



# SCOTTISH EXECUTIVE

## Health Department

Dear Colleague

### MONITORING FRAMEWORK FOR THE NHSSCOTLAND NATIONAL CLEANING SERVICES SPECIFICATION

1. This letter informs NHS Boards of the development of a Monitoring Framework for the NHSScotland National Cleaning Services Specification; and plans for its implementation across NHSScotland.
2. The NHSScotland National Cleaning Services Specification (NCSS) was issued to Boards on 12 May 2004, under cover of the letter [SEHD/CMO\(2004\)8](#), with the requirement that it be implemented with immediate effect across all clinical areas. The NCSS addresses the issues necessary to improve performance against the NHS QIS Cleaning Services Standards by setting out the technical requirements for cleaning. It stated that service monitoring must be an integral part of the day-to-day provision of cleaning services. Monitoring in this context is defined as the on-going assessment of the outcome of cleaning processes to assess the extent to which cleaning procedures are being carried out correctly, identify any remedial action required and provide an audit trail of these actions being completed.
3. The NCSS and the monitoring framework were both developed under the auspices of the Healthcare Associated Infection (HAI) Task Force as part of the drive to reduce HAI. The framework provides a comprehensive tool for monitoring compliance with the NCSS. It can be accessed via the following weblink  
<http://www.show.scot.nhs.uk/pef/guest/HaiInitiatives/MonitoringFramework.pdf>  
 The framework not only provides a reporting mechanism, but a rectification process that can be used within Boards to prioritise and address issues of non-compliance. The contents of this letter should be drawn to the attention of Directors of Facilities; Domestic Services Managers; Infection Control Managers; Infection Control Teams; and Infection Control, Clinical Governance and Risk Management Committees.

**15<sup>th</sup> November 2005**

#### Addresses

##### For action

Chief Executives, NHS Boards  
 Chief Executive, Golden Jubilee  
 Hospital  
 Chief Executive, State Hospital  
 Chief Executive, Scottish Ambulance  
 Service

##### For information

The Care Commission  
 The Health and Safety Executive  
 Chief Executive, Property and  
 Environment Forum  
 Director, Health Protection Scotland  
 Chief Executive, NHS Education for  
 Scotland  
 Chief Executive, NHS Quality  
 Improvement Scotland  
 Chief Executive, Health Scotland  
 Medical Directors  
 Directors of Nursing  
 Directors of Public Health  
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## Action

From the beginning of April 2006, Boards will be required to collect monitoring data across both acute and primary divisions using a spreadsheet IT system that has been developed for this purpose. Boards will provide data to the Property and Environment Forum (PEF), which will submit quarterly reports to the Scottish Executive Health Department, indicating the status of each Board (red, amber or green) and highlighting any serious issues of non-compliance arising in individual Boards/hospitals. This information will be available to the public under the Freedom of Information regime.

## Implementation

5. The monitoring framework must be fully implemented by the end of March 2006, ready to collect monitoring data from the beginning of April. Robust testing of the system will be carried out during the period January to March 2006. PEF will oversee the implementation, and will work closely with Boards, providing support during the implementation phase.

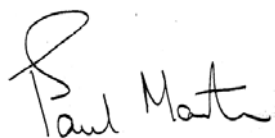
6. PEF's Project Manager, Helen Chambers, will be in touch with Boards shortly to discuss the implementation process in more detail. **All Boards should identify a person who will be responsible for implementing the monitoring tool within the Board and who will be the main contact.**

## Funding

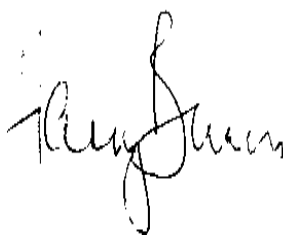
7. Funding of £100,000 has been made available to support implementation within Boards. This is intended to go towards the cost of data collection equipment and staff time spent on implementation work. Funding will be allocated to Boards (according to the Arbuthnott formula) in the December funding allocation. Each Board will receive details of their funding allocation separately.

8. The contents of this letter should be read in conjunction with [SEHD/CMO\(2004\)8](#).

Yours sincerely



PAUL MARTIN  
Chief Nursing Officer  
and interim Director  
of Human Resources



DR HARRY BURNS  
Chief Medical Officer