



Preventing Infection in Care

Infection Prevention and Control: Older Person Care Homes & Home Environment

Learning Programme Workbook

Preventing Infection in Care

In health and care settings preventing and controlling infection is everyone's business, alongside the safety and wellbeing of those you are caring for, visitors, staff and yourself.

We are surrounded by micro-organisms – they are found inside us, on our bodies, they're in our food and they're in the environment and can be picked up from contact with contaminated surfaces or objects or by contact with infected persons. Most micro-organisms are harmless, but some can have serious consequences particularly for vulnerable groups including older people or people with certain medical conditions.

Healthcare Associated Infection (HAI) is defined as an infection that is acquired as a result of healthcare interventions.

For surveillance purposes this is an infection that is not present when a patient is admitted to a hospital or healthcare facility. If the infection develops in a patient 48 hours or more after admission to the hospital or healthcare facility, the infection is referred to as a hospital-acquired or healthcare associated infection.

Infections that occur within the first 48 hours of admission are considered to be community-acquired infections and were picked up in the community before admission to the hospital or healthcare facility.

The information contained within the Preventing Infection in Care DVD Programme is the simple and practical steps that you can take to break the chain and prevent infections in care.

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Section 1 Introduction

About this Workbook

This Workbook is not a training course but it does provide you with a structured approach to assessing and developing your knowledge and skills. It can also provide evidence for your Personal Development Plan (PDP); Professional Development Review (PDR); SVQ Portfolio evidence; Continuing Professional Development (CPD) or Continuous Learning Framework (CLF)

This is your Workbook for you to record what you have learned and demonstrate that you have the knowledge and skills needed to carry out your role as part of the Care Home or Care at Home team. There are spaces in which you or your line manager/supervisor can write down notes and answers to your questions.

You

Name:

Job Title:

Date Commenced Workbook:

Date Completed Workbook:

Line Manager / Supervisor:

Place of Work:

Supervisor

Discuss with your supervisor/line manager how you will complete the Workbook and learn how your support will be given.

Why a Workbook?

Infection prevention and control is an important part of health and social care and can make a difference to the experience of people: living in care homes, being cared for at home, staff and visitors throughout Scotland.

Learning for you is essential, to ensure that your knowledge and skills are up to date with standards and guidance for infection prevention and control. Care and support can then be delivered in as clean and safe environment as possible

How to Use this Workbook

- Before commencing, discuss your post and learning needs for your role with your line manager/ supervisor
- Consider the training/learning you have already received such as induction programmes and other courses attended
- Areas you are unsure of, seek advice from your line manager/supervisor
- You can check your answers in the feedback booklet found on the accompanying CD

Recording Knowledge and Skills

When you have completed the questions and tasks satisfactorily, your line manager/ supervisor should review your workbook and sign and date the learning outcomes summary page where stated to ensure you complete an accurate record of your learning.

The final page is a certificate of learning this, along with the Learning Outcomes Summary page, should be kept for your records.

Further Reading and Resources

All the information necessary to complete this workbook will be found when viewing the *Preventing Infection in Care DVD programme* and from the local policies within your workplace setting. Further information and reading can also be found on the *Further Reading and Support* document of the main CD. You will also find a Glossary of commonly used terms on this CD if needed.

Alternatively all files can be downloaded from NHS Education for Scotland, Healthcare Associated Infection webpages:

www.nes.scot.nhs.uk/initiatives/healthcare-associated-infection

Section 2 Causes of Infection

1. Growth and multiplication of micro-organisms

Can you give an example of a bacteria and an example of a virus?

Bacteria

Virus

2. Can you name 3 conditions micro-organisms need to multiply?

3. How quickly they can grow?

4. Can you describe in your own words what is meant by the “Chain of Infection”?

5. Using an example of a common cold tick all that apply

	Infectious Agent	Reservoir	Portal of Exit	Transmission	Portal of Entry	Susceptible host
Sneezing openly without covering nose & mouth						
Common cold virus						
Respiratory system						
Unwashed contaminated hands						
Person you care for						
Touching your eyes, mouth or nose						

Section 3 Specific Infections

Please give at least one answer to each

***Clostridium difficile* Infection (CDI, *C.diff*)**

Spread by:

Symptom:

Prevention & Control:

Norovirus

Spread by:

Symptom:

Prevention & Control:

Scabies

Spread by:

Symptom:

Prevention & Control:

Meticillin resistant *Staphylococcus aureus* (MRSA)

Spread by:

Symptom:

Prevention & Control:

