

ONBOARDING GUIDE FOR LONG-TERM CARE FACILITIES

This guide is intended to provide new infection preventionists (IPs) in long-term care facilities a starting point to understand their role, ensure regulatory compliance, and promote resident safety through effective infection prevention and control practices. This guide also includes key resources and tools to support successful onboarding and continued development in the IP role.

The IP Role

- 1. Develop, implement and monitor the IPC Program and oversee all its sections**
- 2. Ensure compliance with regulations**
- 3. Communicate & collaborate internally and with external partners (LHD, hospitals, laboratories, other LTCFs)**

The items below should be included in your facility's Infection Prevention and Control Plan (*click on the links to see examples or additional information*):

- ✓ [Facility Risk Assessment](#)
- ✓ [Infection Control Risk Assessment- ICRA](#)
- ✓ [Standard & Transmission-Based Precautions](#)
- ✓ [Tuberculosis Assessment](#)
- ✓ [Surveillance](#)
- ✓ [Outbreak Management](#)
- ✓ [Bloodborne Pathogen Exposure Plan](#)
- ✓ [Antimicrobial Stewardship Program](#)
- ✓ [Water Management Plan](#)
- ✓ [Construction ICRA \(APIC\)](#)
- ✓ [Ventilation/HVAC](#)
- ✓ [Employee Health](#)
 - Immunization Program
 - Respiratory Protection Program
- ✓ [Emergency Preparedness](#)
- ✓ [Staff education on IPC best practices](#)
- ✓ [IPC Quality Assessment & Assurance](#)

See [CDC Infection Control Assessment and Response \(ICAR\) Tools](#) for additional information.

- Training, audits, and feedback
- Hand Hygiene
- Transmission-based Precautions (TBP)
- Environmental Services (EVS)
- Wound Care
- Point-of-Care (POC) Testing
- Injection Safety
- Healthcare Laundry
- Antimicrobial Stewardship
- Water Exposure



Monitoring Activities



- Hand Hygiene
- TBP
- EVS
- Wound Care
- Staff education & in-services

IPC Committee



- Create Committee/members
- QAPI Projects & Feedback
- Antimicrobial Stewardship
- Product Selection (cleaning & disinfection)
- Review of IPC Program

Basic Training for the IP

- [CDC Train Nursing Home Infection Preventionist Training Course](#) (20 hrs., self-paced, free training available through Train)
- [APIC/CBIC](#)
- IDPH HAI Bi-Weekly Webinars for Long-Term Care (register through KCHD CLICK News)

IPC Education Resources for Staff

- [NACCHO Project FirstLine](#)
- [CDC Project First Line](#)
- [CDC Clean Hands Page](#)



Supporting Tools for IPC Program

Healthcare-associated Infections (HAI) Database

Maintain a log of all HAI occurring at your facility (include resident demographics, room and bed #, date of infection, lab results)

Antimicrobial Resistance Database

Ensure to partner with your laboratory to receive regular reports on antimicrobial resistance profile at your facility

[Click here for an example of a basic organism line list](#)

Reporting

[KCHD Notifiable Diseases & Conditions Poster](#)

[XDRO Registry](#)

[NHSN Reporting Requirements](#)



- [CMS State Operations Manual- Appendix PP](#)
- [Illinois Administrative Code Title 77- Long Term Care Facilities](#)
- [IDPH Nursing Home Regulations](#)



IPC Communication & Awareness

[SIREN](#) (*register to receive public health alerts and notifications*)

[Facility Information Updates link](#) (*to provide updated contact information from your facility to KCHD*)

CLICK News (sent to all LTCFs in our listserv)

Peer to peer relationship (Stakeholder Networking)

Connect to communities and resources (i.e., McKnight, APIC chapter, InfectionControlToday.com , InnovateIPC.org)

[KCHD Website- Infection Control Page](#)

[KCHD LTC page](#)

[CDC Appendix A](#)

[CDC Transmission-Based Precautions Resources](#)

[ICAR Tools and Resources](#)

[Selected EPA-Registered Disinfectants](#)

[Hektoen Infection Prevention & Control Page](#)

[CDC Core Elements of Antibiotic Stewardship](#)

[NACCHO Project FirstLine Page](#)

[CDC Project FirstLine Page](#)

[MDRO Reporting Form](#)

[KCHD Pre-Admission Screening and Interfacility Transfer Form](#)

Additional Resources

[www.InnovateIPC.org](#)

[Florida IPC Roadmap](#)