

# Infection Preventionist Orientation Checklist

Name:

Date:

The infection preventionist (IP), under the direction of the director of nursing services, is responsible for the development, implementation, direction and operation of the facility's infection prevention and control program. The IP's responsibilities include ensuring compliance with infection-related regulations from the Centers for Medicare & Medicaid Services (CMS) and the Occupational Safety and Health Administration (OSHA) and operationalizing guidelines from the Centers for Disease Control and Prevention (CDC).

*Please note: This is not an all-inclusive list, but can be used as a starting point for orientation and education.*

## Review Facility Policies, Plans, Assessments

Administrator/Director of Nursing/Outgoing Infection Preventionist to assist w/ facility-specific documents:

- Infection Preventionist job description
- Infection Prevention Program Risk Assessment
- Infection Prevention Plan and Goals
- Emergency Preparedness Plan
- Annual Tuberculosis Risk Assessment (work with local health department to determine prevalence)
- Antimicrobial/Antibiotic Stewardship Plan
- Quality Assurance & Performance Improvement (QAPI) function and metrics

## Infection Preventionist Education and Resources

- [Infection Prevention Education Resource | Great Plains Quality Innovation Network](#)
- [Infection Prevention Training LTCF | CDC](#)
- [Core Infection Prevention and Control Practices for Safe Healthcare Delivery in All Settings | CDC](#)
- [Association for Professionals in Infection Control and Epidemiology \(APIC\)](#) (membership required)

## Infection Prevention and Control Surveillance/Screening Responsibilities

- Laboratory alerts/reports
- Surveillance software
- Wound care
- Admission/readmission infection control review  
(i.e., history of MRSA, VRE, C. *diff*, vaccinations, transmission-based precautions)
- [National Healthcare Safety Network \(NHSN\)](#)
- McGeer or Loeb infection definitions and criteria
- Targeted surveillance (hand hygiene, isolation, etc.)
- Healthcare-acquired infections (HAIs)
- Environment of Care (EOC)/IP unit rounds
- Construction/project rounds (as needed)
- [CDC Infection Control Assessment and Response \(ICAR\) Tool](#)

## Exposure and Outbreak Investigations

- Exposure/outbreak verification (case definition)
- Notification (medical director, SNF leadership, health department)
- Action plan
- Education
- Perform inspections/interviews/conduct investigations
- [CDC Consideration for Use of Enhanced Barrier Precautions in SNFs](#)

- [CDC Transmission Based Precautions](#) (contact, droplet, airborne)
- [CDC Interim Infection Prevention & Control Recommendations for Healthcare Personnel](#) (COVID-19)

### Public Health

- Regional epidemiologist introduction and the role of public health department
- Sign up to receive [CDC Health Alert Network](#) (HAN) notifications
- Join infection prevention related newsletters, listservs, department of health alerts

### In-Service Education

- Development of in-service content
- Annual mandatory education
- Presentation at general/nursing orientation
- Resident education principles
- Utilization of infection prevention audit tools
- Teachable moments, 'on-the-spot' education

### Microbiology/Laboratory

- Importance of proper specimen collection
- Gram stains/cultures
- Immunology
- Chemistry/hematology

### Environmental Services

- Appropriate cleaning product selection
- Cleaning, disinfection and dwell times
- Department responsibilities
- Material Safety Data Sheet (MSDS)

### Guidelines and Regulation Resources

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Occupational Safety and Health Administration \(OSHA\)](#) (blood-borne pathogens, airborne protection)
- [CMS State Operations Manual for LTCFs - Appendix PP](#)
- [CMS Reform of Requirements for LTCFs](#)
- [U.S. Environmental Protection Agency \(EPA\)](#)
- [Association for Professionals in Infection Control and Epidemiology \(APIC\)](#)
- [Society for Healthcare Epidemiology of America \(SHEA\)](#)
- [Infectious Diseases Society of America \(IDSA\)](#)
- [American Society of Healthcare Environmental Services \(ASHES\)](#)
- [Association of periOperative Registered Nurses \(AORN\)](#)
- [American Society of Heating, Refrigerating and Air-Conditioning Engineers \(ASHRAE\)](#)
- [Centers for Disease Control and Prevention \(CDC\)](#) (sign up for IP-related news listservs, and DOH alerts)
- [Connect- Online Members Community \(AHCA/NCAL Listserv\)](#)

