

# IPC Lead Orientation Schedule

Month	Activity	Key Stakeholder	Action	Date completed	Additional Actions
1			Introduce yourself to residence staff as the IPC Lead include cleaners, FSA, maintenance, kitchen, L&D, AH, Quality and care staff		Provide monthly IPC updates
			Attend Resident and NOK meeting and introduce yourself and your role		Provide regular IPC updates
			Establish day and hours for IPC role		Conjunction with RM
			Establish regular meeting day and time with RM (Monthly) and NICS (as required)		
		RM	Consent for photo (displayed internally), and name (registered on portal).		
	Teamwork	IPC Leads	Attend IPC Lead Forum (option x2 (Tues/Thurs) month)		
	Rounds	RM	Perform ICM Checklist audit		Notify RM and address areas of opportunity. Discuss with NICS and forum
	Rounds	RM	Meet with L&D / Quality and start hand hygiene / PPE compliance rounds		Assess audits are performed to meet mandatory 2 <sup>nd</sup> yrly requirement. Escalate concerns to RM
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1	Resources	RM	Organise a workspace/ laptop for IPC work		

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	Resources	Admin	Order a new name tag from Admin. The tag should display all your roles. E.g. EN/IPC lead or RN/IPC Lead		
	Rounds/ Resources	RM/NICS	Identify key stakeholders for emergencies and outbreaks. Check site specific plans and outbreak documents.		Collaborate with RM to have IPC lead name documented in Plan "Key contacts" page for your residence
	Rounds/ Resources	Residents and staff	Identify residents on transmission-based precautions have correct precautions in place		<i>Use Australian Guidelines for the Prevention and Control of Infection in Healthcare</i> in consultation with the IPC Coordinator
	Communication	IPC Coordinator	Access the IPC lead email for your residence		Send an email to the IPC Coordinator
	Resources	IPC Leads, IPC Coordinator	Access the IPC Lead Microsoft teams folder		Post a comment in the General Posts section
	Resources	IPC Lead	Review Infection Prevention and Control procedures on intranet		

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<b>2</b>	Rounds	RM/CCC/Managers Hospitality and Cleaning	Perform the IPC General Audit tool quarterly or more frequently as needed		Notify RM/CCC of findings and create an plan and implement changes to address findings.

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	Rounds	Property Manager	Meet with the Maintenance Officer and learn about the water management program for your residence		Identify with the MO how you can support the program. Use the CDC game "Deadlier than War" from Solve the Outbreak <a href="https://www.cdc.gov/mobile/applications/sto/web-app.html">https://www.cdc.gov/mobile/applications/sto/web-app.html</a> and discuss with your IPC Coordinator
	Surveillance	RM/CCC	Access the Hand Hygiene data and auditing process and discuss with the RM/CCC		Review with the IPC Coordinator at their next visit
	Surveillance	RM/CCC/IPC Coordinator	Access the Infection Monitoring Form reports and run a report for your facility. Identify residents with devices who also have an infection that relates to that device		Review with the IPC Coordinator at their next visit
	Professional Development	IPC Lead	Define the following terms in relation to infection control: colonization, infection, contamination, incubation period, mode of transmission, signs and symptoms,		Send one sentence for each term to the IPC Coordinator as it relates to Aged Care residents
<b>Month</b>	<b>Activity</b>	<b>Key Stakeholder</b>	<b>Action</b>	<b>Date completed</b>	<b>Additional Actions</b>
<b>2</b>	Professional Development	IPC Lead	Differentiate normal flora vs. pathogenic flora by site: respiratory tract, genitourinary tract, GI tract, skin, eyes and ears, bones and joints, blood, CNS		Send one sentence for each site showing which organism can be found naturally in one site but should not be in another to the IPC Coordinator
	Education	Staff and residents	Provide Education Topic every month at staff meetings, and resident meetings when applicable		Create topic from your findings or use the Topic of the Month from the IPC Lead Committee

