Salisbury NHS Foundation Trust

Report to:	7 U X V W % R D U G	Agenda item:	6) 7
Date of Meeting:	W K X Q H		

Report Title:	'L U H F W R U RI , Q I H F W L R Q 3 U H Y H Q W L R Q & R Q W $ Q Q X D O 5 H S R U W 0 D \			
Status:	Information	Discussion	Assurance	Approval
	X		X	
Prepared by:	) L R Q D 0 F & D U W K \ 1 X U V H			
Executive Sponsor (presenting) :	/ R U Q D : L O N L Q V R Q 'L U H F W R U RI 1 X U V L Q J			
Appendices (list if applicable) :	, Q F O X G H G Z L W K L Q W K H U H S R U W 3 D J H V			

Recommendation:
7 K H % R D U G L V D V N H G W R 1 R W H W K H U H S R U W D Q G K R Z W K H F R Q W H Q W V U H O D W H W R 0 L Q X W H G R F X P H Q W W K D W W K H % R D U G F R Q W L Q X H V W R D F U H V S R Q V L E L O L W \ D V G H V F U L E H G D E R Y H D Q G G H W D L O H G Z

Executive Summary:
7 K H 7 U X V W % R D U G W K U H E F R Q V H F W L Y H U H V S R Q V L E L O L W \ I R U P L D Q G K D V D J U H H G W K H J H Q H U D O P H D Q V E \ Z K L F K L W U H V S R Q V L E L O L W \ I R U L Q I H F W L R Q S U H Y H Q W L R Q D Q G F R Q W U R 3 U H Y H Q W L R Q & R Q W U R O ' , 3 & 7 K H S X U S R V H Q X D O 5 H S R U W L V W R L Q I R U P W K H 7 U X V W % R D U G D J D L Q V W W K H $ Q Q X D O $ F W L R Q 3 O D Q W R U H G X F

Salisbury
NHS Foundation Trust

1. Introduction

7KH 7UXVW %RDUG UHFRJQLVHV WKHLU FROOHFWLYH UHVSRQVL
KDV DJUHHG WKH JHQHUDO PHDQV E\ ZKLFK LW SUHYHQWV DQG
LQIHFWLRQ SUHYHQWLRQ DQG FRQWURO LV GHOHJDWHG WR W
',3&

7KH ',3& 5HSRUW WKHU ZLWK WKH PRQWKO\ .H\ 4XDOLW\ 3HUU
DUH WKH PHDQV E\ ZKLFK WKH 7UXVW %RDUG DVVXUHV LWVHOI
DUH EHLQJ PDQDJHG HIIHFWLYHO\

7KH SXUSRVH RI WKH 5HSRUW LV WR LQIRUP WKH 7UXVW %RDUG R
WKH $QQXDO $FWLRQ 3OD Q0@QQ UPIRUPD œ—€p •RUU R°€03S

- 0RQLWRU WKH LPSOHPHQWDWLRQ RI LQIHFWLRQ SUHYHQWLR
-

x 7XEHUFXORVLV 7%

'XULQJ TXDUWHU DQ RXWEUHDN RI ,QIOXHQ]D ZDV UHWURSH
7KLVHVXOWHG LQ WKH FORVXUH RI D QXPEHU RI ED\VIIZHFWKLQWKH
ZDUGV ZLWKLQ WKH PHGLFDO GLUHFWRUDWH IXUWKHU GHWDL

7KH ,&1V SHUVRQQHOV ZLWK LQIHFWLRQ FRQWURO DGYLFH VXS
EDVWRQLQ SDWLHQW DUHDV 7KH PDQDJHPHQW RI SDWLHQWV DGP
RUJDQLVPV FXVWRPDU\ DQG ULVN DVVHVVPHQW RI SDWLHQWV
,5$7)ORZFKDUW IRU WKH 0DQDJHPHQW RI ,QSDWLHQWV
EHHQ HYDOXDWHG DQG PRGLILHG DV QHFHVVDU\ RI FRPSHWHQF\ DQG PDQDJHPHQW
RI FDVHV

