

Infection Preventionist Monthly Task List Instructions

PURPOSE

The Infection Preventionist Monthly Task List is a guide for the infection preventionists (IP) to use in their work. It also serves as a mechanism to notify leadership of required monthly reviews. The monthly infection counts should be included in their separate infection control logs. This can supplement the report to the QAPI Committee.

PROCESS

Before initiation, the IP consults with the administrator, medical director and/or director of nursing to review and edit the tool to suit the needs of the facility and the residents they serve.

Review ancillary and contract services to assure they are following infection control protocols and guidelines.

MONTHLY

The IP completes the tasks that maintain an effective infection control system and support the ongoing changes in the facility's population needs.

SUPERVISOR

The supervisor reviews the activity of the IP and discusses any changes for the tool, the work habits and/or infection concerns.

NOTE

Not every facility may be reporting into CDC's NHSN Data Submission. However, we recommend all facilities gain the credentials and establish an account. Please reach out to your TMF Quality Consultant for assistance. Learn more about NHSN at: <https://www.cdc.gov/nhsn/ltc/index.html>.

ABBREVIATIONS

- C. diff*: *Clostridioides difficile*
- CDC: Centers for Disease Control and Prevention
- NHSN: National Healthcare Safety Network
- PIP: Performance improvement project
- QAPI: Quality Assurance Performance Improvement
- RCA: Root cause analysis

Infection Preventionist Monthly Task List

Month/Year: _____

Monthly Tasks to Review	Issues Identified Yes / No	Action Taken/ Training Provided (note where documented)	RCA / PIP Initiated
Adverse events that were antibiotic related			
Delayed lab results and/or abnormal lab/culture results not addressed			
Observation of phlebotomist's infection control practices			
Antibiogram; include pharmacy consultant			
Radiological technician issues related to infection control			
Environmental cleaning and disinfecting procedures			
Appropriate cleaning solutions for any equipment that meet guidelines to kill <i>C. diff</i>			
Linen storage and handling			
Separation between clean and dirty supplies			
Cleaning of shower chairs, shower gurneys, wheelchairs, lifts, etc.			
Use and cleaning of point-of-care devices between residents, e.g., blood glucose meters, blood pressure cuffs, thermometers, etc.			
Safe use and disposal of used single-use devices, e.g., syringes, needles, insulin pens			
Skills to manage special populations: <ul style="list-style-type: none"> ▪ Tracheostomy care ▪ Ventilator care ▪ Other: 			
Cleaning of special equipment: <ul style="list-style-type: none"> ▪ CPAP machines ▪ BIPAP machines ▪ Nebulizer machines ▪ Other: ▪ Oxygen concentrators ▪ Oxygen canisters ▪ Catheters 			
Cleaning and infection control practices for: <ul style="list-style-type: none"> ▪ Medication cart(s) ▪ Medication room(s) ▪ Medication room refrigerator ▪ Multiple vial medication 			
Infection control practices during procedures: <ul style="list-style-type: none"> ▪ Dental ▪ Podiatry ▪ Other: ▪ Wound care/debridement 			
Activities staff infection control practices			
Cleaning and infection control practices for: <ul style="list-style-type: none"> ▪ Activities room, equipment and supplies ▪ Activities equipment/supplies used in residents' rooms/common areas 			



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Monthly Tasks to Review	Issues Identified Yes / No	Action Taken/ Training Provided (note where documented)	RCA / PIP Initiated
Rehabilitation staff infection control practices			
Cleaning and infection control practices for: <ul style="list-style-type: none"> ▪ Therapy gym equipment ▪ Therapy equipment used in resident rooms/common areas 			
Kitchen staff infection control practices			
Cleaning and infection control practices for: <ul style="list-style-type: none"> ▪ Food prep/serving areas ▪ Equipment (stove, sink, food preparation area and gadgets, refrigerators, freezers, ice machine, dishwasher) ▪ Refrigerator temperatures ▪ Garbage disposal 			
Isolation practices when applicable			
Pest control practices			
Garbage and medical waste disposal practices			
CDC's NHSN data submission for the month completed, with reporting in module(s): <ul style="list-style-type: none"> ▪ <i>C. diff</i> infection and multidrug-resistant organisms (MDRO) ▪ Urinary tract infections (UTI) ▪ Prevention process measures: hand hygiene, gloves and gown use adherence ▪ Health care personnel vaccination ▪ Other: Facility has multiple individuals with credentials to report into NHSN?			
Number of infection control trainings provided during the month		# _____ for staff # _____ for residents/visitors	
Infection preventionist's ongoing education via webinar, article review, website review, onsite session, etc.			
Other:			

Additional comments: _____

Number of in-service forms attached: _____

Signature of nurse submitting form: _____ Date: _____