Section 4 Outbreak Management

1. Describe what you understand by the term “Outbreak”

2. Why do you think immediate action is required?

3. Who would you seek advice and information from in the care home?

4. In your role, do you know where to locate the policies and guidance for what to do?

5. If you or a colleague had diarrhoea and/or vomiting what would you do?

6. Can you remember some of the important points for preventing infection during an outbreak?

Section 5 Standard Infection Control Precautions

5.1 Hand Hygiene

1. This is the single most important thing you can do to prevent the spread of infection. Why?

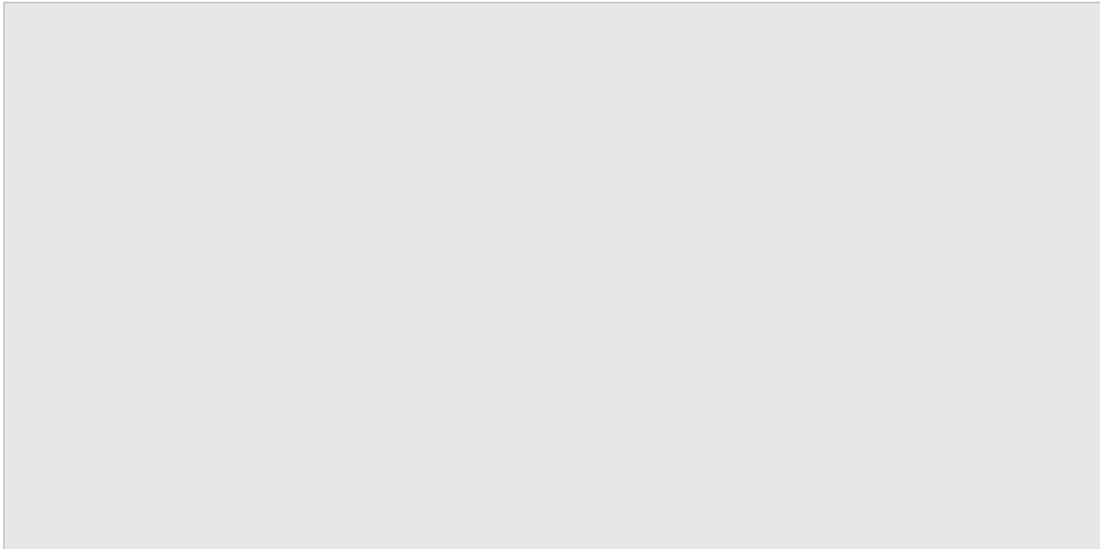
2. Give 3 examples of when you should carry out hand hygiene?

3. When should alcohol based hand rub **not** be used?

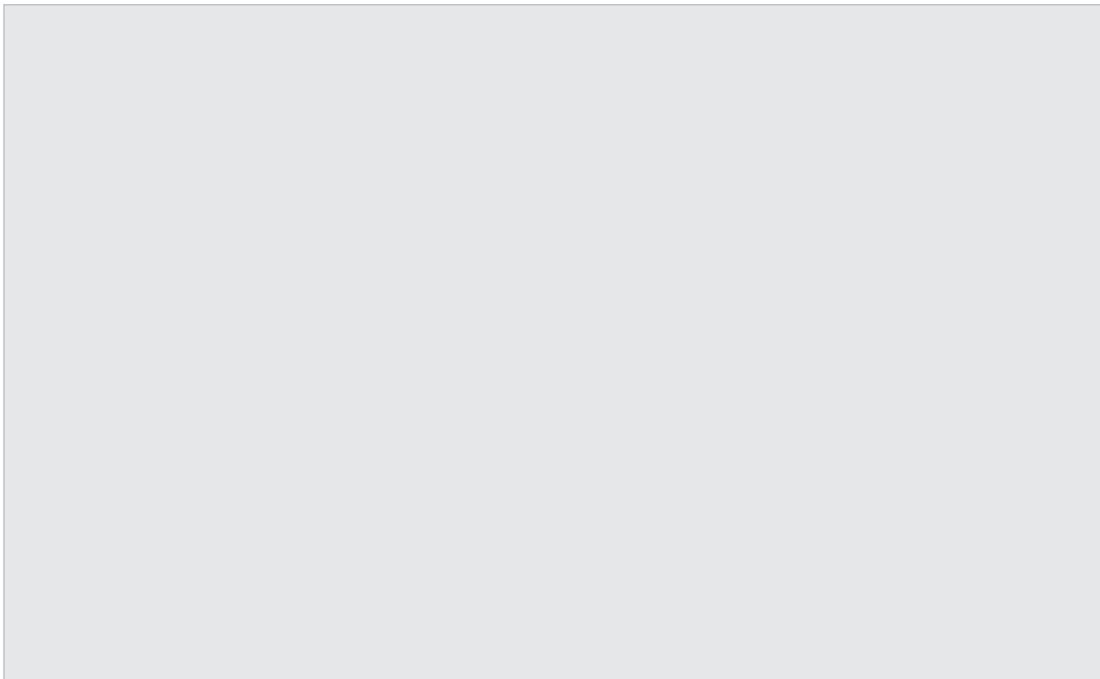
4. Put in order. Tick if step applies to Alcohol Based Hand Rub

Number	Step	Tick	Number	Step	Tick
	Wet your hands			Rub palm to palm with fingers interlaced	
	Dry your hands thoroughly			Rub the tips of fingers in the opposite palm in a circular movement	
	Rub hands palm to palm			Apply soap/alcohol based hand rub from a dispenser	
	Rub each thumb in turn, holding it in opposite hand with rotational movement			Rinse your hands with running water	
	Dispose of paper towel in correct waste bin			Rub back of hands with palm of other hand, fingers interlaced	
	Rub back of fingers to the opposing palm with fingers interlocked			Turn off taps with your wrists or a paper towel	

4. Good practice suggests you should adopt a bare below the elbow approach, free from all jewellery except a plain band ring. What is the uniform and jewellery policy in your work environment?



