

IS YOUR WARD READY?

The Care Quality Commission will be inspecting our organisation w/c 7 December and the areas below are some of the things which the inspectors will look for when they come onto your ward. To help you present your ward as you would want, the checklist below may be a useful tool to use.

Key observations to undertake	Yes	No	Action required
Check each qualified nurse on duty knows what the staffing level for the ward is and what to do if it is not correct			
Check the observed skill mix/nursing numbers comply with expectations			
Check that senior nursing leadership is visible on the ward floor			
Check through all patients notes for patient information sheet			
Check through all patient notes for completeness of record keeping, consent, fluid balance, Malnutrition Universal Screening Tool (MUST) etc.			
Check there are no patient identifiable documents/papers within easy access of patients/carers/ public			
All oxygen and suction equipment in place by each bed space and check portable oxygen and suction functioning (including tubing). Ensure this is the case for the beds that should have them.			
Ensure drugs fridge temperatures have been checked and recorded daily			
Ensure drug trolley in place and all room and cupboard doors are closed			
Check that there is sufficient stock in clean utility room/sluice			
Check bed pan macerator is working and what to do if not			
Check that patient information leaflets are available and are up to date			
Ensure that the ward kitchen is stocked and staff are aware of patient numbers/preferences for meal times			
Check all appropriate waste disposal bins are in place and ward area is tidy			
Ensure Resus Trolley is in place, checked and accessible			
Ensure equipment checklist has been completed (according to agreed frequency) and kept for archiving			
Ensure vital signs recording equipment is in place and working such as sphygmomanometer/Dynamap(s), Thermometers, ECG Machine(s)			
Check each trained nurse knows how to escalate deteriorating patients, Modified Early Warning Score (SHEWS score)			
Ensure each nurse/ward clerk knows how to report broken equipment			
Check all commodes for cleanliness			
Stock hand gel dispensers (wall and bed end) and gloves and aprons			
Check all staff are using hand gel			
Observing bare below the elbows (including visiting staff) and that there is adequate PPE and the staff are wearing it appropriately			
Are nursing staff aware of which patients need assistance with eating and drinking? Do all nurses (including agency staff) know how the ward alerts nurses to patients that need assistance?			
Check that call bells are within reach of patients			
Check that water jugs are within reach of patients			
Ensure MCA/DOLs is applied to appropriate patients and staff know about it /how to escalate			
Check that all patients have an EDD, Named Consultant and Named Nurse and this is visible			
Check that the ward noticeboard is accessible to the public and contains the full array of quality KPIs and is up-to-date, legible and informative			
Are the Controlled Drugs checked as per policy?			
Privacy and dignity, are curtains/engaged signs used appropriately. Do staff respect engaged signs etc.			
Single sex issues: Bays, toilets and bathrooms			