7KH DYDLODELOLW\ RI HOHFWURQLF GDWD WKH 7UXVW FDQ EH W
DW WLPHV GHPRQVWUDWH FDSDFLW\ ,QIHFWLRQ UDWHV
QHFHVV3DWLHQW ZLWK DOHUW RUJDQLVPV FDQ EH VDIHO\ PDQ
LVRODWLRQ QXUVLQJ HQGHG 7KH ,&1V FRQWLQXH WR UHYLHZ
GDLO\ VXUYHLOODQFH UHSRUWV ,QIRUPDWLRQ DQG WKH
QXUVLQJ PHGLFDO DQG WKH &OLQLFDO 6LWH &RRUGLQDW
GRFXPHQWDWLRQ SURYLGHG WR VXSSRUW VWDII LQ WKH RQJRLQ

$GGLWLRQDO LQIRUPDWLRQ UHJDUGLQJ DOO3XEOLFDWLRQV(QJODQG
3+(ZHEVLWH ZZZ JRY XN JRYHUQPHQWDQGWKDQLVDWLRQV SXE
M@GM M@ W

7KH ,&' FRQFOXGHG WKDW IRU HDFK RI WKH 3,,V WKH FDVHV Z
FRXOG EH H[FOXGHG)RUPDZHUHSRUWHRUDQGSHQVHG WR
TXDUWHU RI

6.4 MRSA
'XULQJ WKHUH KDV EHHQ QR UHTXLUHPHQW WR5HSRVH EH

6.5 Carbapenemase Producing Enterobacteriaceae (CPE)
)ROORZLQJ WKH LQFUHDVH LQ WKH QXPEHU RI FDVHV RI &3(
KRVSLWDOV WKH ,&1V KDYH SURYLGHG DGYLFH LQ UHODWLRQ
IURP HRUWKRXQWULHV RU 8. KRVSLWDOV ZLWK D NQRZQ KLJKHU SU

7KH 7UXVWV QHHG WR HQVXUH WKDW 3+(WRRONLW SXEOLVKHG LQ
GHWHFWLRQ PDQDJHPHQW &3(DUHDV RQ WKHLU RSHUDWLQJ DQG RXWSDW
7UXVW SROLF\ KDV EHHQ UHYLHG GXULQJ TXDUWHU WR HQVXUH
DVVHVVPHQW GRFXPHQWV FUHDWHG IRU WKH JHQHUDO LQSDWL
,&1R QHZ FDVHV RI &3(KDYH EHHQ LGHQWLILHG IRU LQSDWLHQ

6.6 Invasive Group A Streptococcus (iGAS)
'XULQJ TXDUWHU RI WKHUH KDV EHHQ RQH FDVH RI LQY
LGHQWLILHG IURP D EORRG FXOWXUH 3DWLHQWV ZLWK LQYDVLYH
DGPLWWHG WR WKH 7UXVW

'XULQJ TXDUWHUV DQG RI WKHUH KDYH EHHQ XQU
VWUHSWRFRFFDO LQIHFWLRQ LGHQWLILHG IURP EORRG FXOWXUH
DQG UHTXLUHG D SHULRG RI RQJRLQJ FDUH RQ WKH 0QWHQVLYH

'XULQ

6.10 Tuberculosis (TB)

'XULQJ TXDUWHU D SDWLHQW ZKR DWWHQGHG WKH 5HVSLUD
SXOPRQDU\ SRVLWLYH 7KH SDWLHQW ZDV QRW DGPLWWHG WR W
FORVH FRQWDFWV ZDV XQGHUWDNHQ ZLWKLQ WKH FRPPXQLW\ VH

7.

Table 2 EHORZ UHODWHV WR WKH EUHDNGRZQ RI DOOD QTable 3 WLHQW
UHODWHV WR WKH WRR H@EfG%! ·àÀ t T H T

7KH 7UXVW ZLOO FRQWLQXH WR ZRUN WRZDUGV, UHGXFLQJ WKH
ZRUNLQJ FROODERUDWLYH HQYLURQPHQW &RQGLQJ RQ DFKLHYLQJ WK
IURP $SULO IRU \HDUV DLPLQJ WR UHGXFH DOO (FROL %

'XULQJ 0DUFK WKH ',3& UHFHLYHG DQ DFNQRZOHGJHPHQW
UHJDUGLQJ 7UXVW¶V H[FHOOHQW (FRQRPLF %HQHILWV RQ WKH 4XDOLW
8VLQJ WKH GDWD DV WKH EDVHOLQH WKH 7UXVW DFK