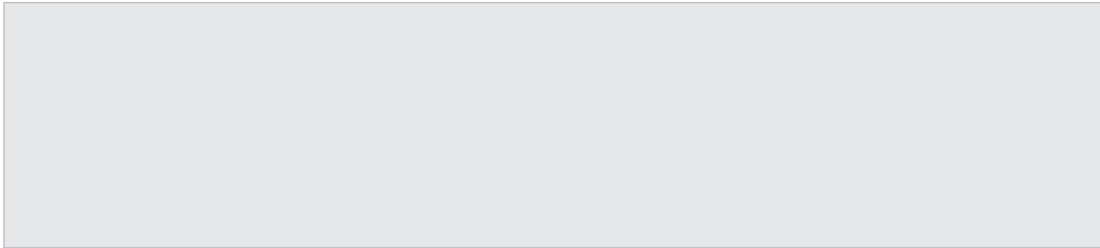
5. Why is this important?



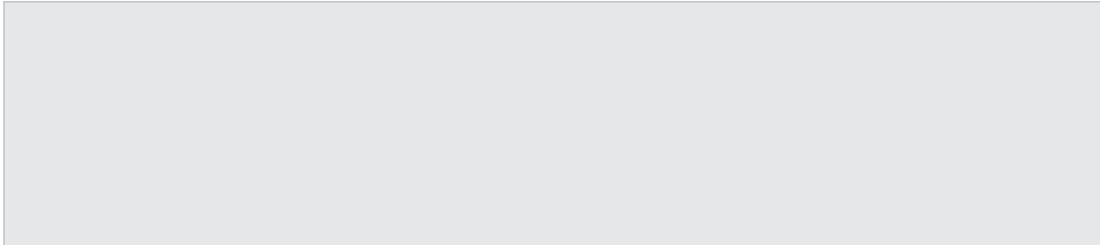
Pause Point: It might be useful to think about all the things you do in a day and why hand hygiene is important. You can also talk about this with colleagues or your line manager/ supervisor

5.2 Personal Protective Equipment (PPE)

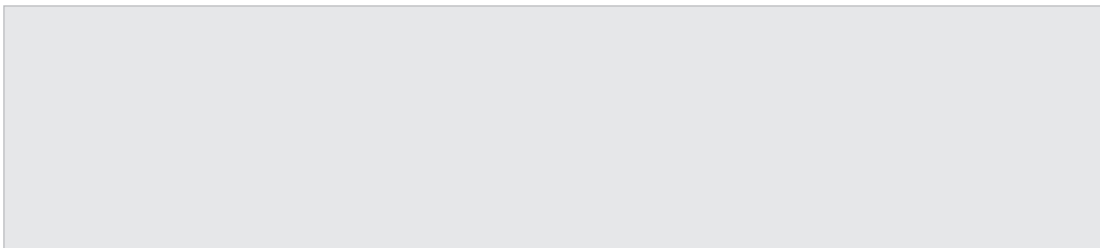
1. What legislation is being referred to when personal protective equipment is being used?



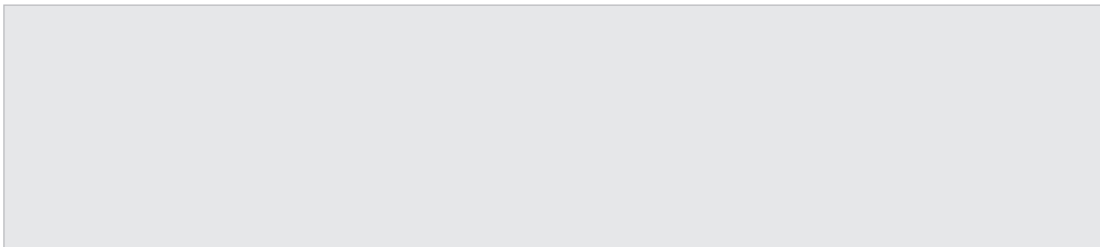
2. What are the most common types of PPE in use?



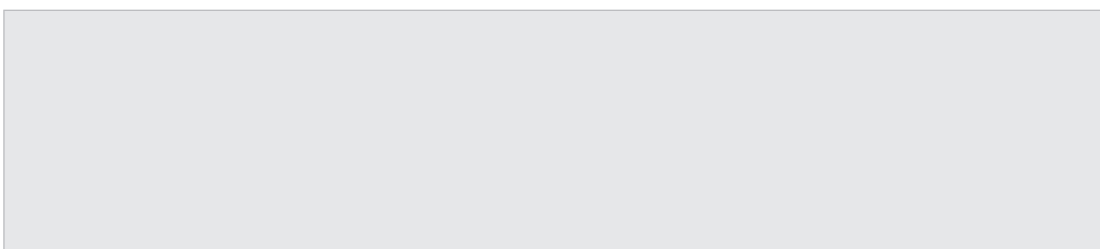
3. When deciding when PPE is needed, what factors will you need to consider?



