



## Checklist for How to Conduct an Onsite Infection Prevention and Control (IPC) Assessment

Healthcare Facility (HCF) Name:	HCF Type:
Facility Address:	Phone Number:
Facility Point of Contact (POC):	POC Title:
Facility ID:	Name of Staff Completing Assessment:

	Planning Phase	Date	Notes
<input checked="" type="checkbox"/>	<i>Task 1 (Example)</i>	<i>MM/DD/YY</i>	<i>COMPLETE</i>
<input type="checkbox"/>	Determine the reason to visit the Healthcare Facility (HCF)		
<input type="checkbox"/>	Coordinate the visit in a collaborative manner (use steps a-j)		
<input type="checkbox"/>	a. Coordinate date and time of the visit; if this is an urgent IPC assessment, arrange a visit to the facility as soon as is feasible		
<input type="checkbox"/>	b. Discuss expectations for the onsite IPC assessment (e.g., duration of the visit)		
<input type="checkbox"/>	c. Determine whether the facility has any needs or concerns that should be addressed during the visit		
<input type="checkbox"/>	d. Identify specific practices or areas that must be observed (e.g., observing wound care)		
<input type="checkbox"/>	e. Review relevant presentations, reports, and/or documents		
<input type="checkbox"/>	f. Determine/recruit HCF staff member(s) who should be participating during the visit (if possible)		
<input type="checkbox"/>	g. Explain to HCF the importance of arriving at the facility prior to room cleaning to complete fluorescent marking (if applicable)		
<input type="checkbox"/>	h. Exchange contact information with the HCF for future communication		
<input type="checkbox"/>	i. Gather necessary assessment tools (CDPH Core or CDC ICAR) and pertinent adherence monitoring tools		
<input type="checkbox"/>	j. Request HCF to prepare daily schedules of care practices that will be observed (see phase 2)		
<input type="checkbox"/>	Review and discuss the IPC recommended practices which are associated with the type of visit being conducted		



<input type="checkbox"/>	Review the IPC guidance and practice resources applicable to the type of visit being performed (CDC, SHEA compendium)		
	<b>Introduction Phase</b>	<b>Date</b>	<b>Notes</b>
<input type="checkbox"/>	Meet-and-greet with the Infection Preventionist (IP), leadership, the Environmental Services (EVS) manager, and/or other key facility stakeholders		
<input type="checkbox"/>	Review the goals of the visit and provide a brief overview of what will occur		
<input type="checkbox"/>	Request the daily schedule for specific care practices that will be observed (verbal or written)		
<input type="checkbox"/>	Create a flexible agenda to share with the HCF (include an interview time and an exit meeting)		
<input type="checkbox"/>	a. Determine if the standardized interview will be at the beginning of the visit or later in day		
<input type="checkbox"/>	b. Complete standardized interview per flexible agenda		
	<b>Observation Phase</b>	<b>Date</b>	<b>Notes</b>
<input type="checkbox"/>	Make rounds throughout the HCF in areas pertinent to the reason of the visit		
<input type="checkbox"/>	Build trust and rapport with the healthcare providers (HCPs) (e.g., introduce yourself)		
<input type="checkbox"/>	Ask HCP questions when applicable		
<input type="checkbox"/>	Take adequate notes		
<input type="checkbox"/>	Observe as many different staff members, patient/resident rooms, and departments as possible (related to the reason for the visit)		
	<b>Adherence Monitoring Phase</b>	<b>Date</b>	<b>Notes</b>
<input type="checkbox"/>	Perform adherence monitoring throughout the facility (or a specified area for a focused visit)		
<input type="checkbox"/>	a. Observe as many different staff members, patient/resident rooms, and departments as possible (related to the reason for the visit)		
<input type="checkbox"/>	List the missed opportunities found during adherence monitoring		



<input type="checkbox"/>	Compare your adherence rates with those obtained by the HCF (if available)		
<b>Feedback Phase</b>		<b>Date</b>	<b>Notes</b>
<input type="checkbox"/>	Complete exit meeting		
<input type="checkbox"/>	a. Review goals of the visit		
<input type="checkbox"/>	b. Discuss findings and recommendations (includes adherence monitoring analysis)		
<input type="checkbox"/>	c. Findings and recommendations should be presented in a standardized manner allotting time for discussion and questions		
	d. Let the facility know a written report summarizing findings and recommendations will be provided within a specific time period (e.g., 5 business days)		
<input type="checkbox"/>	Send visit report to HCF within specific timeframe		