7.6.2 Klebsiella sp. and Pseudomonas aeruginosa

)URP $SULO WKH QHLJKERXULQJ %RVRUOHEVLHOOD VS DQG 3VHXGRPRQ

11.2 Audit

Regular Antimicrobial Stewardship Audits

7KH /HDG $QWLPLFURELDO 3KDUPDFLVW EDQG GRJ DL V&W FDUU\ RX
DQWLPLFURELDO VWHZDUGVKLS DXGLWV RQ WKH ZDUGV DXGLW
,QWHUYHQWLRQV DUH PDGH DV QHFHVVDU\ GXULQJ WKH DXGLWV
RQ ZKHWKHU WKH DQWLELRWLF KDV EHHQ UHFRPPHQGHG ZKLQ

7KH DXGLW UHYLHZV

- :KHWKHU WKH LQGLFDWLRQ LV UHFRUGHG RQ WKH GRFXPHQWDWLRQ
- :KHWKHU D VWRS UHYLHZ GDWH KDV EHHQ UHFRUGHG RQ WK
- :KHWKHU WKH WUHDWPHQW EDVHG RQ WKH FXOWXUH UHSRUW DQG
  FOHDU GRFXPHQWDWLRQ ZK\
- ,I WKHUH LV HYLGHQFH RI UHYLHZ ZLWKLQ KRXUV DQG LI

7KH DXGLW LQIRUPDWLRQ LV WKHQ HQWHUHG LQWR D EDVLF VS
VFRUH 0LVVLQJ LQIRUPDWLRQ LV FROORXUHG UHG WR KLJKOLJK
JLYHQ DQ RYHUDOO SHUFHQWDJH VFRUH 7KH UHVXOWV RI WKH
DUHDV IRU LPSURYHPHQW DUH&RQWKHQ WKH HQWLUH DXGLW WHDP
OHDG QXUVH IRU WKDW ZDUG WKH VHQLRU QXUVH IRU WKH GLU
SKDUPDFLVW

C.difficile – AHKîC£v<007(a003>rÝ6dÀ<004C800[Q2nd34F3<ŒE5<004B7FK66p95)003>2p G j5*5 ` W $ OH V
A „€ 0 Wp s pQ À TVP p

7KH IROORZLQJ UHSRUWV DUH SURYLGHG WR WKH $5* HYHU\ V

- &HSKDORVSRULQV &LSURIORDFLQ &OLQGDP\FLQ DQG &R
- &HIWD]LGLPH &HIDOH[LQ DQG &HIDFORU
-

x DQ ,QIHFWLRXV'LVHDVH&OLQLFDORELRORJLVW VHQLRU GRFW
RU
x DQ ,QIHFWLRXV'LVHDVH&RQVXOW RU
x D VHQLRU PHPEHU RI FOLQLFDO WHDP 67 RU DERYH

'RFXPHQWHG RXWFRPH RI UHYLHZ UHVHRYURGQHWLDQVRQH RI WKH
x 6WRS
x ,9 WR RUDO VZLWFK ZLWK D GRFXPHQWHG UHYLHZ GDWH RU
x 23$7 2XWSDWLHQW$QWLELRWLF 7KHUDS\
x &RQWLQXH ZLWK QHZ UHYLHZ GDWH RU GXUDWLRQ
x &KDQJH DQWLELRWLF ZLWK HVFDODWLRQ WR EURDGHU VSH
GDWH RU GXUDWLRQ
x &KDQJH DQWLELRWLF WR QDUURZHU VSHFWUXP DQ
UHYLHZ GDWH RU GXUDWLRQ
x &KDQJH DQWLELRWLF H J WR QDUURZHU EURDGHU VSHFWU
GRFXPHQWHG UHYLHZ GDWH RU GXUDWLRQ

:KHUH DSSURSULDWH DQ ,9 WR RUDO VZLWFK VKRXOG EH FRQVLGHUHG

7KH 7UXVW *URXS KDV EHHQ DFWLYH GXULQJ SRRQ WKH PDQDJHPHQW R
LQYROYLQJ WKH ZDWHU V\VWHPV RQ VLWH 7KH WHDP KDV FRQVLVWHG
FDQ UHFRPPHQG FKDQJH DQG HQIRUFH LVVXHV UHODWLQJ WR
LQFOXGHV UHSUHVHQWDWLYHV IURP DOO RI WKH KLJK ULVN D
LQGHSHQGHQW 7UXVWHH DQG 2SHUDWLQJ $GPLQLVWUDWRU +\JLHQH
IRU TXDUWHUV DQG RI DQG WKHQ 0U 3DXO /LPEULFN IRU