4. In what order do you remove PPE?



5. Where should PPE be stored?



5.3 Respiratory Hygiene and Cough Etiquette

1. How are the common cold and influenza spread?

2. What is the purpose of a sneeze?

3. Name 3 measures you can take to prevent the spread of cold and influenza

1.

2.

3.

4. Influenza vaccination is available every year.
Who should be immunised?

5.4 Management of Blood & Body Fluid Spillage

1. When a spillage occurs you need to do an assessment of what?

1.
2.
3.

2. Can you state where you would find the policy for dealing with a spillage of blood or body fluid?

3. What is the process for cleaning a spill of:-

Blood & body fluids	Urine, vomit, faeces without visible blood
<input type="text"/>	<input type="text"/>

4. How would you clean a spill on soft furnishings?

5. What key factors must be noted in the manufacturer’s instruction when using cleaning solutions for Blood & Body Fluids?

1.
2.
3.

6. What items of PPE are used when dealing with a spillage?

5.5 Occupational Exposure Management

1. Can you list some of the items that you may encounter termed

Sharps

- 1.
- 2.
- 3.

Spillages

- 1.
- 2.
- 3.

2. What action should you take if you are exposed to a spillage?

3. What is recommended if you have an abrasion or cut in your skin?

4. Name 3 important points about the safe disposal of sharp items?

- 1.
- 2.
- 3.

5. What procedure would you follow if you have a sharps injury or a bite and the skin is broken?

- 1.
- 2.
- 3.
- 4.
- 5.

5.6 Control of the Environment

1. In your own words, can you explain why cleaning the environment is important within a care home?

2. Think about the cleaning system in your place of work and the equipment in use.

- a) Is there a colour coding system in place for cleaning? What is it?

- b) Is there a schedule for frequent, daily, weekly cleaning? What is it?

- c) Can you describe how the system works and your responsibility?

3. Cleaning solutions should be locked away to comply with COSHH.
Do you know where and how to get access to cleaning solutions, 24hrs/7days?

