right click on this box $\frac{M_t}{thc}$ 1. Right click on this box | FINDING / OBSERVATION (Include brief note on why observation consitutes a breach or poses a risk to ICP, where appropriate) | 1. Right click on this box | CORRECTIVE / REMEDIAL ACTION (S) TAKEN / PLANNED (Comments on action(s) taken & / or action plan(s) to adddress |
|-----|---|---|--|--|---|
| Gen | eral Environment | 2. Click on "Change Picture" — 2. Click on "Change Picture" — | | 2. Click on "Change Picture" | findings / observations) |
| | Physical condition of kitchen and general cleanliness (floors, wall and ceiling are clean; drains are free from foul odours and free from | 3. Select the photo and click insert 3. Select the photo and click insert | | 3. Select the photo and click insert | |
| | clog) | 1. Right click on this box 1. Right click on this box 2. Click on "Change Picture" — 2. Click on "Change Picture" | | Right click on this box Click on "Change Picture" | |
| 2 | Food Preparation Counters – are clean and free from spills. | 3. Select the photo and click insert 3. Select the photo and click insert | | 3. Select the photo and click insert | |
| | | 1. Right click on this box 2. Click on "Change Picture." 3. Click on "Change Picture." | | 1. Right click on this box 2. Click on "Change Picture." | |

| Sto | age of Food | 3 Falast the whote | 3 Salast the whote | 3. Select the photo | · |
|-----|--|---|---|---|---|
| | Clear labelling — Date of preparation / Manufacture date / | 3. Select the photo and click insert | 3. Select the photo and click insert | and click insert | |
| 6 | Date of expiry on all food containers. | 1. Right click on this box 2. Click on "Change Picture" | 1. Right click on this box 2. Click on "Change Picture" | 1. Right click on this box 2. Click on "Change Picture" | |
| 7 | Food is not placed near sources of contamination. | 3. Select the photo and click insert | 3. Select the photo and click insert | 3. Select the photo and click insert | |
| | | Right click on this box Click on "Change Picture" | Right click on this box Click on "Change Picture" | 1. Right click on this box 2. Click on "Change Picture" | |

| Refrigerators | | | |
|---|---|--|--|
| 8 Temperature maintained 0-4°C an monitored. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 9 Cooked food is stored abov uncooked food. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 10 Food are properly covered t prevent contamination. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| Refrigerator is clean and free from spills & debris | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |

| Cold Room (Chillers and Freezers) | | |
|--|--|--|
| Walls, floors and shelves are free of spills and debris. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| Temperature of frozen food is 13 monitored and maintained at -18° C and below. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| Temperature of chilled food is 4 monitored and maintained 4°C and below. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 15 Food are properly covered to prevent contamination. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |

| 16 Liquid soap and paper towels for handwashing / drying are available. | Right click on this box Click on "Change Picture" Select the photo and click insert | Right click on this box Click on "Change Picture" Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
|---|--|--|--|
| Personnel | | | |
| Staff must have tidy hair and long 17 with must be field up. Hair covered with capp or hair nets when necessary. | Right click on this box Click on "Change Picture" S. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 18 Staff wash hands before handling lood, after visiting the toilets. | Right click on this box Click on "Change Picture" S. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 39 Staff wear hand-gloves when preparing/handling cooked food. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | Right click on this box Click on "Change Picture" S. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 20 Stafffingernalis are clean & short. | Right click on this box Click on "Change Picture" S. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |
| 21 Staff put on clean uniform/PPE when preparing and serving food. | Right click on this box Click on "Change Picture" Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert |

| Clea | Cleaning | | | | | |
|------|---|--|--|--|--|--|
| 22 | Cleaning equipment must be stored separately from food / food contact surfaces to prevent risks of cross contamination. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | | |
| 23 | Cleaning Chemicals are stored in designated room or area except when necessary for cleaning and sanitation. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | | |
| 24 | The temperature of dishwasher is regulated at 50-85 degree Celsius and records are maintained. | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | | |
| 25 | Valid documentation of regular pest control are available | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | | |

Cross Institution Endoscopy Reprocessing (CIER) Audit Tool



The CIER Audit Tool was adopted from the MOH IPC Audit Tool, to ensure compliance and hygiene by checking on Endoscopy reprocessing and storage of sterile supplies.



