

Infection Preventionist Orientation Checklist

Name: _____

Indicate date completed in the space provided.

Departmental Organization

Provided by Administrator/ Director of Nursing

- _____ Review the Infection Prevention (IP) Scope of Responsibilities document.
- _____ Review the IP Program Risk Assessment.
- _____ Review the IP Plan and Goals.
- _____ Review the Pandemic Event Plan.
- _____ Review the Emergency Preparedness Plan (alignment to pandemic event).
- _____ Review the annual Tuberculosis Risk Assessment (work with local health department to determine prevalence).
- _____ Review the Quality Assurance & Performance Improvement (QAPI) function and metrics as it relates to IP.

Infection Prevention Education

- _____ Centers for Disease Control and Prevention (CDC) IP Training
- _____ Association for Professionals in Infection Control and Epidemiology (APIC) self-study following core curriculum (requires membership, due to COVID-19 APIC has offered limited resources without membership requirement)

Technological Skills

- _____ Computer literacy
- _____ Outlook email
- _____ Secure message
- _____ Surveillance software (if any)
- _____ Microsoft Word
- _____ Microsoft Excel
- _____ Microsoft PowerPoint
- _____ Intranet/Internet

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IP Surveillance

- Laboratory alerts/reports
- Admission lists
- National Healthcare Safety Network (NHSN)/McGeer infection definitions and criteria
- Targeted surveillance (hand hygiene, isolation, etc.)
- Central line-associated bloodstream infections
- Catheter-associated urinary tract infections
- IP unit rounds (frequency/forms)
- Environment of Care (EOC) rounds
- Construction/project rounds (as needed)

Exposure/Outbreak Investigations

- Exposure/outbreak verification (case definition)
- Notification (medical director, skilled nursing facility leadership, health department)
- Action plan
- Education
- Performing inspections/interviews
- Follow-up

Public Health

- Regional epidemiologist introduction/role of health department

In-Service Education

- Development of in-service content
- Annual mandatory education
- Presentation at general/nursing orientation

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In-Service Education (continued)

- ___ Resident education principles
- ___ Development of direct observation of practice tool
- ___ Teachable moments, on-the-spot education

Microbiology/Laboratory

- ___ Importance of quality specimen collection
- ___ Stains/cultures
- ___ Immunology
- ___ Chemistry/hematology

Environmental Services (EVS)

- ___ Importance of appropriate cleaning product selection
- ___ Cleaning, disinfection, and dwell times
- ___ Responsibilities (who cleans what)
- ___ Personal Protective Equipment
- ___ Sterilization failure notification and follow-up

Policies/Guidelines/Regulatory

- ___ Department policies
- ___ Corporate policies
- ___ EOC manual
- ___ All Facilities Letters
- ___ Occupational Safety and Health Administration (OSHA): Including blood-borne pathogens standard, airborne protection
- ___ Centers for Medicare & Medicaid Services (CMS) Conditions of Participation (CoPs)
- ___ Environmental Protection Agency (EPA) waste management
- ___ APIC guidelines/practice standards/text

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Policies/Guidelines/Regulatory (continued)

- _____ Society for Healthcare Epidemiology of America/Infectious Diseases Society of America (SHEA/IDSA) guidelines
- _____ American Society of Healthcare Environmental Services (ASHES) guidance documents
- _____ Association of perioperative Registered Nurses (AORN) standards
- _____ American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)/American Institute of Architects (AIA) guidelines/standards
- _____ CDC guidelines