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**

- California Department of Public Health Infection Prevention (IP) Series
- 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)

**Technological Skills**

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