

Key Finding Ref	Findings	Impact (Internal Audit)
1 (O)	A review of the Terms of Reference identified that they have not been reviewed since January 2015, passing the review date stated on the document of January 2017.	The committee's function and operating arrangements may no longer be fit for purpose
2 (O)	The Infection Control Committee is named as one of the assuring committees within the Health Boards risk register with respect to infection control. It was noted that the risk register was not issued to the committee for review during 2018/19.	Lack of visibility of risks as recorded in the corporate risk register at one of the assuring committees.

<p>3 (O)</p>	<p>There is a significant shortfall in data on the incidence of infections recorded in Datix when compared with ICNet.</p> <p>Long delays were noted in the closure of investigations into infection incidents recorded on Datix.</p>	<p>This impedes robust monitoring by IPCC and QSC.</p>
	<p>A review of the Infection Prevention and Control section on COIN identified a number of policies that are in use alongside the locally adopted National Model Policies, with all policies recently reviewed and updated with the exception of Transmission Based Precautions that has passed its April 2017 review date. We have identified that another NHS Wales organisation has developed a comprehensive manual and over-arching IPC policy.</p>	<p>Lack of clarity for staff as to which policies to use and no local SOPs or protocols</p>

Whilst we note the content of the current annual plan and priorities agreed for the supporting corporate infection control team, we note that some organisations in NHS England have developed more comprehensive strategies in respect of infection prevention and control. It was noted that several of the objectives depended upon the presence of an infection control strategy. Objective 2 has already highlighted that currently there is no documented IPC strategy in place.

Missing an overarching strategy for HB wide IPC

The Terms of Reference indicates that the Committee is required to meet on a bi-monthly basis. A review of the frequency identified that during the 2018/19, the Committee met on five occasions during the period, missing one in June 2018. Additionally a review of the attendance levels and personnel attending the meeting was undertaken; it met its quorum for four out of the five meetings held; the meeting held in January 2019 did not have the required Consultant Microbiologist / Infection Control Doctor. We observed that meeting minutes record a large number of apologies.

Limited assurance

During the review, whilst we were provided with a standard unit reporting template, we noted a contrast in the subject matter and depth reported by units in 2018/19.

Varying reports from delivery units

Recommendation	Priority	Management Response	Responsible Officer	Deadline
Management should review the Terms of Reference for the Infection Control Committee to ensure they remain relevant and comprehensive.	<b>M</b>	Terms of reference under review June/July 2019 on the agenda for review at ICC in August 2019. The review of the ToRs were pending the review of the Quality and Safety Committee ToRs which are now complete.	Lisa Hinton	31/08/2019
As a named assuring committee within the Health Board risk register we would recommend that the register is periodically issued to the committee for review. DRAFT TAKEN TO icc August 2019. Approved and signed off at ICC October 2019.	<b>M</b>	Risks have been reviewed at ICC since March 2019 and are a standing agenda item	Lisa Hinton	28.06.19

<p>a) Action needs to be taken to ensure that unit staff report all HCAIs onto DATIX. We would recommend that corporate and senior unit management monitor the comparison of Datix and ICNet figures to identify areas where there are significant differences and address them.</p> <p>b) All reviews of the HCAIs on DATIX should follow the 'Incident reporting Guidance' with review and closure to be undertaken in a timely manner of 30 working days as per the guidance. We would recommend that the ICC monitor this and take action as appropriate to drive improvement.</p>	H	<p>Datix is in the process of being updated and a revised process where the infection control team will alert via Datix for certain HCAIs is being piloted from July 2019. This will ensure data from ICNet and Datix correlate. Revised codes were approved at the Datix user group in June and approved at ICC on 28 June 2019 to improve the fields for reporting. Delays in closing Datix incidents was raised at ICC in April 2019 and again at ICC in June 2019. Delivery units have been sent their data on open incidents with a drive to close these. This report will go to ICC each time to highlight delays. Once the revised Datix form is developed a new process for completing these will be introduced which will streamline and strengthen the</p>	Lisa Hinton	30.11.19
<p>Review of current policies and SOPs to there is one set of guidance for staff in one central location</p>	M	<p>In June 2019 the IPC team agreed a bank ICN to undertake a full review and align policies and SOPs to ensure there is one source of information to be held on the Intranet.</p>	Lisa Hinton	30.08.19

A strategy for IPC should be developed, supported by the annual work plan	M	A draft IPC strategy has been developed and will be tabled at ICC in August 2019 for review.	Lisa Hinton	31.10.19
Review of terms of reference and membership, attendance alongside frequency of meeting	M	Terms of reference under review June/July 2019 on the agenda for review at ICC in August 2019. The review of the ToRs were pending the review of the Quality and Safety Committee ToRs which are now complete. This will include a review of membership and a reminder to the consultant microbiologist for attendance.	Lisa Hinton	31.10.19
Standardised reports to ICC	L	Standardised delivery unit reports were introduced in March 2019 and are now in use.	Lisa Hinton	28.06.19

Completed Date	Status	Status as at 29/01/20	Comments
18.10.19	Complete	Complete	31.07.19 - Terms of reference reviewed and updated in line with Quality and Safety Committee. To be reviewed at ICC 23.08.19. ToRs signed off at ICC 18.10.19
28.06.19	Complete	Complete	This was identified by the incoming Assistant Director of Nursing Infection Prevention and Control and rectified

	In Progress	In Progress	<p>There has been a review of Datix in reference to infection control information since this was identified by the incoming Assistant Director of Nursing Infection Prevention and Control. Work is underway to make the reporting system more user friendly and ensure there are opportunities to identify themes and learning which can be shared. In addition the infection control team are piloting commencing the Datix when alerted to certain HCAs so that an accurate system will reflect the HCAs and proper investigation is undertaken. Changing Datix relies on a number of processes and therefore time must be taken to make these changes.</p> <p>Reports will continue to go to ICC for themes and hot spots. 05.08.19 IPCT to commence Datix, codes amended. Pilot of new codes commenced.</p>
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18.10.19

Complete In Progress

Band 7 ICN employed 2 days a week June - August 2019 to undertake this piece of work to align policies and create SOPs for SWUHB. Update on progress to ICC 23.08.19. November 2019 - quick reference guides developed and policies updated and approved at ICC October 2019.



In Progress	In Progress	Draft strategy developed. To be presented to ICC 23.08.19. Strategy presented to ICC August 2019. Circulated for comment. To be signed off at ICC December 2019
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In Progress

18.10.19	Complete	Complete
28.06.19	Complete	

Membership to be reviewed at ICC in August 2019. Reminder email sent to consultant microbiologist 17.07.19. Membership reviewed. Micro in attendance at all subsequent meetings. ToRs approved October 2019.