

Orientation Program for Infection Control Professionals



Module 1:
Introduction and
Four-Week
Schedule

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Module 1: Introduction

It has long been identified that many infection prevention and control (IPC) programs do not have a formal orientation tool. To fill that need, a group of infection control professionals (ICP) from across Canada collaborated on the development of this curriculum. Participants in this group were:

- Alisa Cuff, Infection Control Practitioner, Newfoundland and Labrador
- Betty Anne Elford, Infection Control Practitioner, Newfoundland and Labrador
- Cindy Williams, Infection Control Practitioner, Newfoundland and Labrador
- Dr. Donna Moralejo, Professor, School of Nursing, Memorial University of Newfoundland
- Joanne Archer, Education and Best Practices Coordinator, Provincial Infection Control Network BC
- Laura Fraser, Consultant, OAHPP Erin St. Clair Infection Control Network, Ontario
- Marion Yetman, Provincial Infection Control Nurse Specialist, Newfoundland and Labrador
- Paula March, Regional Infection Control Coordinator, Newfoundland and Labrador
- Sharon O’Rielly, Infection Control Practitioner, Newfoundland and Labrador
- Stacey Burns, Infection Prevention and Control Program Coordinator, Prince Edward Island Department of Health and Wellness
- Susan Cooper, Consultant, OAHPP South Eastern Ontario Infection Control Network, Ontario
- Tracy MacDonald, Infection Control Practitioner, Newfoundland and Labrador

Completing these modules will provide an individual who is new to infection prevention and control enough information to function as a novice practitioner while awaiting entrance into an accredited infection control course. It is not intended to replace an accredited infection control course. It is also intended that this education material be enhanced with mentorship from an experienced professional in infection prevention and control.

Any healthcare professional who has an interest in infection prevention and control is encouraged to complete these modules. Preventing infections is integral for comprehensive quality healthcare from all disciplines.

Note to Managers

To gain maximum benefit from this orientation, the new ICP will require a tour of the Laboratory and Reprocessing Department (please see schedule). The tours should be arranged by you with the respective department managers, and be scheduled with an experienced employee from that department. This will allow the ICP an opportunity to have any questions answered and discuss any gaps in knowledge they may have.

IPC Orientation Program

Four-Week Schedule: At A Glance

	Day 1	Day 2	Day 3	Day 4	Day 5
Week One	Orientation to office routine	Orientation to ICP position	Daily ICP activities Lab Orientation	Daily ICP Activities	Clinical Orientation
	Computer	Tour of area (s) of responsibility	Microbiology Module - Key Concepts section	RPAP Module Key Concepts section	Microbiology Module Methods section
Week Two	Daily ICP Activities	Daily ICP Activities	Daily ICP Activities	Daily ICP Activities	Daily ICP Activities
	RPAP Module Methods section	Hand Hygiene Module – Key Concepts section	Hand Hygiene Module Methods section	Surveillance Module – Key Concepts section	Surveillance Module Methods section
Week Three	Daily ICP Activities	Daily ICP Activities	Daily ICP activities	Daily ICP Activities	Daily ICP Activities
	Outbreak Module – Key Concepts section	Outbreak Module Methods section	Communicable Disease Module Key Concepts section	Communicable Disease Module Methods section	Occupational Health Module (entire)
Week Four	Daily ICP Activities	Daily ICP Activities Tour of Reprocessing Department	Daily ICP activities	Daily ICP Activities	Meet with mentor Review orientation program
	Providing Education to Others	Cleaning Disinfection & Sterilization Module – Key Concepts section	Cleaning Disinfection & Sterilization Module Methods section	Construction Renovation Module (entire)	Personal Learning Plan Quality and Risk Management

This worksheet should be used in conjunction with the detailed daily activities form.

Detailed Four-Week Schedule

This schedule was developed to facilitate a complete orientation and is merely a suggestion for flow and activities that are believed to be useful. Please provide PICNet with any suggestions for improvements.

Week One

Activity	Comments	Sign off
Day 1 - AM		
Meet with Mentor - Office orientation		
<input type="checkbox"/> Tour of immediate work area <input type="checkbox"/> Introductions to staff		
<input type="checkbox"/> Immediate work place issues <input type="checkbox"/> Name tag, parking pass <input type="checkbox"/> Manager and how to report sick calls <input type="checkbox"/> Internal phone lists		
<input type="checkbox"/> Administrative details <input type="checkbox"/> Hours of work <input type="checkbox"/> Pay sheet <input type="checkbox"/> Vacation/vacation relief/time off <input type="checkbox"/> Ordering supplies <input type="checkbox"/> Business cards <input type="checkbox"/> Travel/expense claim forms <input type="checkbox"/> Request for education form <input type="checkbox"/> Key contact numbers <input type="checkbox"/> Pay cheque <input type="checkbox"/> Mileage if applicable		
<input type="checkbox"/> IPC telephone, fax/page number <input type="checkbox"/> Voice mail <input type="checkbox"/> Public Health <input type="checkbox"/> Emergency Response toll free line <input type="checkbox"/> Emergency preparedness procedures/manual		
<input type="checkbox"/> Organizational Chart and where your facility fits in <input type="checkbox"/> Facility contact information; whom to call and when <input type="checkbox"/> Internal phone list <input type="checkbox"/> After hours contact list		

