

Digital Infection Control Competency Assessment Checklist

The below is an example structure for practices to duplicate in Microsoft Forms or Google Forms.

Instructions:

- Each staff member completes the checklist online during onboarding, annual training, or audits.
- For each item, select: Satisfactory (S), Needs Improvement (NI), Not Observed (NO).
- Add comments for any item marked NI or NO.

Example structure for Microsoft Forms/Google Forms

Section 1: Staff details

- Name
- Role
- Date of Assessment
- Assessor (if applicable)

Section 2: Competency items

Hand hygiene

Demonstrates correct handwashing technique (40–60 seconds, all steps)

- Satisfactory (S)
- Needs Improvement (NI)
- Not Observed (NO)

Comments: _____

Uses alcohol-based hand rub when appropriate

- Satisfactory (S)
- Needs Improvement (NI)
- Not Observed (NO)

Comments: _____

Performs hand hygiene at all required moments (World Health Organisation's 5 Moments)

- Satisfactory (S)
- Needs Improvement (NI)



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



ISO 9001
QUALITY



- Not Observed (NO)

Comments: _____

Personal Protective Equipment (PPE)

- Selects appropriate PPE for the task
- Demonstrates correct donning sequence
- Demonstrates correct doffing sequence
- Performs hand hygiene before and after PPE use
- Disposes of used PPE in designated bins

Cleaning and disinfection

- Cleans high-touch surfaces and equipment between patients
- Uses approved disinfectants correctly
- Follows cleaning protocols for clinical and non-clinical areas
- Maintains cleaning logs/checklists

Waste management and sharps disposal

- Segregates clinical and non-clinical waste correctly
- Disposes of sharps in puncture-proof, labeled containers
- Never overfill sharps bins; replace when full
- Stores clinical waste securely before collection
- Maintains records of waste disposal

Respiratory hygiene and cough etiquette

- Encourages symptomatic patients to wear masks
- Provides tissues and no-touch disposal options
- Promotes physical distancing when needed
- Ensures signage/posters are visible in waiting areas

Staff Health and immunisation

- Maintains up-to-date staff immunisation records
- Follows exclusion policies for staff who are ill
- Reports and manages exposures/incidents promptly

COVID-19 and emerging threats

- Follows current screening protocols for patients and staff
- Implements telehealth/triage measures as needed
- Participates in outbreak preparedness training

Policy, training, and continuous improvement

- Knows clinic-specific infection control policies

- 
- Attends regular infection control training
 - Participates in audits and provides feedback
 - Reports non-compliance or concerns confidentially

How to deploy

1. Copy the checklist items into your preferred digital form platform (Microsoft Forms, Google Forms, Survey Monkey, etc.).
2. Set up multiple-choice options for each item (Satisfactory, Needs Improvement, Not Observed).
3. Add comment fields for qualitative feedback.
4. Enable automatic results tracking for easy reporting and follow-up.