

Orientation Program for Infection Control Professionals



Module 1:
Introduction

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Module 1: Introduction and Four-Week Schedule

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 Practice 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 – Eight Week Overview

This 8 week schedule is a general plan of how orientation will be. Depending on the needs of the new staff member and the site, you can be flexible with the flow. As opportunities for learning present themselves, please allow the ICP to attend. Tours to MDR, Lab, CDU, housekeeping etc. can be scheduled along with the module or as best fits the learning process and the department’s ability to accommodate a tour.

The ICP will meet with their mentor once a week for 4 weeks, every other week for 4 weeks then monthly for 2 months. (more frequent meetings will be arranged as needed).

There will be an assessment of learning at the end of the 8 weeks to assess further learning needs.

Day Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Orientation to office and surrounding area Set up computer	Orientation to ICP position Administrative	Daily ICP activities Tour facility	Daily ICP activities RPAP Module	Daily ICP activities RPAP Module Meet with Mentor
2	Daily ICP activities Hand Hygiene Hand Hygiene Module	Daily ICP activities Hand Hygiene Module	Daily ICP activities	Daily ICP activities Microbiology Module	Daily ICP activities Meet with Mentor
3	Daily ICP activities Microbiology Module	Daily ICP activities Microbiology Module	Daily ICP activities	Daily ICP activities	Daily ICP activities Meet with Mentor
4	Daily ICP activities Surveillance Surveillance Module	Daily ICP activities Surveillance Module	Daily ICP activities	Daily ICP activities	Daily ICP activities Meet with Mentor

Day Week	Monday	Tuesday	Wednesday	Thursday	Friday
5	Daily ICP activities Outbreak & Communicable Diseases Outbreak Module	Daily ICP activities Outbreak Module	Daily ICP activities Communicable Diseases	Daily ICP activities Communicable Diseases	Daily ICP activities
6	Daily ICP activities Cleaning Disinfection & Sterilization Cleaning & Disinfection Module	Daily ICP activities Cleaning & Disinfection Module	Daily ICP activities Cleaning & Disinfection Module	Daily ICP activities	Daily ICP activities Meet with Mentor
7	Daily ICP activities Occupational Health Shared Occupational Health Module	Daily ICP activities	Daily ICP activities	Daily ICP activities	Daily ICP activities
8	Daily ICP activities Construction & Renovation Module	Daily ICP activities Construction Module	Daily ICP activities	Daily ICP activities	Daily ICP activities Meet with Mentor

Detailed Four-Week Schedule (Compressed)

This schedule was developed to facilitate a complete orientation and is merely a suggestion for flow and activities that are believed to be useful. This schedule can be modified as deemed necessary by mentor and new staff.

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		

Activity	Comments	Sign off
<input type="checkbox"/> IPC telephone, fax/page number <input type="checkbox"/> Voice mail <input type="checkbox"/> Public Health <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 (eg. DoC, MHO etc) <input type="checkbox"/> Internal phone list <input type="checkbox"/> After hours contact list		
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 ICs <input type="checkbox"/> Learning hub modules		
<input type="checkbox"/> Organizational overview <ul style="list-style-type: none"> – Organizational chart – IPC structure – IPC planning/reporting structure 		

Activity	Comments	Sign off
<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"/> IPAC Canada Core Competencies: https://ipac-canada.org/photos/custom/pdf/HCW_Core_Compency_Category_Table-2016November(2).pdf <input type="checkbox"/> Professional College IC Standards <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 <input type="checkbox"/> Monthly reports <input type="checkbox"/> Quarterly reports <input type="checkbox"/> Annual reports <input type="checkbox"/> Report assignments <input type="checkbox"/> 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) 	May be scheduled as learning progresses	