4. Describe how cleaning materials and agents are stored and maintained in the care home.

5. What PPE should you wear when cleaning?

5.7 Management of Care Equipment

1. Care equipment can be categorised as below. Describe what is meant by these terms?

a) Single use

Give an example

How it is cleaned and maintained

b) Single person use

Give an example

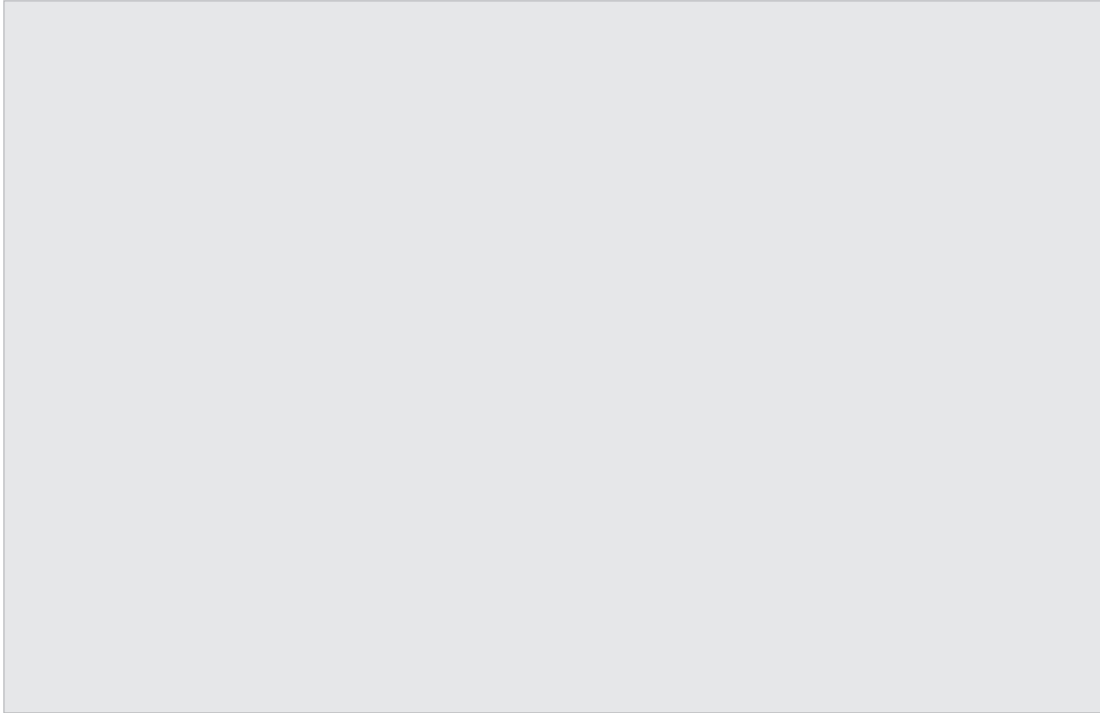
How it is cleaned and maintained

c) Multi-use

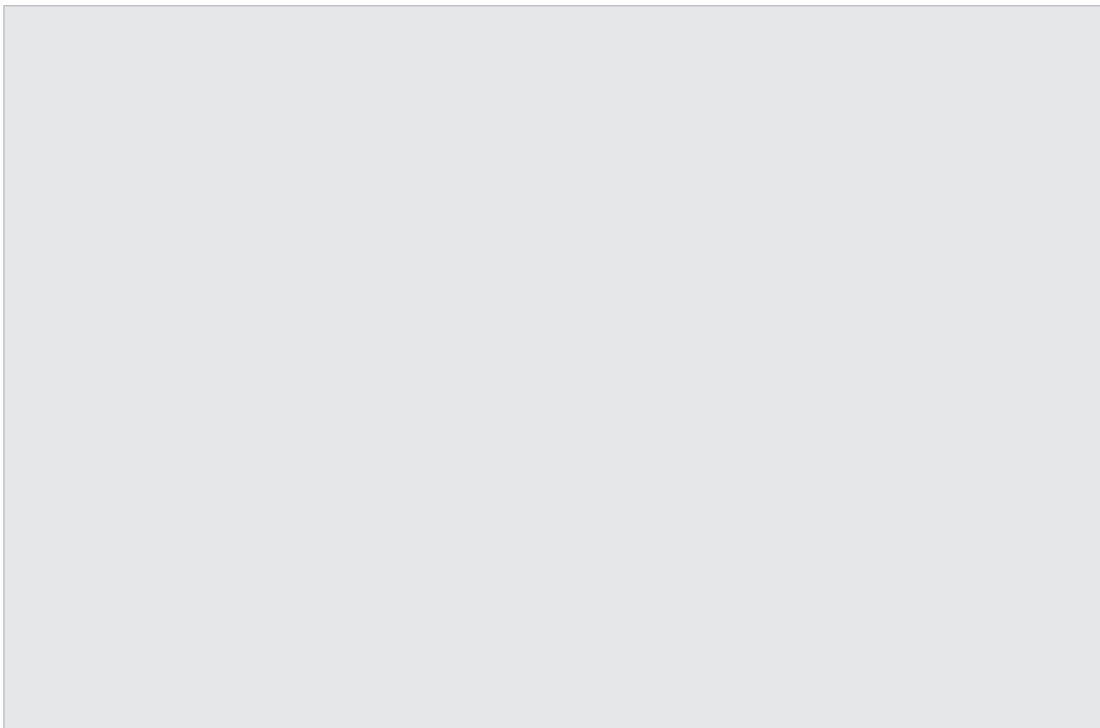
Give an example

How it is cleaned and maintained