Orientation Program for Infection Control Professionals

Activity	Comments	Sign off
Day 1 - PM		
<input type="checkbox"/> Structure of IC Program <input type="checkbox"/> Director (if applicable) <input type="checkbox"/> Manager (or Regional Coordinator) <input type="checkbox"/> Coordinator <input type="checkbox"/> Administrative assistant role <input type="checkbox"/> Other ICPs		
<input type="checkbox"/> Organizational overview <ul style="list-style-type: none"> – Organizational chart – IPC structure – IPC planning/reporting structure 		
<input type="checkbox"/> Introduction to IPC position <input type="checkbox"/> Vision, mission, values, guiding principles and strategic objectives <input type="checkbox"/> ICP position description <input type="checkbox"/> Other IPC positions/responsibilities <input type="checkbox"/> CHICA-Canada Practice Standards <input type="checkbox"/> http://www.chica.org/pdf/08PPS.pdf <input type="checkbox"/> ICP assignments <input type="checkbox"/> Facility responsibilities <input type="checkbox"/> Department coverage		
<input type="checkbox"/> Arrange access for shared drives/files <input type="checkbox"/> Review programs used <input type="checkbox"/> Review all internal web pages <input type="checkbox"/> Determine computer training needs		
<input type="checkbox"/> Reports <ul style="list-style-type: none"> – Monthly reports – Quarterly reports – Annual reports – Report assignments – Filing system 		
<input type="checkbox"/> Walk through units of responsibility		
Day 2- AM		
<input type="checkbox"/> <u>Brief</u> tour of specific areas such as: <ul style="list-style-type: none"> – Operating Room – Reprocessing (in-depth tour later) – Laundry – Pharmacy – Diagnostic Imaging – Laboratory (in depth tour later) 		

Activity	Comments	Sign off
Day 2 - PM		
Committees <input type="checkbox"/> Committee responsibilities <input type="checkbox"/> Relevant committees		
National/International Resources <input type="checkbox"/> PHAC Guidelines http://www.phac-aspc.gc.ca/dpg-eng.php <input type="checkbox"/> CHICA-Canada http://www.chica.org/index.php <input type="checkbox"/> Accreditation Canada http://www.accreditation.ca/ <input type="checkbox"/> CDC http://www.cdc.gov/hai/ <input type="checkbox"/> APIC http://www.apic.org/ Provincial Resources <input type="checkbox"/> Provincial Infection Control Network (PICNet) BC http://www.picnet.ca/ <input type="checkbox"/> PIDAC Knowledge Products (Ontario Best Practices) http://www.oahpp.ca/resources/pidac-knowledge/index.html		
Day 3 - AM (clinical)		
<input type="checkbox"/> Review daily reports/daily responsibilities <input type="checkbox"/> Work with mentor <input type="checkbox"/> Orientation to clinical areas <input type="checkbox"/> Meet with key contacts – Managers, Patient Care Coordinators, Staff		
Day 3 - PM (theory)		
Microbiology – Key Concepts <input type="checkbox"/> Basic microbiology/clinical microbiology <input type="checkbox"/> Review routine microbiology lab requisitions <input type="checkbox"/> Diagnostic methods/collection of specimens <input type="checkbox"/> Interpretation of culture and sensitivity reports		
Day 4 - AM (clinical)		
<input type="checkbox"/> Lab orientation – Bring pages 14-16 of Microbiology module to lab and discuss with lab mentor		

Orientation Program for Infection Control Professionals

Activity	Comments	Sign off
Day 4 - PM (theory)		
<p>RPAP Module Key Concepts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chain of Infection <input type="checkbox"/> Modes of transmission <input type="checkbox"/> Point of Care Risk Assessment (PCRA) <input type="checkbox"/> Hand Hygiene <input type="checkbox"/> Personal Protective Equipment (PPE) <input type="checkbox"/> Environmental Controls <ul style="list-style-type: none"> – Patient placement – Cleaning of equipment – Environmental cleaning – Sharps safety – Management of laundry, dishes, & waste <input type="checkbox"/> Source Controls <ul style="list-style-type: none"> – Patient flow – Respiratory hygiene – Aerosol Generating Medical Procedures – Visitor management – Aseptic technique <input type="checkbox"/> Additional Precautions <ul style="list-style-type: none"> – Airborne – Contact – Droplet 		
Day 5 - AM (clinical)		
<ul style="list-style-type: none"> <input type="checkbox"/> Identify patients on Contact, Droplet or Airborne Precautions on units <input type="checkbox"/> Determine high risk areas <input type="checkbox"/> Determine focus areas for IPC <ul style="list-style-type: none"> – Attention to PPE – Hand hygiene practices – Signage for Additional Precautions 		
Day 5 - PM (theory)		
<p>Microbiology Module - Methods section Complete exercises and discuss with mentor</p>		

