

# LTC IPAC Compliance Self-Assessment Checklist

Is Your LTC Home Audit-Ready?  
Find Out in 2 Minutes!



**Contact us today to learn more:**

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# WHY COMPLIANCE MATTERS

Long-term care (LTC) homes face increasing scrutiny in infection prevention and control (IPAC). **Failing to meet compliance standards can lead to citations, financial penalties, regulatory action, and increased infection risks for residents and staff.**

This self-assessment checklist will help you identify key compliance gaps and take proactive steps to prepare for audits, improve resident safety, and ensure adherence to regulatory guidelines.



## A Quick Guide to Identify Gaps & Strengthen Infection Prevention in LTC Homes

### How to Use This Checklist

- ✓ Review each section carefully
- ✓ Check off items you have in place
- ✓ Identify gaps that need improvement
- ✓ Take action to strengthen compliance



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## SECTION 1: IPAC GOVERNANCE

5 Points

- ☐ An IPAC Lead is appointed and actively engaged in program oversight
- ☐ IPAC policies and procedures are aligned with regulatory requirements and best practice
- ☐ An annual IPAC Program Evaluation has been completed
- ☐ There is a structured process for reviewing and updating IPAC policies, at least annually
- ☐ IPAC Committee meets regularly (at least quarterly) to review compliance, the progress of the IPAC program, and outbreak response plans



If you answered 'No' to any of these, your LTC home may be at risk for compliance gaps.



## SECTION 2: STAFF TRAINING & COMPETENCY

5 Points

- ☐ All staff receive mandatory IPAC training upon hire and annually thereafter
- ☐ Training records are documented and accessible for audits
- ☐ Staff demonstrate proper hand hygiene techniques during audits/observations
- ☐ PPE usage and donning/doffing protocols are actively monitored and reinforced
- ☐ Department-specific IPAC training is provided for nursing, dietary, environmental services, and recreation



Missing or inconsistent training is a top reason for audit citations. Ensure all staff complete and document training.



## SECTION 3: OUTBREAK PREPAREDNESS & RESPONSE

5 Points

- ☐ A written outbreak management plan is in place and reviewed, at least annually
- ☐ Staff understand their roles in outbreak response, including cohorting and isolation
- ☐ Supplies (PPE, hand hygiene supplies, disinfectants) are adequately stocked
- ☐ Communication protocols are established for reporting outbreaks to regulatory bodies
- ☐ Post-outbreak evaluations are conducted to improve future responses



If your team is unprepared for outbreaks, it's time to review your protocols before the next outbreak season.



## SECTION 4: ENVIRONMENTAL CLEANING & DISINFECTION

5 Points

- ☐ Routine and discharge cleaning schedules are followed and documented
- ☐ Only medical-grade, facility-approved disinfectants are used at the correct contact times
- ☐ High-touch surfaces are disinfected at least twice per day
- ☐ Housekeeping staff receive ongoing IPAC-specific training
- ☐ Audits are conducted regularly to assess cleaning effectiveness



Improper cleaning is a major contributor to healthcare-associated infections (HAIs). Make sure your EVS team is trained and compliant.



## SECTION 5: AUDIT READINESS & COMPLIANCE DOCUMENTATION

5 Points

- ☐ Regular program audits are conducted to ensure IPAC compliance
- ☐ Previous audit findings have been addressed with corrective action plans
- ☐ All required documentation (policies, training records, audit reports) is organized and accessible
- ☐ Senior leadership is engaged in compliance oversight
- ☐ Mock audits are conducted to prepare staff for inspections



Struggling with documentation? Having an organized compliance binder can make audits less stressful and prevent unnecessary citations.

## FINAL SCORE



### 20-25 POINTS: LOW RISK!

Your home is well-prepared for audits. Keep up the great work!



### 15-19 POINTS: MODERATE RISK!

Some gaps need immediate attention to ensure compliance.



### 10-14 POINTS: HIGH RISK!

Your home is vulnerable to compliance failures—take corrective action now!



### 10 - 1 POINTS: CRITICAL RISK!

Urgent action is needed to prevent regulatory consequences.



**WE ARE HERE WHEN  
YOU NEED US THE MOST**

Our team provides detailed  
assessments and compliance  
documentation support!