Activity	Comments	Sign off
<ul style="list-style-type: none"> - Laundry - Pharmacy - Diagnostic Imaging - Laboratory (in depth tour later) 		
Day 2 - PM		
<p>Committees</p> <ul style="list-style-type: none"> <input type="checkbox"/> Committee responsibilities <input type="checkbox"/> Relevant committees 		
<p>Provincial Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provincial Infection Control Network (PICNet) BC http://www.picnet.ca/ <input type="checkbox"/> Alberta Health Services Infection Control: https://www.albertahealthservices.ca/info/page6410.aspx#:~:text=Infection%20Prevention%20and%20Control%20(IPC,outbreak%20identification%20and%20management <input type="checkbox"/> Public Health Ontario Knowledge Products: https://www.publichealthontario.ca/en/education-and-events/online-learning/ipac-courses <p>National/International Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> PHAC Guidelines https://www.canada.ca/en/public-health/services/reports-publications/disease-prevention-control-guidelines.html <input type="checkbox"/> Accreditation Canada http://www.accreditation.ca/ <input type="checkbox"/> Australian IPAC: https://www.safetyandquality.gov.au/our-work/healthcare-associated-infection/national-infection-control-guidelines <input type="checkbox"/> New Zealand IPAC: https://www.infectioncontrol.co.nz/home/ <input type="checkbox"/> NHS, England: https://improvement.nhs.uk/search/?q=Infecti 		

Activity	Comments	Sign off
<p>on+Control</p> <ul style="list-style-type: none"> <input type="checkbox"/> CDC http://www.cdc.gov/hai/ <input type="checkbox"/> APIC http://www.apic.org/ 		
Day 3 - AM (clinical)		
<ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> – Managers, Patient Care Coordinators, Staff 		
Day 3 - PM (theory)		
<p>Microbiology – Key Concepts</p> <ul style="list-style-type: none"> <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)		
<ul style="list-style-type: none"> <input type="checkbox"/> Lab orientation <ul style="list-style-type: none"> – Bring pages 14-16 of Microbiology module to lab and discuss with lab mentor 		
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) 		

Activity	Comments	Sign off
<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)		
<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)		
Microbiology Module - Methods section Complete exercises and discuss with mentor		

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		

Activity	Comments	Sign off
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		
Day 4 - PM (theory)		
Surveillance Module Key Concepts <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? Type – hospital wide or targeted		

Activity	Comments	Sign off
Day 5 - AM (clinical)		
<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)		
Surveillance Module – Methods section <input type="checkbox"/> Collection, evaluation and interpretation of data <ul style="list-style-type: none"> – Prevalence and incidence – 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)		
<input type="checkbox"/> Discuss with mentor weekly activities <input type="checkbox"/> Review daily activities for assigned areas, including surveillance		
Day 1 - PM(theory)		
Outbreak Module – Key Concepts <input type="checkbox"/> Definition of an outbreak <input type="checkbox"/> Components of outbreak investigation <input type="checkbox"/> Outbreak management		
Day 2 - 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 <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)		
<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		

Activity	Comments	Sign off
Day 3 - PM (theory)		
Communicable Disease Module Key Concepts		
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		
Day 1 - PM (theory)		
Providing education to others <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 Providing consultation to others <input type="checkbox"/> Responsibilities <input type="checkbox"/> Documentation Communication etiquette (verbal, written and email)		

Activity	Comments	Sign off
Day 2 - 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 2 - PM		
Cleaning, Disinfection & Sterilization Module Key Concepts section <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		
<input type="checkbox"/> Tour of reprocessing area – bring pages 9-12 of module with you <input type="checkbox"/> Review daily activities for assigned areas		
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		

Activity	Comments	Sign off
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>.

Learning Hub On-line Resources

Please note that some of the items listed below may have already been completed as a component of orientation to the health authority. Depending upon when this occurred it may be wise to refresh their knowledge (if a long period of time has passed).

Module #	Name	Completed
5360	Provincial Hand Hygiene Basics - PICNet	
5468	Prevention of Surgical Site Infections (SSI) - PICNet	
8300	Infection Prevention and Control Practices for Direct/Professional Clinical Care Providers	
8301	Infection Prevention and Control Practices for Health Care Personnel Not Involved in Direct Clinical Care	
17683	Infection Control Precautions for High Threat Pathogens	
19226	Biocontainment Cleaning for High Threat Pathogens (EVS/Housekeeping)	
20705	Biocontainment Cleaning of Medical Equipment for High Threat Pathogens	
7510	Introduction to Critical Appraisal - PICNet	
5469	Workplace Audit Training for Infection Control Practitioners - PICNet	