



Hospital Infection Preventionist Orientation Checklist

Name _____ Date _____

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 of the pandemic event plan
- Review the emergency preparedness plan (align 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

- [Centers for Disease Control and Prevention \(CDC\) Infection Control Training and Education Resources](#)
- [Association for Professionals in Infection Control and Epidemiology \(APIC\)](#) self-study following core curriculum (requires membership)
- Other: _____

Technological Skills

- Outlook (or organizational email)
- Secure text messaging software
- Surveillance software (if used)
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Intranet/internet

Infection Prevention Surveillance

- Laboratory alerts/reports
- Admission lists



- National Healthcare Safety Network ([NHSN Acute Care/Critical Access Hospitals](#)) infection definitions and criteria
- Targeted surveillance (hand hygiene, isolation, etc.)
- Central line-associated bloodstream infections (CLABSI)
- Catheter-associated urinary tract infections (CAUTI)
- State-specific reportable diseases/health department notifications
- IP unit rounds (frequency/forms)
- Environment of care (EOC) rounds
- Construction/project rounds as needed
- Other: _____

Exposure/Outbreak Investigations

- Exposure/outbreak verification (case definition)
- Notification (leadership, units/facilities, health department, etc.)
- Action plan/process
- Education around the event
- Performing inspections/interviews/audits
- Follow-up post exposure/outbreak

Public Health

- Regional epidemiologist introduction/role of health department
- Local antibiogram or resistance patterns

In-Service Education

- Development of in-service content
- Annual mandatory education
- Presentation at general and job-specific (i.e., nursing, laboratory, environmental services) orientation
- Patient/family/support person 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, disinfecting and dwell times
- Responsibilities (who cleans what)
- Personal protective equipment
- Sterilization failure notification and follow-up

Policies/Guidelines/Regulatory Guidance (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) [SOM Appendix A Infection Prevention](#)
- Environmental Protection Agency ([EPA](#)) waste management
- [APIC](#) guidelines/practice standards/text
- Society for Healthcare Epidemiology of America ([SHEA](#)) guidelines
- Infectious Diseases Society of America ([IDSA](#)) guidelines
- Association for the Health Care Environment ([AHE](#)) guidelines
- Association of Perioperative Registered Nurses ([AORN](#)) standards
- American Society of Heating, Refrigerating, and Air-Conditioning Engineers ([ASHRAE](#))
- American Institute of Architects ([AIA](#))
- Centers for Disease Control and Prevention ([CDC](#))
- Agency for Healthcare Research and Quality ([AHRQ](#))