



Infection Preventionist Nurse Orientation Check List

Employee Name: _____

A. General Orientation was completed on: _____

B. General Orientation for Nursing Service completed on: _____

C. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
1. Review of Nursing Services Policy Manual	DON/SDC Manual			
2. Review of Infection Prevention Policy Manual	DON/SDC Manual			
3. Review of Infection Prevention Process <ul style="list-style-type: none"> • Infection Tracking and Trending for Residents and Staff • State Notification of Reportable Diseases • Resident and Staff Vaccination Program • TB Program • Facility Infection Risk Assessment • Weekly IP Meeting • Infection Prevention Monthly Audits • Admission/Discharge Review 	Director of Quality Assurance/DON Infection Prevention Policy and Procedure Manual			
4. Antibiotic Stewardship <ul style="list-style-type: none"> • Antibiograms • Antibiotic Usage Report • Communication to Medical Providers 	Director of Quality Assurance/DON Infection Prevention Policy and Procedure Manual Pharmacy Report			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
5. Enter infection data in current program. Facility is currently using: _____: <ul style="list-style-type: none"> • Infection Communication Forms • How to enter the data. • How to generate reports from system. 				
6. National Health Security Network (NHSN): <ul style="list-style-type: none"> • SAMS Card Application • Entering New Hires into System • COVID 19 Testing Reporting • COVID 19 Vaccination Reporting • Weekly Facility Reporting 	NHSN Administrator/IPN Training Modules on NHSN			
7. COVID-19: <ul style="list-style-type: none"> • Screening for COVID-19 • Rapid Tests: Binax, Quidel, Sophia, Veritor, Other: _____ • PCR Tests: Assurance Scientific Laboratories • Requisition Forms • Notification of Test Results 	DON/Laboratory Director/IPN Manufacturer's Guidelines			
8. QA/QAPI Process <ul style="list-style-type: none"> • Reports for QA • TQI Report • PIP Process 	QA Coordinator/Director of Quality Assurance QA Policy and Procedure Manual			

Criteria	Information Source	Employee Signature	Instructor Signature	Date Completed
9. Emergency Preparedness	Administrator/Facility Emergency Preparedness Coordinator			
10. Lab/X-Ray Reports: <ul style="list-style-type: none"> Monitoring for Infections 	CC/DON			
11. Review of State and Federal Infection Prevention Regulations	Director of Quality Assurance			
12. Survey Process: <ul style="list-style-type: none"> Survey Assignments Survey Reports Survey Readiness Binder 	Administrator/DON			
13. Introduction to Medical Director, CRNP and Pharmacy Consultant	DON/CC			
14. Manager of the Day Duties	Administrator			
15. Fit test trained/competency completed.	DON/ADON/Corporate Nurse			
16. Completes Nursing Home Infection Prevention Training through CDC.	DON/ADON CDC Training Online			
17. Participates in staff orientation and training related to infection prevention	SDC			
18. Review Job Description	DON/SDC			

D. Nursing Skills Check Completed on: _____

(Attach skills check to this orientation.)

E. CDC Infection Prevention Training completed on: _____

(Attach training certificate to this orientation.)