



## 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

- \_\_\_\_\_ [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)
- \_\_\_\_\_ Other:

### 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) infection definitions and criteria
- \_\_\_\_\_ Targeted surveillance (hand hygiene, isolation, etc.)
- \_\_\_\_\_ Central line-associated bloodstream infections
- \_\_\_\_\_ Catheter-associated urinary tract infections
- \_\_\_\_\_ California reportable diseases/health department notifications
- \_\_\_\_\_ 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 planning
- \_\_\_\_\_ Education around the event
- \_\_\_\_\_ Performing inspections/interviews/audits
- \_\_\_\_\_ Follow-up post exposure/outbreak

## 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
- \_\_\_\_\_ 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 (how to access)

- \_\_\_\_\_ Department policies
- \_\_\_\_\_ Corporate policies
- \_\_\_\_\_ EOC manual
- \_\_\_\_\_ State specific guidance
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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

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