Over 60 Elements.

Ceiling/ceiling boards are free from water stains that predispose to mould development Air vents are free from dust/debris.

Walls and curtains are free from stains such as blood/possible blood stains.

Patient's environment (e.g. trolley bed, mattress and pillow) is free from stains such as blood/possible blood stains.

Injection and procedures trolleys are free from stains such as blood/possible blood stains.

There is a centralised area for reprocessing of endoscopes. The area has the following features:

- (i) designated and dedicated decontamination area;
- (ii) separate dirty, clean and storage areas; and
- (iii) one-way flow for instrument reprocessing.
- etc. Please connect for full list....

| S/N | ELEMENTS | COMPLIANCE | | FINDING / OBSERVATION (Include brief note on why observation consitutes a breach or poses a risk to ICP, where appropriate) | CORRECTIVE / REMEDIAL ACTION (S) TAKEN / PLANNED (Insert photo on action(s) taken & / or action plan(s) to adddress findings / observations) | CORRECTIVE / REMEDIAL ACTION (S) TAKEN / PLANNED (Comments on action(s) token & / or action plan(s) to adddress findings / observations) |
|-----|--|----------------|--|--|--|--|
| | | MET/NOT MET/NA | IMAGES (Highlight area of interest on the image with a red circle or arrow) | | | |
| 1 | Ceiling/ceiling boards are free from water stains that predispose to mould development | | 1. Right click on this box 2. Click on "Change Picture" 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the photo and click insert | | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | |
| 2 | Air vents are free from dust/debris. | | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | |

Cross Institution Sterile Processing (CISP) Audit Tool



The CISP Audit Tool was adopted from the Asia Pacific Society of Infection Control (APSIC) checklist, to ensure compliance and hygiene by checking on sterilisation processes and storage of sterile supplies.



Over 100 Elements.

Reusable items separated from waste at point of use

Contaminated disposable items are discarded appropriately (including sharps.)

Written policies and procedures in place for all cleaning and decontamination processes.

Instrumentation is disassembled (according to manufacturer's instructions) to expose all surfaces for cleaning

Rigid container systems disassembled according to manufacturer instructions (filters, valves and interior baskets.)

Ensure instruments are cleaned and dried before packaging.

Inspect instruments for flaws or damage. Check for rust, pitting, corrosion, burrs, nicks, cracks, chipping of plated surfaces. Lighted magnifying glass available for instrument inspection.

Cleaning verification by users should include visual inspection combined with other verification methods (ATP) that allow assessment of instrument surfaces and channel

Steriliser Manufacturers' written instructions for cycle parameters are available.

Rigid Container Manufacturers' instructions for cycle parameters are followed.

etc. Please connect for full list....

| S/N | ITEMS REVIEWED | COMPLIANCE | | FINDING / OBSERVATION (Include brief note on why observation consitutes a breach or poses a risk to ICP, where appropriate) | CORRECTIVE / REMEDIAL ACTION (S) TAKEN / PLANNED (Insert photo on action(s) taken & / or action plan(s) to adddress findings / observations) | CORRECTIVE / REMEDIAL ACTION (S) TAKEN / PLANNED (Comments on action(s) taken & / or action plan(s) to adddress findings / observations) |
|-----|---|---------------|---|--|---|--|
| | | YES / NO / NA | IMAGES (Highlight area of interest on the image with a red circle or arrow) | | | |
| | Reusable items separated from waste at point of use | | 1. Right click on this box 2. Click on "Change Picture" 2. Click on "Change Picture" 3. Select the photo and click insert and click insert 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | | T. Right click on this box C. Click on "Change Picture" S. Select the photo and click insert | |
| | Contaminated disposable items are discarded appropriately (including sharps.) | | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert 3. Select the moto and click insert | | 1. Right click on this box 2. Click on "Change Picture" 3. Select the photo and click insert | |

Thank You





Academic Medicine improving patients' lives

Institute for Patient Safety & Quality