Week 2

Activity	Comments	Sign off
Day 1 - AM (clinical)		
<input type="checkbox"/> Discuss with mentor weekly activities and daily assignments <input type="checkbox"/> Review daily reports <input type="checkbox"/> Assigned area responsibilities <input type="checkbox"/> Review microbiology reports		
Day 1 - PM (theory)		
RPAP Module – Methods section		
Day 2 - AM (clinical work)		
<input type="checkbox"/> Discuss with mentor daily activities <input type="checkbox"/> Review daily reports <input type="checkbox"/> Assigned area responsibilities <input type="checkbox"/> Assess RPAP as you walk through patient areas (review how negative pressure rooms function) <input type="checkbox"/> Review microbiology reports		
Day 2 - PM (theory)		
Hand Hygiene Module – Key Concepts		
Day 3 - AM (clinical)		
<input type="checkbox"/> Discuss with mentor daily activities <input type="checkbox"/> Review daily reports <input type="checkbox"/> Assigned area responsibilities <input type="checkbox"/> Assess RPAP as you walk through patient areas <input type="checkbox"/> Observe hand hygiene practices <input type="checkbox"/> Review microbiology reports		
Day 3 - PM (theory)		
Hand Hygiene Module - Methods section		
Day 4 - AM (clinical)		
<input type="checkbox"/> Discuss with mentor daily activities <input type="checkbox"/> Review daily reports <input type="checkbox"/> Assigned area responsibilities <input type="checkbox"/> Assess RPAP as you walk through patient areas <input type="checkbox"/> Observe hand hygiene practices <input type="checkbox"/> Review microbiology reports		

Activity	Comments	Sign off
Day 4 - PM (theory)		
<p>Surveillance Module Key Concepts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Surveillance activities for IPC program <input type="checkbox"/> Surveillance in specific areas <ul style="list-style-type: none"> – High risk areas – Infection control reports (if applicable) – Definitions for healthcare-associated infections – Classification of surgical wound infections <input type="checkbox"/> May include: <ul style="list-style-type: none"> – AROs – Influenza like illness – Surgical site infections – <i>Clostridium difficile</i> – Bloodstream infections – Central line infections – Ventilator associated pneumonia – Urinary tract infections – Any others? <p>Type – hospital wide or targeted</p>		
Day 5 - AM (clinical)		
<ul style="list-style-type: none"> <input type="checkbox"/> Review surveillance responsibilities <input type="checkbox"/> Identify sources of data <ul style="list-style-type: none"> – Nursing rounds – Admission forms – Laboratory reports – Patient Records on computer – Patient Charts for inpatients <input type="checkbox"/> Medical Records <ul style="list-style-type: none"> – Accessing patient records – Permissions/Privacy policy – Tour of Medical Records (if applicable) – Key contacts in Medical Records – Flagging of patient’s charts 		
Day 5 - PM (theory)		
<p>Surveillance Module – Methods section</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collection, evaluation and interpretation of data <ul style="list-style-type: none"> – Prevalence and incidence 		

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Activity	Comments	Sign off
<ul style="list-style-type: none"> – Numerators and denominators – Presentation of data (graph, histogram) <input type="checkbox"/> Reporting of data <input type="checkbox"/> Basic principles of epidemiology <input type="checkbox"/> Infection versus colonization 		

Week 3

Activity	Comments	Sign off
Day 1 - AM (clinical)		
<ul style="list-style-type: none"> <input type="checkbox"/> Discuss with mentor weekly activities <input type="checkbox"/> Review daily activities for assigned areas, including surveillance 		
Day 1 - PM(theory)		
<p>Outbreak Module – Key Concepts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Definition of an outbreak <input type="checkbox"/> Components of outbreak investigation <input type="checkbox"/> Outbreak management 		
Day 2 - AM (Clinical)		
<ul style="list-style-type: none"> <input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk through of assigned area <input type="checkbox"/> Review isolated patients if applicable <input type="checkbox"/> Review practices related to an isolation room activities <input type="checkbox"/> Observation of RPAP practices and hand hygiene practices 		
Day 2 - PM (theory)		
Outbreak Module - Methods section		
Day 3 - AM (clinical)		
<ul style="list-style-type: none"> <input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk through of assigned area <input type="checkbox"/> Review isolated patients if applicable 		
Day 3 - PM (theory)		
Communicable Disease Module Key Concepts		

