



Self-evaluation tool for COVID-19 registration readiness (young people, adult and older people services)

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Introduction

This self-evaluation tool supports young people, adult, and older people services to assess how prepared they are for the COVID-19 pandemic (Key Question 7 from our quality frameworks) at the point of registration.

Self-evaluation can be a powerful tool to identify what is working well and to identify and support improvement. We want all services to undertake self-evaluation. Self-evaluation is best done by those who know the service and this includes people who experience the care, their relatives and staff.

This tool and guidance should be used in conjunction with the quality framework for your service type and our guide to self-evaluation, both of which are designed to support services to self-evaluate. This gives a step-by-step guide and information on:

- what self-evaluation is;
- how to use self-evaluation;
- carrying out your self-evaluation;
- involving people who experience care and their carers.

Self-evaluation is not done for the benefit of the Care Inspectorate. It is a process that your service leads on, so you should determine the frequency and focus of your ongoing self-evaluation. Well-led services know where they are performing well, and where they need to improve. You should use self-evaluation to inform where you need to target your efforts to support improvement. It is an ongoing process that supports continuous improvement, rather than being a one-off activity.

This Self Evaluation tool is to support you to ensure you are COVID-19 prepared for Registration

You are not being asked to submit your policies and procedures in relation to COVID-19 but you are expected to answer the questions detailed in the self-assessment below.

Training & Guidance

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| <p>How will you ensure staff have received training on COVID-19 appropriate to their role?</p> <p>How will you ensure they receive regular updates?</p> |
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| <p>How will you ensure training is planned for staff in relation to donning and doffing of PPE?</p> |
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| <p>What QA audits do you plan in relation to staff practice in the use of PPE and how will improvements be implemented?</p> <p>How will you monitor and evaluate staff implementation of the guidance?</p> |
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| <p>How will the service ensure staff are kept up to date with latest guidance relating to supporting people during COVID-19 pandemic, including Scottish Government and Health Protection Scotland guidance? More Information can be found here.</p> <p>Including the Standard Infection Prevention and Control Precautions (SIPC's) which apply to non-covid as well as covid infections and the addendum to the SIPC's which are covid specific. More Information can be found here. Please note there is specific addendums for care homes and community that you should be aware of.</p> |
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| <p>How will you ensure that staff observe social distancing guidance and sensitively support everyone else to do the same?</p> |
| |
| <p>What processes are in place to ensure staff don't come to work if they display symptoms of COVID-19 and how will this be shared with staff and monitored?</p> |
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| <p>What is your staffing contingency plan if staff are absent due to COVID-19?</p> |
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Do you have protocols and risk assessments in place for the use of agency staff or staff from other services? Please see the FAQs for nurse agencies which can be found [here](#).

Are you aware of the Scottish Government principles for Nurse Agencies?

Does your policy include restricting the use of agency workers or staff from other services to minimise the risk of transmission?

Please note, these should include key information about other services where staff have worked, to prevent possible transmission of COVID-19. Where possible the same staff should be used – contact agency to check where staff have worked – ask about the testing of agency staff.

Agencies supplying staff to care services or NHS facilities must have a procedure for restricting the placements of agency workers to minimise the risk of transmission.

Infection, Prevention & Control Arrangements

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| Do you have Protocols in place for people moving in or beginning to use your service that are in keeping with the latest guidance? |
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| Do you have a procedure in place that describes the actions that staff and management are expected to take if they suspect someone, they are caring for is showing symptoms of COVID-19? |
| |
| Will testing arrangements be in place, in line with the latest guidance for: |
| People receiving the service - |
| Staff - |
| Visitors - |
| Do you have suitable arrangements in place for isolating and/or creating social bubbles for residents & cohorting of staff? (If applicable to the service you are providing) |
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| Do you have procedures in place to ensure the cleaning of the environment and equipment is appropriate to the service you are providing in line with best practice guidance? |
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| <u>Premises Based Services</u> |
| Are there handwashing/hand sanitising facilities located throughout the service for staff, people receiving a service and visitors to safely decontaminate hands, including people who receive the service who are unable to wash their hands themselves? |
| <u>Non-Premises Based services</u> |
| Do you have arrangements in place to support staff to safely decontaminate hands? |
| |
| Services are responsible for sourcing PPE to suit the service needs. Has your service set up PPE procurement/ordering to meet the needs of the service? |

NB. PPE HUBs are for emergency supplies only and should be used when your Business As Usual routes have been exhausted.