2. Why do you think cleaning care equipment is particularly important?

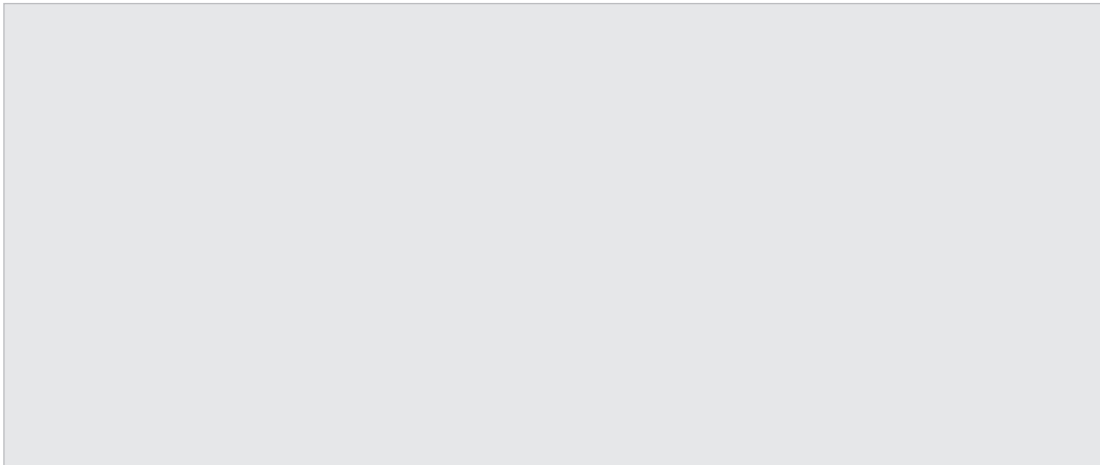


3. In your setting, who is responsible for ensuring care equipment is clean and maintained?

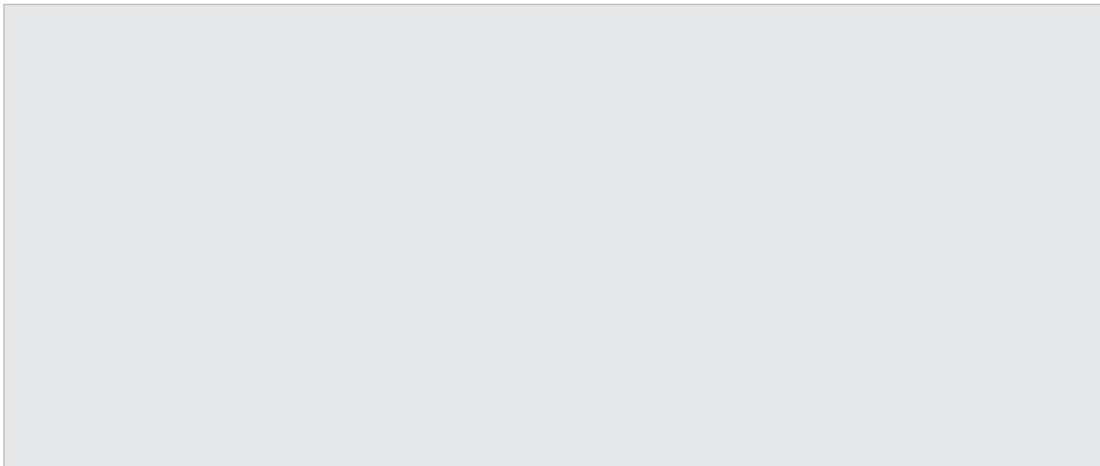


5.8 Providing Care in the Most Appropriate Place

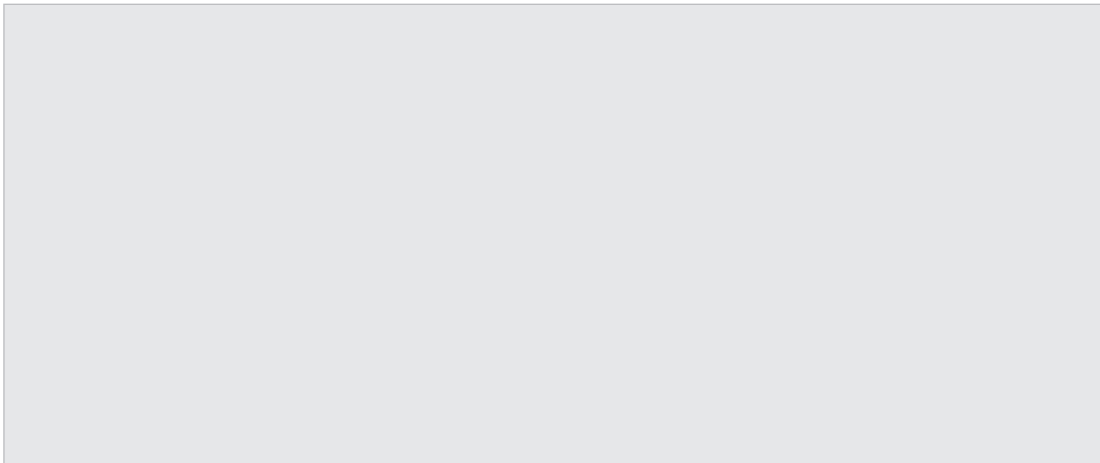
1. Why is it sometimes necessary to separate someone when concerned about infection?



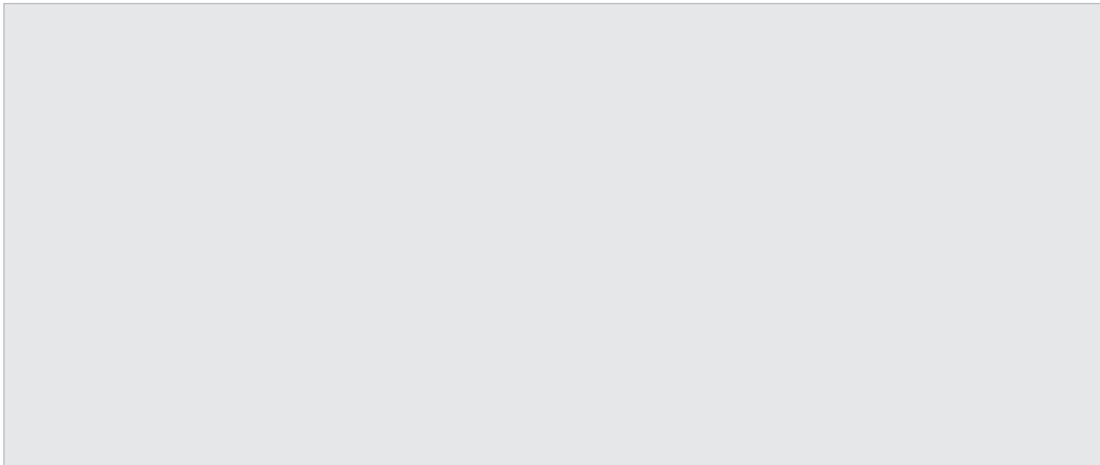
2. Who should be consulted in making this decision?