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Activity	Comments	Sign off
Day 4 - AM (clinical)		
<input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk through of assigned area <input type="checkbox"/> Review isolated patients if applicable		
Day 4 - PM (theory)		
Communicable Disease – Methods section <input type="checkbox"/> A meeting with a communicable disease nurse from public health is recommended to supplement this activity <input type="checkbox"/> Communicable disease reporting and communication structure		
Day 5 - AM (clinical)		
<input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk through of assigned area <input type="checkbox"/> Review isolated patients if applicable		
Day 5 - PM (theory)		
Occupational Health Module <input type="checkbox"/> Blood/body fluids exposures <input type="checkbox"/> Vaccination programs such as influenza, hepatitis B <input type="checkbox"/> HCW exposure to infectious diseases		

Week 4

Activity	Comments	Sign off
Day 1 - AM (clinical)		
<input type="checkbox"/> Discuss with mentor weekly activities <input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk through of assigned area <input type="checkbox"/> Review isolated patients if applicable <input type="checkbox"/> Review practices related to an isolation room activities <input type="checkbox"/> Observation of RPAP practices and hand hygiene practices		

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Activity	Comments	Sign off
Day 1 - PM (theory)		
<p>Providing education to others</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss with mentor educational responsibilities <input type="checkbox"/> Review orientation program for new staff and other education program regularly provided by IPC <input type="checkbox"/> Review adult learning principles <input type="checkbox"/> Discuss preparing and giving presentations with mentor <input type="checkbox"/> Booking rooms and equipment, posting notices <input type="checkbox"/> Education materials <input type="checkbox"/> Role in general/nursing orientation <p>Providing consultation to others</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsibilities <input type="checkbox"/> Documentation <input type="checkbox"/> Communication etiquette (verbal, written and email) 		
Day 2 - AM		
<ul style="list-style-type: none"> <input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk through of assigned area <input type="checkbox"/> Review isolated patients if applicable 		
Day 2 - PM		
<p>Cleaning, Disinfection & Sterilization Module</p> <p>Key Concepts section</p> <ul style="list-style-type: none"> <input type="checkbox"/> Principles of cleaning/disinfection/sterilization <input type="checkbox"/> Non-critical, semi-critical and critical devices <input type="checkbox"/> Single-use devices <input type="checkbox"/> Selection of disinfectants <input type="checkbox"/> Reprocessing of re-usable devices 		
Day 3 - AM		
<ul style="list-style-type: none"> <input type="checkbox"/> Tour of reprocessing area – bring pages 9-12 of module with you <input type="checkbox"/> Review daily activities for assigned areas 		

Activity	Comments	Sign off
Day 3 - PM		
Cleaning Disinfection & Sterilization Module – Methods section		
Day 4 - AM		
<input type="checkbox"/> Review daily activities for assigned areas <input type="checkbox"/> Surveillance activities for assigned program <input type="checkbox"/> Walk-through of assigned area <input type="checkbox"/> Review isolated patients if applicable		
Day 4 - PM		
Construction and Renovation Module (entire) <input type="checkbox"/> Discuss your role and responsibilities and key contacts with your mentor.		
Day 5 - AM		
<input type="checkbox"/> Meet with mentor <input type="checkbox"/> Discuss orientation process <input type="checkbox"/> Daily ICP activities		
Day 5 - PM		
Personal Learning Plan <input type="checkbox"/> Discuss with manager: <ul style="list-style-type: none"> – Infection Control basic course – Webber Training through PICNet – CIC certification – Any additional learning needs Quality and Risk Management <input type="checkbox"/> Become familiar with quality and risk management concepts: <ul style="list-style-type: none"> – Accreditation Canada – New IC standards required operational practices (ROP), road maps, plans, etc – Canadian Council on Health Services Accreditation (CCHSA) patient safety goals and required practices – BC Patient Safety and Quality Council 		

Glossary of Terms

A glossary of infection prevention and control (IPC) terminology can be found at <http://www.picnet.ca/glossary>.

PICNet welcomes your comments and feedback on these modules.
For comments or inquiries, please contact:

Joanne Archer, Education and Best Practices Coordinator
Provincial Infection Control Network of BC (PICNet)
555 West 12th Avenue, Suite #400 East Tower, Suite #400
Vancouver, BC V5Z 3X7
Tel: 250-964-4824 Fax: 604-707-2649
Email: joanne.archer@phsa.ca Website: www.picnet.ca

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