

# 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

- \_\_\_\_\_ [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