Saving Lives: reducing infection, delivering clean and safe care

Using the Saving Lives tools

This guide summarises how to use the Saving Lives tools

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www.clean-safe-care.nhs.uk

Overview
The Saving Lives tools are designed for use across entire organisations, at ward, department or directorate level but are also for use by individuals. Each tool has been designed to increase the individual and organisational focus on reducing healthcare associated infections (HCAI) by embedding good infection prevention and control across the organisation systems and processes.

The tools include:
• **HCAI self assessment tool** – aligned to the Code of Practice for prevention and control of healthcare associated infections (part of the Health Act 2006);
• **Balanced scorecard** – illustrating compliance with the duties contained in the above Code
• **7 high impact interventions (HIIs)** – designed to minimise the risk of infection with critical clinical procedures where risk of infection is high; and
• **Resources** – to enable you to focus on implementation of national guidance and best practice in infection prevention and control.

The tools are designed to enable **continuous improvement** on HCAI by using a planning and reviewing cycle that will enable regular review. Self assessment followed by action planning, implementation and repeat assessment will enable organisation-wide improvement on infection rates.

The aim of these tools is to enable all healthcare staff to **recognise their role and make their contribution** to infection prevention and control. Reducing HCAI depends on all staff, not just infection control teams, implementing national guidance and good practice in infection prevention and control.
Self assessment tool
The self assessment tool is designed for use at ward, department, directorate or whole organisation level. The tool asks a series of questions aligned to implementation of national guidance and the Duties contained in the Code of Practice. Users are asked to complete answers to each question and provide “evidence” or local examples of how each Duty is met.

The answers provided form the basis of your current status of compliance with the Duties of the Code. The target scores and responsibilities form an action plan (with timescales) on how you intend to improve compliance.

When using the tool remember:
• Ensure the tool is saved to your PC before use
• Instruction on how to complete a self-assessment are included on the first page (or tab) of the excel spreadsheet.
• Duty One of the Code is an overarching Duty (it therefore is not included in the self assessment tool; compliance with all other duties ensures compliance with Duty One of the Code.
• There are 10 duties which users need to assess against, each of these has individual elements.
• To complete a self assessment you need to input answers to each relevant column (eg self-assessment score, evidence, target score, activity, target date and responsibility).
• Scoring is done by using the following set numbers against each relevant statement: 0=not met; 1=partly met; 2=almost met; 3=fully met.
• Completing this process will enable users to decide to what extent they currently meet the Duties of the Code and what actions are to be taken (by whom and when) in order to raise compliance levels.

Repeat self assessment
Repeating the assessment process above will enable you to demonstrate changes and improvements over time. On the right of the screen there are columns for repeat self assessment scores to be entered at a later date.

Visual displays
You can view a graph of your performance for each Duty by clicking on the relevant grey button at the bottom left of the screen. If you have undertaken a repeat self assessment and want to see all of the results use the repeat self assessment button to view your graphs.
**Balanced scorecard**

The balanced scorecard is a visual display of your compliance with the Code. The Scorecard uses a “Traffic Light” rating (as shown) against individual Duties and across the whole Code.

<table>
<thead>
<tr>
<th>Color</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN</td>
<td>100%</td>
<td>Full compliance</td>
</tr>
<tr>
<td>AMBER</td>
<td>71% - 99%</td>
<td>Action required</td>
</tr>
<tr>
<td>RED/AMBER</td>
<td>50% - 70%</td>
<td>Urgent action required</td>
</tr>
<tr>
<td>RED</td>
<td>&lt; 49%</td>
<td>Trust priority</td>
</tr>
</tbody>
</table>

Action plans towards improvement across the whole organisation can be generated, printed and shared. Repeat self assessment allows users to compare compliance over time and demonstrate progress and change.

**Resources**

A comprehensive list of guidance documents is included. These are aligned to each relevant Duty to enable users to focus improvement effort where it is needed. They are included as hyperlinks to the relevant websites and publications as per the references included in the Code of Practice.

Further resources, case studies and examples can be accessed in the **Learning Zone** at [www.clean-safe.care.nhs.uk](http://www.clean-safe.care.nhs.uk) which is a useful bank of tools and information on reducing HCAI including a monthly bulletin, discussion forum and so forth.

**Using high impact interventions**

The HIIs (or care bundles) are designed to focus effort on improving the reliability of the clinical process. They link an evidence base for a number of key elements with a simple method to determine whether these were implemented. This is explained fully with examples on the introduction card included on the CD or at [www.clean-safe.care.nhs.uk](http://www.clean-safe.care.nhs.uk).

These tools are designed to increase the reliability of the clinical process and can be used to self review of peer review. This can be underpinned by a more formal observation of practice by identified staff. Results of compliance on care elements can be fed back to clinicians to enable teams to track improvement over time. Results that are fed back quickly can inform action and improvement plans.

[www.clean-safe-care.nhs.uk](http://www.clean-safe-care.nhs.uk) is a one stop shop for NHS staff to access the latest tools, resources, news and ideas on reducing HCAI.

The **Learning Zone** on the site shows examples where trusts, departments and wards have succeeded in reducing infections. Case studies and examples are included to support shared learning on what works on reducing HCAI. To share your examples and learn from others visit the **Learning Zone** at [www.clean-safe-care.nhs.uk](http://www.clean-safe-care.nhs.uk).