7R DVVLVW WKH PDQDJHPHQW SURFHVV LQ UHVSHFW RI WKH
PHHWLQJV RI WHDPV 5HVSRQVLEOH DQG 'HSXW\ 5HVSRQVLEOH
DQG)(6 /LPLWHG DQG FRQWUDFWRU DUH KHOG RQ D PR
ZLWK SODQQHG SUHYHQWDWLYH PDLQWHQDQFH RQ DOO SDUWV RI

7KH7UXVW FRQWLQXHV WR NHHS WKH SRSHUDWLRU HOHYDWHG
SUHFDXWL

7KH 7UXVW LV SDUWLFLSDWLQJ LQ WKH 1DWLRQDO 3/$&($VVHVV
RXWSDWLHQW DUHDV (PHUJHQF\ 'HSDUWPHQW DQG &RQWLQXH WR D
DVVHVVPHQW

Table 11 EHORZ PRQVWUDWHV WKH DXGLWV XQGHUWDNHQ DQG WKH

Area of Focus	KPI	APR 2017	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN

7KLV KDV HQDEOHG WKH +RXVHNHHSLQJ GHSDUWPHQW WR H[W
KUV WR HYHU\ GD\ H[WHQG WKH ZHHNHQG RR YHQR EQ WZR
KUV DQG LQFUHDVH WKH VXSHUYLVRUV RQ VKLIW WR DFFRPP
7KLV FKDQJH KDV VHHQ WKH +RXVHNHHSLQJ 'HSDUWPHQW¶V DELO
LQIHFWLRQ FOHDQ UHTXHVWV ODWH LQWR WKH HYHQLQJ WR DEO
XQGHUWDNH GHHS FOHDQ DQG */26$,5 GLVLQIHFWLRQ DW WKH Z
GD\

,I WKH GHPDQG RQ SRVW LQIHFWLRQ FOHDQV DW WKHVH WLPHV
GHHS FOHDQ23SODQHDU 7KLV H[WHQGHG VHUYLFH EHWWHU HQVX
PHHW WKH GHPDQGV RQ WKH VHUYLFHVDQGQHDUVXUHQHVVWLQHDW
QHHGV DUH PHW

Table 14 below shows the average number of cleans in extended hours (20.00hrs – 23.45hrs)

Type of clean	Day of week	Average number of cleans at this time/per month	
		Q1 & Q2	Q3 & Q4
7HUPLQDO FO	0RQGD±)ULGDDIWHU KU		
	6DWXUGDHU KUV		
	6XQD\ DIWHU KU		
'HHS FOHDQ\ */26$,5	0RQGD±)ULGDDIWHU KU		
	6DXU GDI\WHU KUV		
	6XQD\IWHU KUV		

+RXVHNHHSLQJ FRQWLQXHUV WRQVWUXHWVRLVFLSOLQDQJ WHD
ZHOO DQGHEVHSLRQJVLYH WR WKH QHHGV RI RXU SDWLHQWV

15.6 Improvement Work Projects

+RXVHNHHSLQJ PDQDJHPHQW WHDP KDYH XQGHUWDNHQ D JDS
DFWLRQV FKDQJHV ZRXOGEHLPSHTXHPHQW WRKH FOHDQLQJ PDQDJH
WKHL%HKLWDQGDUGV ,7KLWZDXWSHUYLVHQWHG DW WKH -RLQW %R
6HSWHPEHU E\ +HDG RI)DFLOLWLHV DQG *HQHUDO 0DQD@ p

- 6XVWDLQ SURJUHVV WUDFNLQJ GXDOGLDQG UHODWLQJ WR L DQG SROLFLHV
- 0RQLWRU DQG PDQDJH ZDWHU VDIHW\
- 0DLQWDLQLQJ D FOHDQ DQG VDIH WUDLQLQJ HQYLURQPHQW WKDW +RXVHNHHSLQJ VHUYLFH

