Action Plan Worksheet

Infection Prevention and Control Staff Training

# How to Use

Use this worksheet to identify and implement actions to ensure all staff receive annual infection prevention and control training. Note that the items in each column are suggestions. Resources to assist in planning and implementation are included in this worksheet.

Resources

1. The Centers for Medicare & Medicaid Services (CMS) [State Operations Manual Appendix PP](https://www.cms.gov/medicare/provider-enrollment-and-certification/guidanceforlawsandregulations/downloads/appendix-pp-state-operations-manual.pdf). See F945 for nursing home infection prevention and control (IPC) training requirements.
2. IPC Training Suggestions:
   * [Quality, Safety & Education Portal (QSEP) - Driving Healthcare Quality](https://qsep.cms.gov/welcome.aspx)  
     This is free and is a preferred training option for Medicare providers. These modules include many infection prevention and control topics:
     + CMS Targeted COVID 19 Training for Nursing Home Staff
     + CMS Targeted COVID 19 Training for Nursing Home Management
   * Centers for Disease Control and Prevention (CDC), [Project Firstline Infection Control Training](https://www.cdc.gov/infectioncontrol/projectfirstline/index.html)   
     Included is a facilitator guide to assist in how to present information to your team. Many facilities that do not have a specific Learning Management System, such as Relias, or Healthcare Academy, use this platform along with QSEP.
   * Superior Health Quality Alliance, [Front Line Forces](https://www.superiorhealthqa.org/initiatives/qin-qio/frontlineforces/)  
     This is a series of educational materials created specifically for direct-care workers in a variety of settings. The short modules can be shared with your team and focus on topics that present higher risk to your population including many infection prevention and control topics. Most modules include questions to test competence.

# Action Plan

| **Goal:  What are we trying to accomplish?** | **What specific actions can we make to reach our goal?** | **Who is responsible?** | **When will the work be completed?** | **Measure: What can we measure to show the actions lead to an improvement?** |
| --- | --- | --- | --- | --- |
| 100% of nursing home staff will complete annual Infection Prevention and Control (IPC) training. | Choose evidence-based IPC training source(s) |  | Ongoing |  |
|  | Communicate IPC training expectations to all staff members. |  |  | The percentage of staff who have been informed of IPC training expectations.  **Numerator**=The number of staff information of IPC training expectations  **Denominator**=Total number of staff |
|  | Determine/create a method to track dates that IPC training was completed for all staff members. |  |  |  |
|  | Track the percentage of staff and management who have completed IPC training within the last 12 months. |  | Monthly | The percentage of staff and management who have completed IPC training in the last 12 months  **Numerator=**number of staff and management who have completed IPC training within the last 12 months  **Denominator**=Total number of staff |

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| --- | --- | --- | --- | --- |
|  | Report results at monthly QAA/QAPI meetings. Determine if there are common barriers to completing IPC training, complete RCA as needed, and change processes as necessary. |  | Monthly | The percentage of staff and management who have completed IPC training in the last 12 months  **Numerator=**number of staff and management who have completed IPC training within the last 12 months  **Denominator**=Total number of staff |