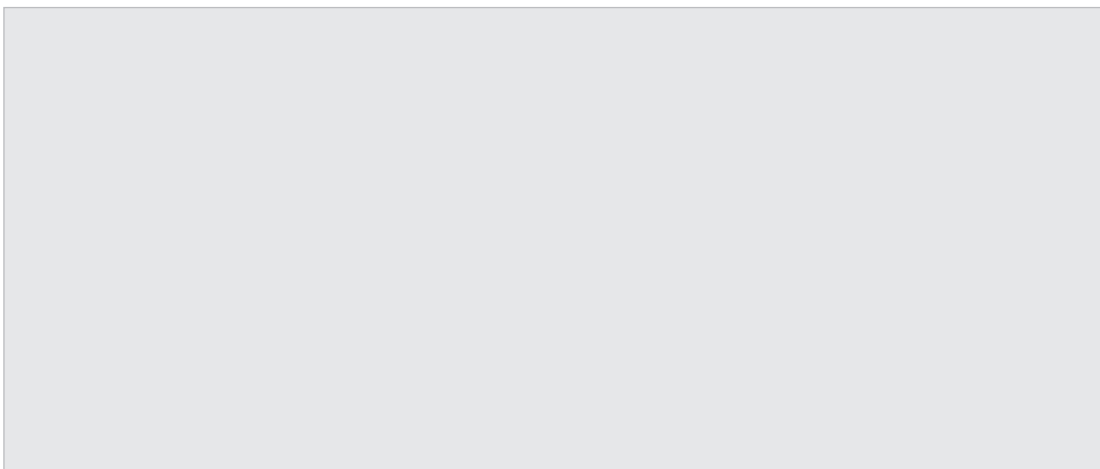
3. Do you know where to find the policy and guidance for this is in your workplace?



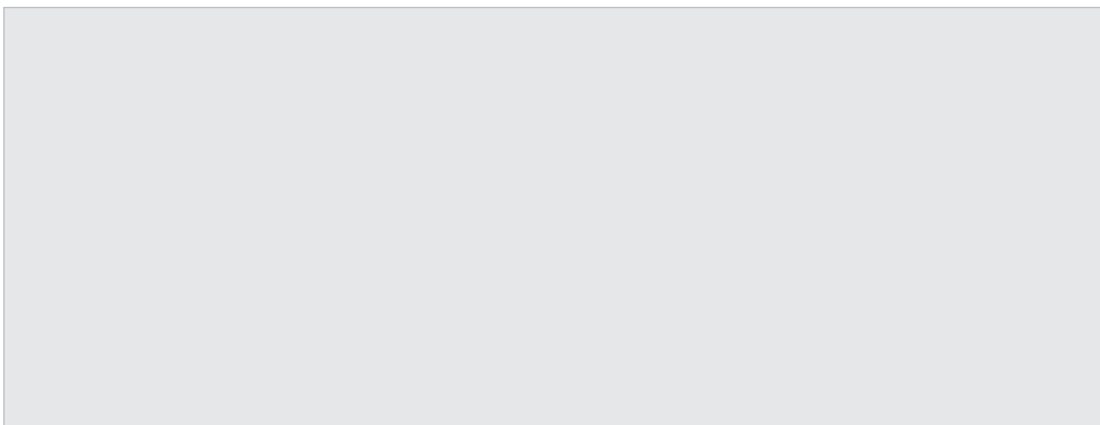
4. Where would you look for advice and help when dealing with people who have infections?



5. What Standard Infection Control Precautions will be important to prevent the spread of infection?



6. If someone needs to be separated they can be very frightened and isolated. Think how this would feel and describe the steps you could take to alleviate this.



5.9 Management of Linen

1. State the four categories of linen and briefly explain the term

- 1.
- 2.
- 3.
- 4.

2. Describe the safe management of **clean** linen in your care setting?

- Storage:
- Transported:
- PPE:

3. Describe the safe management of **used** linen in your care setting?

- Assess for:
- Removing used linen:

- | | | |
|--------------|---|----------------------|
| Identify 3 | 1 | <input type="text"/> |
| "must not | 2 | <input type="text"/> |
| do" with | 3 | <input type="text"/> |
| soiled linen | | |

4. What is the colour coding system in your workplace for soiled and infected linen?

5. Are you clear about advice when relatives request to take soiled linen home to wash?

5.10 Safe Disposal of Waste

1. In the DVD we have categorised waste into 3 categories . Complete the table below and identify how each type of waste is handled in your area.

Name	What waste goes in this category	What colour bag is used	How is this waste handled in your area

Any more information

2. Who is responsible for the safe disposal of waste in your care setting?

3. How are sharps containers disposed of when full and ready to be collected by the waste system?

4. Why is good hand hygiene important after handling waste?

Learning Outcomes

You may use this table to summarise the completion of each section and demonstrate achievement of the Learning Outcomes. You may ask your supervisor/Line manager to co-sign this workbook.