Appendix 1

Infection Prevention & Control – Annual Action Plan 2017/18

Please note: 7KH QXPEHULQJ GHSLFW WKH RUGHU RI SULRULW\ IRU WKH 7UXVW EXW UHIOH
&RGH

	Domain and Key Actions	Who By	Status
1	Management, Organisation and the Environment		
1.1	General duty to protect patients, staff and others from HCAIs		
1.2	Duty to have in place appropriate management systems for Infection Prevention and Control		

&RQWLQXH WR SURPRWH WKH UROH RI WKH ',3& LQ WKH SUHYHQWLRQ FRQWURO RI +
',3& DV &KDLUWKHR,QIHFWLRQ 3UHYHQWLRQ DQG &RQWURO &RPPLWWHH
/HDG LQIHFWLRQ SUHYHQWLRQ FRQWURO LQ WKH 7UXVW DQG SURYLGH D VL[PRQW
7UXVW %RDUG
0RQLWRU DQG UHSRUW XSWDNH RI PDQGDWRU\ WUDLQLQJ SURJUDPPH
&RQWLQXH FRQWULEXWLRQ WR WKH &DPSDLJQ WR UHGXFH WKH VSUHDG RI
(QVXUH D SURJUDPPH RI DXGLW LQFRUSRUDWLQJ 6DYLQJ /LYHV +LJK ,PSDFW ,QWHUY
WR V\VWHPDWLFDOO\ PRQLWRU UHYLHZ SROLFLHV ،

Domain and Key Actions	Who By	Status
1.4 Duty to provide and maintain a clean and appropriate environment for health care		
(QVXUH PDLQWHQDQFH DQG PRQLWRULQJ RI KLJK VWDQG,3&,506RI FOHDQOLQHVV YLD DQG DXGLW DQG HQYLURQPHQWDO DXGLWV 5HYLHZ VFKHGXOHUHITXHQF\DQG IVWDQGDUGV RI FOHDQ ',3&,506 0RQWK\ DYDLODEOH 0DWURQV (QVXUH DGHTXDWH SURYLVLRQ RI VXLWDEOH KDQG ZDVKLQJ IDFLOLWLHV KDQG SURG FRQWLQXHG LPSOHPHQWDWLRQ RI µ&OHDQ &RQWH LQ3 & LQYROYHPHQW LQ RYHUVHHLQJ DOO SODQV IR7U& FRQVWUXFWLRQ (QVXUH HIIHFWLYH DUUDQJHPHQWV DUH LQ SODFH IRU DSSURSULDWH GHFRQWDPLQD RWKHU PHGLFDO GHYLFHV HTXLSPHQW ',3&6- &RQWLQXRXV (QVXUH WKH VXSSO\ DQG SURYLVLRQ RI OLQHQ DQG ODXQ6U\ DGKHUH&RQWLQXRXV (QVXUH DGKHUHQFH WR WKH XQLIRUP DQG %%(SROLFLHV DQG ZRUNZHDU JXLGDQFH IRUPDO UHSRUWLQJ YLD WKH PRQWKO\ 0DWURQV 0RQLWR'U3&QJ6*1UVXS P&RQWLQXRXV		
1.5 Duty to provide information on HCAIs to patients and the public 1.6 Duty to provide information when a patient moves from one health care body to another 1.7 Duty to ensur e co-operation		
(QVXUH SXEOLFDWLRQ RI ',3& UHSRUW YLD WKH 7UXVW ZHE3&LWH PRQWK\ 5HYLHZ &DSDFLW\ 0DQDJHPHQW SROLF\ GRFXPHQWDWLRQ WR HQVXUH FRPPXQLFDWL LQGLYLGXDO¶V ULVN QDWXUH DQG WUHDWPHQW RI +&$, 'LV&H[SOLFLW &RPSOHWHG ,QFOXGH REOLJDWLRQV XQGHU WKH &RGH WR DSSURSULDWH3& SROLF\ GRFXPHQWV		
1.8. Duty to provide adequate isolation facilities		
&RQWLQXH LPSOHPHQWDWLRQ DQG PRQLWRULQJ RI WKH SURFHGXUHV DQG DXGLW		
1.9. Duty to ensure adequate laboratory support		
(QVXUH WKH PLFURELRORJ\ ODERUDWRU\ PDLQWDLQV DSSURSULDWH SURFHGXUHV WR VWDQGDUGV DFFXUHG IRU &OLQLFDO 3DWKRORJ\ $FFUHGLWDWLRQ		

