

## Instructions for filling out the audit

Column 1: “**Questions**”: This column contains all the questions that you are asked to answer. Please, read carefully all the questions before you start registering your observations so that you are familiarized with them.

Column 2: “**Observations**”: In this part you must fill out your observations. Please, tick off the “Yes” or “No” boxes for each question. Please, do not write anything else in the audit tool. If you make a mistake, please erase the wrong answer, and mark the correct answer clearly.

Column 1 - Questions	Column 2 - Observations
<b>Part 1: Resources for the health care persons performing the procedures</b>	In this part you make observations about the resources available to the health care person performing a procedure. In total you should observe 5 procedures. Look around and tick off the boxes related to Hand hygiene, Personal Protective Equipment, Resident care, and Instructions generally in the nursing home. Please, answer all questions for each observation you perform.
<i>Hand hygiene</i>	
<b>1. Is there a hand wash sink readily accessible?</b>	Select Yes or No.  Yes – if it is readily accessible in the room where the procedure takes place or nearby.
<b>2. Is there a liquid hand soap readily accessible?</b>	Select Yes or No.  Yes – if it is readily accessible in the room where the procedure takes place, or if the health care person brings it with them.
<b>3. Are there single-use towels readily accessible?</b>	Select Yes or No.  Yes – if they are readily accessible in the room where the procedure takes place, or if the health care person brings them with them.
<b>4. Is there hand disinfectant or disinfectant wipes readily accessible?</b>	Select Yes or No.  Yes – if it is readily accessible in the room where the procedure takes place, or if the health care person brings it with them.
<b>5. Are there step-by-step instructions for hand wash displayed in the room where the procedure takes place?</b>	Select Yes or No.
<b>6. Are there step-by-step instructions for hand disinfection displayed in the room</b>	Select Yes or No.

<p><b>where the procedure takes place?</b></p>	
<p><b><i>Personal protective equipment</i></b></p>	
<p><b>7. Are there single-use gloves in a well-fitting size for the health care person readily accessible?</b></p>	<p>Select Yes or No.</p> <p>Yes – if there are gloves in the correct size for the health care person readily accessible in the room where the procedure takes place, or if they bring the gloves with them.</p>
<p><b>8. Are there single-use aprons readily accessible?</b></p>	<p>Select Yes or No.</p> <p>Yes – if there it is readily accessible in the room where the procedure takes place, or if the health care person brings it with them.</p>
<p><b><i>Resident care</i></b></p>	
<p><b>9. Are there clean washcloths for washing the anogenital area of the resident readily accessible?</b></p>	<p>Select Yes or No.</p> <p>Yes – if they are readily accessible in the room where the procedure takes place, or if the health care person brings them with them.</p> <p>By clean we mean either single-use wash cloths or wash cloths that have not been used for another anogenital hygiene procedure.</p>
<p><b>10. Are there clean towels for drying the anogenital area of the resident readily accessible?</b></p>	<p>Select Yes or No.</p> <p>Yes – if they are readily accessible in the room where the procedure takes place, or if the health care person brings them with them.</p> <p>By clean we mean either single-use towels or towels that have not been used for another anogenital hygiene procedure.</p>