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3	Rounds	Manager Hospitality	Perform the Kitchen audit tool every 6 months tools		Discuss findings with RM/CCC and IPC Coordinator
	Rounds	Manager Cleaning and Laundry	Perform Cleaning audit tool every quarter		Notify RM/CCC of findings and create an plan and implement changes to address findings.
	Rounds	Staff and residents	Review the practices for specimen handling including collection, transport, handling, storage		
	Professional Development	Manager WHS, GM IPC	Review the specimen collection procedure and compare to practice		Notify the IPC Coordinator and RM/CCC if differences are noted
	Professional Development	IPC Lead	Define the terms in relation to infection control: period of communicability, sensitivity and susceptibility		Send one sentence for each to IPC Coordinator

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	AMS	RM/ Pharmacy/GM Clinical Governance/ GM IPC	Attend a MAC meeting		Discuss with IPC Coordinator
	Professional Development	IPC Lead	Differentiate between prophylactic, empiric, and therapeutic antimicrobial use		Review resident records and identify a resident medication that fits into each category
	Professional Development	IPC Lead	Review the Infection Prevention and Control Program Plan for the current year		Discuss with the IPC Coordinator at their next visit
	Professional Development	IPC Lead	Learn how to investigate a cluster/outbreak		Choose a game from "Solve the Outbreak" on CDC website <a href="https://www.cdc.gov/mobile/applications/sto/web-app.html">https://www.cdc.gov/mobile/applications/sto/web-app.html</a>

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4	Surveillance	RM/CCC/GM IPC	Identify residents who have been hospitalized in prior month against possible infections acquired at the residence		Review resident records for IM forms, appropriate care, and discuss case(s) with the IPC Coordinator
	Rounds	RM/CCC/Hospitality	Use the Beauty Salon/Hairdresser audit tool q 6 months. Talk with Hairdresser regarding frequency of cleaning per Hairdresser cleaning Schedule posted on intranet		Review the <i>Hair and nail Industry IPC Guidelines</i> , <i>Position Description Key Accountabilities section</i> , and <i>hairdresser cleaning schedule</i> on intranet
	Rounds	WHS/ GM IPC	Assess and observe clinical care practices: injections, wound care, sterile procedures		Identify variations in practice against procedures. Discuss findings with CCC and IPC Coordinator
	Professional Development	IPC Coordinator	Know the steps to respond to and investigate food-borne illness (gastro events)		Use the CDC game "Birthday Party Gone Bad" from Solve the Outbreak <a href="https://www.cdc.gov/mobile/applications/sto/web-app.html">https://www.cdc.gov/mobile/applications/sto/web-app.html</a> and discuss with your IPC Coordinator

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	Professional Development	IPC Lead	Identify when it is appropriate vs. inappropriate to perform environmental cultures		Discuss with the IPC Coordinator
	Professional Development	IPC Lead	Identify which tests are performed at your residence that have limitations for value with diagnosing infectious processes and those with advantages to aid with diagnostic process		Discuss with the IPC Coordinator

Ongoing	Activity	Key Stakeholder	Actions	Date (if applicable)	Additional Comments
	Rounds	Staff and residents	Audit tools: IPC General q 3 months, ICM checklist q 3 months, Hair Salon q 6 months, Kitchen q 6 months, Cleaners q 3 months		
	Rounds	Staff and residents	Hand hygiene compliance 5/person/week		Assess placement and availability of product during rounds - ensure staff have easy access
	Rounds	Staff and residents	Obtain report of residents in Isolation precautions and assess if they are correct		Educate staff on appropriate set-up, signage, practices as needed
	Surveillance and AMS	RM/CCC/IPC Coordinator	Run monthly Infection Monitoring Form report and compare against current antimicrobial use		Assess and educate staff on missing forms/information, analyse and trend data, discuss with CCC and IPC Coordinator for improvement activities
	Data sharing	Staff and residents	Post monthly hand hygiene data and Infection data in staff areas		Discuss with staff the ongoing surveillance program and how they can help improve