Domain and Key Actions	Who By	Status
1.10 Duty to adhere to polic ies and protocols applicable to infection prevention and control		

Core policies are:

6 W D Q G D U G L Q I H F W L R Q F R Q W U R O S U H F D X W L R Q V

$ V H S W L F W H F K Q L T X H

0 D M R U R X W E U H D N V R I F R P P X Q L F D E O H L Q I H F W L R Q 2 X W E U H D N S R O L F \

, V R O D W L R Q R I S D W L H Q W V

6 D I H K D Q G O L Q J D Q G G L V S R V D O R F Kp 2 X W E F Ð 4 V H S 4 L F W H F K Q L W L 3 Å• À 6 X pÐ 0 2 ` D X W L h R²

Domain and Key Actions	Who By	Status
1.11 Duty to ensure, so far as is reasonably practicable, that healthcare workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAIs.		
(QVXUH DOO VWDII FDQ DFFHVV UHOHYDQW DQG XS WR GDWH LQIHFWLRQ 3UHYHQWLRQ &RQWURO WUDLQLQJ DQG PDQDJHPHQW R (QVXUH RFFXSDWLRQDO KHDOWK SROLFLHV RQ WKH SUHYHQWLRQ DQG PDQDJHPHQW R LQIHFWLRQV LQ KHDOWKFDUH ZRUNHUV LQFOXGLQJ LPPXQLVDWLRQV &RQWLQXRXV H &RQWLQXH WKH SURYLVLRQ RI LQIHFWLRQ SUHYHQWLRQ ,&7 FRQWURO &RQWLQXRXV D &RQWLQXH WKH SURYLVLRQ RI RQJRLQJ LQIHFWLRQ SUHY,3&7 DQG &RQWLQXRXV F &RQWLQXH UHFRUGLQJ DQG PDLQWDLQLQJ WUDLQLQJ UHFRUGV &RQWLQXRXV WK (QVXUH LQIHFWLRQ SUHYHQWLRQ DQG FRQWURO UHVSRQVLELOLWLHV DUH UHIOHFWHG DSSUDLVDOV DQG HQGLYHV RI DOO VWDII ',3& '07V ,Q SODFH (QKDQFH DQG PRQLWRU WKH UROH RI WKH ,QIHFWLRQ &RQWURO 1XUVH &RQWLQXRXV		

KEY INITIALS

DIPC	/RUQD :LOOLDPVRQ RI ,QIHFWLRQ &RQWURO 1XUVH
DDIPC	'HQLVH 0DMRU)'LHSXW\ ,3&1
SJ	6DUDK -HQQLQJVDPLQ (Left Trust during quarter 3 of 2017/18)
JH	-XOLDQ +HPPLQJ &RQVXOWDQW 0LFURELRORJLVW ,QIHFWLR
SC	6WHSKHQ &RWWHULOO &RQVXOWDQW 0LFURELRORJLVW
PR	3DXO 5XVVHOO &RQVXOWDQW 0LFURELRORJLVW
IR	,DQ 5REHUWVRQ 3URIHVVLRQDO 1XUVH
TC	7HUU\ &URSSHU 3HUVRQDO 3HUVRQ IRU :DWHU +HDG RI (VWDWH
DSNs	'LUHFWRUDWH 6HQLRU 1XUVHV
JHo	-DQHW +RSH +HDG RI Theatre Sterile Services (left during Q2)
PK	3DXO .LJKW +HDOWK 6DIHW\ 0DQDJHU 2+ 'HSDUWPHQW
GL	*HRII /XFDV6DIHW\ 2IILFHU 2+ DHSDUWPHQW
HL	+HLGL /HZLV2+ UHSDUWPHQW (left during quarter 2 of 2017/18)
ET	/RXLVH :LOOLDPV3URSDUP DFLVW

Appendix 2

Appendix 3

Infection Prevention & Control Annual Audit & Policy Review Programme 2017/18

No	Aim	Audit	When by/How	Person(s) responsible/main author

No	Aim	Audit	When by/How	Person(s) responsible/main author
5				

No	Aim	Audit	When by/How	Person(s)