Column 1 - Questions	Column 2 - Observations
<p><b>Part 2: Procedures related to anogenital hygiene and handling an indwelling urinary catheter</b></p>	<p>In this part you make observations about the steps that the health care person is following when they anogenital hygiene and handling an indwelling urinary catheter.</p> <p><b>If there are two or more health care persons performing the procedure, select Yes only if all health care persons fulfil the question.</b></p> <p>You should fill out this part during the performance of the procedure.</p>
<p><b>1. Are the nails of the health care person short and free of nail polish and artificial nails?</b></p>	<p>Select Yes or No.</p> <p>Yes – if they are free of all kinds of colors, including transparent.</p>
<p><b>2. Are the hands and wrists of the health care person free of jewelry (e.g., rings, wedding rings, bracelets), wristwatch, and bandages?</b></p>	<p>Select Yes or No.</p> <p>Yes – only if all conditions are met.</p>
<p><b>3. Is the health care person wearing short sleeves?</b></p>	<p>Select Yes or No.</p> <p>Short sleeves refer to sleeves above the elbow.</p>
<p><b>4. Is hand hygiene performed immediately before anogenital hygiene?</b></p>	<p>Select Yes or No.</p> <p>Hand hygiene includes hand wash, hand disinfection or both.</p>
<p><b>5. Are single-use gloves being used?</b></p>	<p>Select Yes or No.</p> <p>Yes – if the single-use gloves haven't been used for another resident.</p>
<p><b>6. Is a single-use apron being used?</b></p>	<p>Select Yes or No.</p> <p>Yes – if the single-use apron hasn't been used for another resident.</p>
<p><b>7. Is a clean washcloth being used for washing the anogenital area of the resident?</b></p>	<p>Select Yes or No.</p> <p>By clean we mean either a single-use washcloth or a washcloth that has not been used for another anogenital hygiene procedure.</p>
<p><b>8. Is a clean towel being used for drying the anogenital area of the resident?</b></p>	<p>Select Yes or No.</p> <p>By clean we mean either a single-use towel or a towel that has not been used for another anogenital hygiene procedure.</p>
<p><b>9. While wiping or washing the anogenital area of the resident, is the procedure happening exclusively only in a direction from front to back?</b></p>	<p>Select Yes or No.</p>

<p><b>10. If the diaper is wet and/or soiled, is it changed?</b></p>	<p>Select Yes or No.</p> <p>Please, respond to this question only if you observe a diaper change. Otherwise, you may leave it blank.</p>
<p><b>11. If the diaper is wet and/or soiled, is the skin under it cleaned?</b></p>	<p>Select Yes or No.</p> <p>Please, respond to this question only for residents with a diaper. Otherwise, you may leave it blank.</p> <p>Yes – If the area is either washed with water or cleaned with a wet wipe.</p>
<p><b>You may continue only if you observe the handling of an indwelling urinary catheter</b></p>	<p>If the resident does not have an indwelling urinary catheter, you can stop the observations here.</p> <p>If the resident has an indwelling urinary catheter, please continue.</p>
<p><b>12. Is hand hygiene performed immediately before handling an indwelling urinary catheter?</b></p>	<p>Select Yes or No.</p>
<p><b>13. Are new single-use gloves used before handling the indwelling urinary catheter?</b></p>	<p>Select Yes or No.</p> <p>Yes – if the single-use gloves haven't been used for another care task or resident.</p>
<p><b>14. If the healthcare person changes the urinary bag, is an unused bag used?</b></p>	<p>Select Yes or No.</p> <p>Please, respond to this question only in case of change of urinary bag. Otherwise, you may leave it blank.</p>
<p><b>15. Is the urinary drainage bag placed either at bladder level or below bladder level (not above)?</b></p>	<p>Select Yes or No.</p> <p>Yes – both at bladder level and below bladder level are okay. No – <u>only</u> if it's placed above bladder level.</p>
<p><b>16. Is the urinary drainage bag placed without risk of touching the floor?</b></p>	<p>Select Yes or No.</p>
<p><b>17. Is the catheter tube fixed on the resident's body so that there is no risk of pulling?</b></p>	<p>Select Yes or No.</p>
<p><b>18. If the health care person disconnects the tube from the catheter, is hand hygiene performed again immediately before this procedure?</b></p>	<p>Select Yes or No.</p> <p>Please, respond to this question only if the health care person disconnects the tube from the catheter. Otherwise, you may leave it blank.</p>
<p><b>19. If the healthcare person disconnects the tube from the catheter, is the catheter connection disinfected before connecting again?</b></p>	<p>Select Yes or No.</p> <p>Please, respond to this question only if the health care person disconnects the tube from the catheter. Otherwise, you may leave it blank.</p>