What arrangements will be in place to ensure staff in non-premises based services have easy access to the correct PPE in line with [HPS COVID-19 Information and guidance?](#)

[PPE Information can be found here.](#)

Have you confirmed with Health and Safety Executive that the ventilation system is appropriate for use in relation to the COVID-19 pandemic? (where applicable to the service you are providing)

What arrangements are in place for the supply and laundering of staff uniforms or workwear where uniforms are not supplied? Is there a uniform policy which prohibits travelling to and from work in uniform?

Does your policy include the need for bare below the elbow workwear and does it prohibit the wearing of wristwatches, wrist jewellery, fitbits, false nails, nail polish etc?

Hand Washing guidance can be found [here.](#)

Supporting staff & people who are receiving a service

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| <p>Personal Plans</p> <ul style="list-style-type: none"> • Services will be expected to ensure that people's personal plans are up to date, regularly reviewed and reflect their changing needs during COVID-19. • If you are providing a care home service for adults/older people, you will be expected to have developed an anticipatory care plan (ACP) which is person centred and which details people's personal preferences for palliative and end of life care, including arrangements for DNACPR protocols. These should be shared between Health & Social Care Services. • Services will be expected to support safe care after death and provide support to their families and those who are important to the person. |
| <p>Communication</p> <ul style="list-style-type: none"> • Services will be expected to support people to stay in touch with people that are important to them. • You will be expected to implement a range of communication methods to ensure good contact is maintained with families, social work and relevant health professionals. |
| <p>Visiting</p> <ul style="list-style-type: none"> • Services will be expected to keep up to date with and implement the latest visiting guidance (where applicable to the service you are providing). • Does your visiting policy include essential visiting arrangements for people receiving palliative or end of life care? <p>Scottish Government website has more information that can be found here.</p> |
| <p>Keeping active, occupied & engaged</p> <ul style="list-style-type: none"> • Services will be expected to keep people engaged, occupied and cooperating with any restrictions imposed by the pandemic. • Services should involve people in the planning and organising of these activities. • Services are expected to support people to keep active during the pandemic, taking account of any restrictions in place. |
| <p>Supporting staff & those receiving a service</p> <ul style="list-style-type: none"> • The service will be expected to ensure there is an open and transparent culture for talking about COVID-19. |

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| <ul style="list-style-type: none"> • The service will be expected to ensure that people using the service and staff will be supported/helped to deal with challenging situations, their feelings and any worries or concerns they may have about COVID-19. |
| <p>Living well & Keeping well</p> <ul style="list-style-type: none"> • Services must ensure staff are able to identify and respond to changes in people’s health and wellbeing, including identifying possible typical and atypical symptoms of COVID-19? • Services must ensure staff know the process for the escalation of concerns relating to Covid-19 and obtaining clinical advice and support where required. • Services must ensure that there are procedures in place to guide staff as to when and in what circumstances ‘just in case’ and the ‘re-purposing’ of medication is used. |
| <p>Commencing the Service</p> <ul style="list-style-type: none"> • Have you contacted the local Public Health team to advise them of your intention to open and to check if they require you to submit a risk assessment? • Have you informed the testing programme of your intention to open? • Can you confirm that you are set up for testing kits and that frontline staff have access to the vaccine programme? • Have you informed the local HSCP of your intention to open to ensure you are included in the LA safety huddle discussions? (Care Homes) • Please confirm that you will make contact with NES to get added to the TURAS website. You can only do this once registration is granted. (Care Homes) |
| <p>Self-Assessment completed by:</p> |
| <p>Date Self-Assessment completed:</p> |

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