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	Outbreak Support	Staff and residents	Participate in SERT meetings during outbreaks and provide support for outbreak activities		
	Meetings	IPC Leads	IPC Lead Committee monthly, SERT when in outbreak, Daily leadership meetings when in IPC role		
	Meetings	IPC leads	If monthly IPC meeting is not attended, listen to the recording (if available) and notify the IPC coordinator		Inform IPC coordinator if unable to attend a meeting stating the reason. All attendances are recorded by IPC team.
	Leave/attendance	IPC leads	Inform IPC coordinator when taking extended leave (>3 weeks) so IPC support can be provided by IPC coordinator in your absence		
	Education	Staff and residents	Research and provide a "Topic of the Month" to staff and residents/families when appropriate		Collaborate with CCC and IPC Coordinator regarding topic of choice
	Education	Staff and residents	Participate in and support the annual hand hygiene competency and PPE donning and doffing competencies		Collaborate with CCC
	Resources	IPC Lead	Research available infection prevention and control fact sheets for residents/families		
	Events	Staff and residents	Hand Hygiene Day May 5th; NAPS data collection July; Infection Prevention Week, 2nd week October		
	Events	Staff and residents	Promote and support Blue Cross vaccination campaigns		Provide relevant fact sheets for vaccinations during flu season and other times as relevant
	Professional Development	IPC Lead	Attend workshops, and other forums applicable to the role to learn from external sources		Provide feedback of forums attended to IPC Lead Committee and residence staff
	Professional Development	IPC Lead	Provide topics for the IPC Lead Committee agenda, participate as Co-chair or secretary for the committee		

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Advancing Practice	Activity	Key Stakeholder	Actions	Date (if applicable)	Additional Comments
	Professional Development	IPC Lead	Use a prior outbreak to create an epi curve and identify the index case, peak of the outbreak, how it may have spread,		Discuss with your IPC Coordinator at the next visit
	Professional Development	IPC Lead	Identify potential external threats or disasters that impact your residence		Discuss with your RM and CCC and create an action plan for response
	Professional Development	IPC Lead	Identify pharmacy standards that apply to medication management at your residence		Assess compliance within your team against the standards
	Professional Development	IPC Lead	Participate in updating and/or creating Blue Cross Infection Prevention and Control Procedures, risk assessments, and annual program plan		
	Professional Development	IPC Lead	Become familiar with tools for quality and improvement: Root Cause Analysis (RCA), Fishbone diagrams, Gap analysis		
	Professional Development	IPC Lead	Review the chemicals in use at your residence against recommendations from external sources for efficacy with different organisms		Discuss with the IPC Coordinator why the chemicals are appropriate or not, rationale for why specific types are used for different outbreaks. Use <i>Australian Guidelines for the Prevention and Control of Infection in Healthcare</i> and other resources to support your discussion
	Professional Development	IPC Lead	Learn how to review research articles, relevance of type of testing used, identify flaws in the data, and if the study is adaptable to the Aged Care sector		Share articles with the IPC Coordinator. Add to the IPC lead agenda for discussion



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	Professional Development		Locate and review the Spaulding classification framework		Discuss with the GM and IPC team how this relates to the Aged Care environment. What processes and/or procedures are performed in residences where this would apply?
	Professional Development		Identify hierarchy of controls in place for IP practices within the residence and identify gaps		Discuss with your IPC Coordinator at the next visit
	Professional Development		Locate and review the Spaulding classification framework		Discuss with the IPC Coordinator how this relates to the Aged Care environment. What processes and/or procedures are performed in residences where this would apply?
	Teamwork	RM/CCC/IPC Coordinator	Research and develop strategies to improve practices for reduction of common infections e.g. UTIs, fungal		Use Infection monitoring form data and NAPS data to identify areas of opportunity
	Teamwork	IPC Lead	Attend one IPC Committee each year		
	Teamwork		Implement a continuous improvement project using quality improvement tools to include SMART goal, PDSA cycles		Submit an abstract to ACIPC for consideration in national conference
	Teamwork		Collaborate with property team in construction, renovation activities using the IP risk assessment tools		Notify IPC coordinator of any construction or renovation activities at the residence and if these should include the risk assessment application
	Teamwork		Collaborate with the property team for water mould mitigation strategies including use of a risk assessment tool		Notify IPC coordinator when the residence has experienced flooding or other water intrusion events and discuss if the water mould mitigation tool should be applied