

HIW ACTION PLAN – 28th September 2011
Unannounced visit
Royal Gwent Hospital (C7W, D1W Medical Assessment Unit, B3)

Ward	ISSUE	ACTIONS	RESPONSIBILITY	TIMESCALE
B3	Domestic Cupboard Clutter	To review stock levels and only house equipment required for cleaning	Domestic Linen Services Manager	01/12/2011
C7W B3	Chemicals kept unlocked	Chemicals to be locked at all times inline with COSHH requirements	Domestic Linen Services Manager and Hotel Services Staff	Immediate
C7W	Domestic cupboard unlocked	All staff to be reminded that the domestic cupboard is to be locked at all times and compliance monitored during walkabouts	Senior Nurse/Ward Sister and Domestic Linen Services Manager	Immediate
D1W/ MAU B3	Incorrect storage of mops evident	Review staff education and ensure mops and cleaning equipment is correctly stored at all times. Ensure buckets are clean and inverted when not in use	Domestic Linen Services Manager/Hotel Services Supervisors and staff	Continuous
C7W D1W/ MAU B3	Commodes and bed pan holders contaminated	Staff to be reminded of their cleaning responsibility and daily evidence of commode cleaning to be documented.	Senior Nurse/Ward Sister	Completed
		Visible signs indicating when commodes are clean and ready for use must be in place	Senior Nurse/Ward Sister	Immediate
		Cleaning standard for commodes to be evident in each dirty utility	IPT	Completed
		Ward Sister, Senior Nurse, IPT to review commodes and report accordingly any contamination, tape in use and poor condition. Replace accordingly if damaged.	All	Continuous
B3	Bed Pan Washer dirty	Review washer disinfectant to ensure they are needed and are in good working order	Works & Estates	01/12/11
		Ensure bed pan washer is clean	Ward Staff	Immediate

C7W	Lack of off floor storage in all equipment room	Racks, shelves to be installed as required	Ward Sister	01/12/2011
		Cleaning according to weekly standard and document	Ward Sister	01/12/2011
D1W/ MAU B3	Curtains in poor condition or stained	To be reviewed daily and replaced accordingly	Hotel Services Staff/Nurse in Charge	Ongoing
		To be reviewed weekly by Senior Nurse/IPCT	Senior Nurse/IPT	Weekly
B3	Medication room/cupboards unlocked	All medications to be locked at all times	All qualified staff	Immediate
		To be reviewed on each shift	Nurse in Charge	Ongoing
		All qualified staff to be reminded of their responsibilities and accountabilities linked to NMC guidelines on storage of medicines.	Senior Nurses	01/12/2011
C7W	Incorrect storage of clinical waste and dirty linen	All clinical waste and dirty linen are to be stored separate prior to disposal	Ward Sister	Immediate
		Bins to be audited via C4C and ward staff to monitor	Ward Sister/Hotel Service staff/Works & Estates	01/12/2011
C7W D1W/ MAU	Condition of walls behind beds in poor state of repair	Issue to be monitored and audited via C4C	Ward Sister/Hotel Service staff/Works & Estates	01/12/2011
		Develop a business case for installation of wall protectors and submit via the Environmental Committee	Estate Manager	01/12/2011
B3	Incorrect dilution of chlorine solutions	Ensure the information for the dilution of Chlorine is correct	Ward Sister & IPAC	Completed
D1W/ MAU B3	Dusty equipment	Ensure the linen trolley, oxygen, suction and resuscitation trolley is dust free and cleaned as part of the cleaning schedule	Ward Sister	Immediate

B3	Damaged sink seals	Check seals around sinks and wash areas pick up via C4C and maintain as required	Ward staff, Hotel Services, Works & Estates	01/12/2011
B3	Damaged chair	Damaged chair in day room to be removed or replaced	Ward Sister	Completed
C7W	Lack of aware of hand hygiene audit results	Results of hand hygiene audits are to be available to all staff to ensure issues are addressed in a timely manner and staff engaged in improvements	Ward Sister/Senior Nurse	01/12/2011
B3	Unclear knowledge of decontamination instructions/procedures for beds and mattresses	All staff will be made aware of the decontamination procedures for beds and mattresses	Ward Sister IP&C	Immediate
		Decontamination training will be facilitated as required		01/12/2011
		Decontamination instructions will be clearly displayed for all staff		