Page No	Section	Learning Outcomes The learners should show an understanding of:	Learner Initials & date	Supervisor/ Line Manager Initials & date
2	Causes of infection	<ul style="list-style-type: none"> • Different types of micro-organisms • What conditions they need to grow • What is meant by the “Chain of Infection” 		
3	Specific Infections	For the four infections <ul style="list-style-type: none"> • The infection and how it affects the body • The symptoms associated with it • The prevention and control precautions for that infection 		
4	Outbreaks of Infection	<ul style="list-style-type: none"> • What is meant by an outbreak • What action must be taken and by whom • Where to find the relevant policy and guidance 		
5	Introduction to SICPs			
5.1	Hand Hygiene	<ul style="list-style-type: none"> • The importance of hand hygiene (HH) in preventing and controlling infection • When to use liquid soap and water or Alcohol Based Hand Rub (ABHR) • When and how hand hygiene should be carried out • Awareness of the “no jewellery” advice, hand and nail care and following local procedure regarding “bare below the elbow rule” 		
5.2	Personal Protective Equipment	<ul style="list-style-type: none"> • Why PPE is important • When to wear PPE such as gloves, aprons and facial protection • How to correctly remove and dispose of PPE • Understand the correct procedure regarding storage of PPE 		

Page No	Section		Learning Outcomes The learners should show an understanding of:	Learner Initials & date	Supervisor/ Line Manager Initials & date
	5.3	Respiratory Hygiene and Cough Etiquette	<ul style="list-style-type: none"> • How coughs and colds and influenza can spread • The importance of a sneezing and coughing “etiquette” (covering the nose and mouth during coughing and sneezing) • The importance of hand hygiene after handling used tissues following coughing and sneezing 		
	5.4	Management of Blood and Body Fluids	<ul style="list-style-type: none"> • The policy within the care home regarding managing spillage of blood and body fluids - faeces, vomit and urine • The correct procedure used to clean a spillage of blood or body fluids on hard and soft furnishings • The correct method in the use of chlorine based substances for blood spills • The use of PPE 		
	5.5	Occupational Exposure Management	<ul style="list-style-type: none"> • What items are termed “sharp objects or spillages” • How to prevent exposure to sharp incidents and blood and body fluids • The correct system for disposing of sharps • The correct procedure for dealing with incidents following any exposure 		
	5.6	Control of the Environment	<ul style="list-style-type: none"> • The importance of cleaning the environment in the prevention and control of infection • The role of all staff in controlling the environment • The colour coding system in use for cleaning equipment and areas • Compliance with the COSHH regulations 		

Page No	Section	Learning Outcomes The learners should show an understanding of:	Learner Initials & date	Supervisor/ Line Manager Initials & date
	5.7 Management of Care Equipment	<ul style="list-style-type: none"> • The terms single use, single patient use, multi-use • What care equipment is used and how it can lead to the transmission of infection • When care equipment should be cleaned • What policies and cleaning schedules for cleaning equipment are in place 		
	5.8 Providing Care in the Most Appropriate Place	<ul style="list-style-type: none"> • The reasons for separating people to avoid transmission of infection • The importance of arrangements and plans in the event of the need to move people to another room or area • Where to seek advice concerning infections • To be aware of the psychological needs and issues associated with separation • The need for correct standard infection control precautions at all times 		
	5.9 Management of Linen	<ul style="list-style-type: none"> • The different categories and colour coded systems • Correct storage of clean linen • The correct handling of used and soiled linen • The use of PPE 		
	5.10 Safe Disposal of waste	<ul style="list-style-type: none"> • The different categories of waste within the care home • The colour coded system for different types of waste • How to handle, dispose of, and transport waste correctly and safely • Hand hygiene after all tasks associated with waste 		

Statement of Completion

This is to certify that

Name: _____

Job title: _____

Employer: _____

has completed study on the learning programme

Preventing Infection in Care

**Infection Prevention & Control:
Older Person Care Homes & Home Environment**

on

Date: _____

This certificate must be accompanied by the dated and signed
Summary of Learning Outcomes

Answers

All the answers to the questions can be found when viewing the Preventing Infection in Care DVD Programme or from information on the local policy within your setting.

You may also check the DVD scripts that can be found within each relevant section of the accompanying CD.

Section 2 Q5

	Infectious Agent	Reservoir	Portal of Exit	Transmission	Portal of Entry	Susceptible host
Sneezing openly without covering nose & mouth			X			
Common cold virus	X					
Respiratory system		X				
Unwashed contaminated hands				X		
Person you care for						X
Touching your eyes, mouth or nose					X	

Section 5

4. Put in order. Tick if step applies to Alcohol Based Hand Rub

Number	Step	Tick	Number	Step	Tick
1	Wet your hands		5	Rub palm to palm with fingers interlaced	✓
11	Dry your hands thoroughly		8	Rub the tips of fingers in the opposite palm in a circular movement	✓
3	Rub hands palm to palm	✓	2	Apply soap/alcohol based hand rub from a dispenser	✓
7	Rub each thumb in turn, holding it in opposite hand with rotational movement	✓	9	Rinse your hands with running water	
12	Dispose of paper towel in correct waste bin		4	Rub back of hands with palm of other hand, fingers interlaced	✓
6	Rub back of fingers to the opposing palm with fingers interlocked	✓	10	Turn off taps with your wrists or a paper towel	

Alternatively all information can be downloaded from NHS Education for Scotland
www.nes.scot.nhs.uk/initiatives/healthcare-associated-infection



NHS Education for Scotland
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www.nes.scot.nhs.uk