

## Implementation checklist for NPSA Alert 'Clean hands save lives'

Name of trust:

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	Action	<input checked="" type="checkbox"/>
<b>1</b>	<b>Step 1: September 2008</b>	
i.	Identify a lead who will take responsibility for assuring your organisation that all necessary actions have been taken	
ii.	Set up a working group or convene a meeting of an existing infection control/hand hygiene improvement group	
iii.	Compile an inventory of hand hygiene dispensers and handwash basins and their locations in your organisation	
iv.	Form a point of care assessment team to undertake the audit	
v.	Consider the involvement of communications staff	
vi.	Use relevant information to guide the audit	
vii.	Conduct a local risk assessment related to placement of alcohol handrub in patient care areas	
<b>2</b>	<b>Step 2: October 2008</b>	
i.	Review how hand hygiene products are purchased within your organisation	
ii.	Develop an action plan that enables you and your working group to conduct observations	
<b>3</b>	<b>Step 3: November 2008</b>	
i.	<b>Locations other than the point of care need to be identified</b> <ul style="list-style-type: none"> <li>• Decide what hand hygiene sites may be appropriate in addition to the point of care.</li> <li>• Work with your working group to identify locations other than the point of care.</li> <li>• Check that all non point of care locations are in line with your risk management policies and procedures</li> </ul>	

<p>ii. <b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Develop a risk register</li> <li>• Agree on the monitoring processes for the Alert</li> <li>• Ensure the specific risks highlighted in the Alert are included</li> </ul>	
<p><b>4 Step 4: December 2008</b></p>	
<p>i. <b>Verify placement recommendations of all hand care products will meet the Occupational Health and Safety recommendations of your organisation</b></p>	
<p><b>5 Step 5: January 2009</b></p>	
<p>i. <b>Work with your working group to identify responsibilities for</b></p> <ul style="list-style-type: none"> <li>• Procurement</li> <li>• Where necessary: <ul style="list-style-type: none"> <li>○ Installation of new dispensers</li> <li>○ Removal of dispensers</li> <li>○ Repositioning of dispensers</li> <li>○ Repositioning of hand basins</li> </ul> </li> <li>• Ongoing functional maintenance of dispensers and hand basins</li> <li>• Ongoing cleaning of dispensers and hand basins and replacing empty products in a timely manner</li> <li>• Check that you have appropriate signage in place to highlight the locations of dispensers and hand basins</li> </ul>	
<p><b>6 Step 6: February 2009</b></p>	
<p>i. <b>Test the suitability of all locations for both alcohol handrub and hand basins</b></p> <ul style="list-style-type: none"> <li>• Undertake a four-week trial period to test all sites</li> <li>• Work with your working group to put in place the most appropriate observation process for your organisation</li> <li>• Secure the dispensers once your frontline staff confirm the placement is correct for workflow patterns</li> <li>• Analyse and evaluate your findings and prepare a brief report for your working group identifying strengths and weaknesses. Include any recommendations</li> </ul>	
<p>ii. <b>Develop an ongoing verification system:</b></p> <ul style="list-style-type: none"> <li>• Consider a method such as Occupational Health and Safety Audits to verify that the hand hygiene system is maintained and can support healthy hands while improving compliance</li> </ul>	
<p><b>7 Step 7: March 2009</b></p>	
<p>i. <b>Work with your working group to develop and write a formal report for your Chief Executive</b></p>	

If you have any questions about this checklist, please contact the cleanyourhands team at [handhygiene@npsa.nhs.uk](mailto:handhygiene@npsa.nhs.uk).