Infection prevention and control (IPC) operational readiness
self-assessment checklist

Does your service have the following to support your Infection Prevention and Control program:

- ☐ Plans: Management, IPC, Risk Management, Outbreak etc.
- ☐ Workplace policies, procedures and written operational documents
- ☐ Information and planning to support and facilitate access to vaccinations for older people (including boosters)
- ☐ Record keeping and reporting protocols (including vaccination records)
- ☐ Compliance and quality measures
- ☐ Plans for continuous improvement around IPC and risk-management
- ☐ Staff have ready access to information on IPC that is current
- ☐ Staff, visitor and volunteer communication processes
- ☐ Qualified and trained aged care workers proficient in IPC practices (for example: do you have a system of competency assessment for key IPC procedures e.g. hand hygiene, aseptic technique, use of PPE)

- ☐ Continuing professional opportunities for trained IPC staff
- ☐ Measures for rapid access to and use of oral antiviral treatments

How does your service communicate about changes in your IPC program with your workers, students, volunteers and visitors?
For example: communiques, training/learning, policies, posters, meetings.

Requirement may vary between residential, home services and flexible care.

Does your service provide information for workers, students, volunteers and visitors considering:

- ☐ Multiple levels of user literacy, language and numeracy
- ☐ Preferences for digital and hardcopy, written and graphic alternatives
- ☐ Barriers including vision, hearing and mobility

How do you gather feedback and check if the information you provide is useful to workers, students, volunteers and visitors?

What has your organisation done to determine how you will maintain operational continuity during outbreaks? *For example: practical simulated emergencies.*

Does your IPC workforce continuity plan include:

- ☐ Allocated roles and responsibilities which everyone is aware of
- ☐ Staff contingency planning for operational continuity during outbreaks
- ☐ Sufficient workers to meet minimum service provision requirements for clinical, care, and support
- ☐ Contingency worker plan to maintain minimum service provision requirements for clinical, care and support
- ☐ Established contacts with external stakeholders with expertise to support outbreak management or clinical care. *For example: public health unit, pathology lab, visiting GPs and allied health*
- ☐ Reliable supply chains for clinical, pharmaceutical, hygiene and cleaning, catering, linen, and other resources to maintain compliant service provision

Do you have systems to identify, monitor and manage what workers, students, volunteers and visitors need while at your service:

- ☐ Employee position and role description (Organisation, facility, team and worker)
- ☐ Induction and onboarding, IPC training
- ☐ Recruitment, retention, upskilling and succession planning
- ☐ Workplace health and safety and personal protective equipment
- ☐ Visitor management procedures and education

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