

Infection Prevention Daily Task List Instructions

PURPOSE

The Infection Preventionist Daily Task List is a guide for the infection preventionist (IP) to use in their daily work. It can also serve as a mechanism to notify leadership of emerging trends and issues.

PROCESS

Before initiation, the IP consults with the administrator, medical director and/or director of nursing, and reviews and edits the tool to suit the needs of the facility and the residents they serve. Consider how many evenings, nights and weekends will be covered in the year to allow for all staff to be observed by the IP, as well as having an equal opportunity for training and validation of their skills.

DAILY

The IP completes the tasks that have been prioritized for each day, in consultation with the administrator, supervisor and/or director of nursing.

At the end of the workday, the IP submits the completed tool with the in-service forms that were completed to their supervisor.

SUPERVISOR

The supervisor reviews the activity of the IP and discusses any changes for the tool, the work habits and/or infection concerns.

ALL

Pay particular attention to emerging trends of staff issues, breaks in infection control, supplies status and if the health department criteria for notification has been reached. If so, determine a reporting plan and action plan accordingly.

Infection Prevention Daily Task List

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Date: _____

√ or Note # Completed	Daily Tasks to Review	Issues Identified	Action Taken
	Antibiotic treatment on all residents		
	Lab orders for cultures/sensitivities on all residents		
	Lab results for cultures/sensitivities on all residents		
	Radiology orders for chest X-rays and swallow studies, on all residents		
	Radiology results for chest X-rays and swallow studies, on all residents		
	New admissions within 24 hours of admit for history of infections and antibiotic use in the last 30 days and/or active infection		
	Early alert system (e.g., Stop and Watch) for subtle changes and assess residents for signs of infection		
	PPE supplies and/or order any equipment needed to manage par levels		
	Pneumonia vaccinations due		
	Influenza vaccinations due		
	Other vaccinations due		
	Facility infection assessment; update if needed		
	Infection control log with newly identified infections; update if needed		
	Root cause analysis, initiate if needed		
	New infections and/or symptom trends; notify QAPI committee (management may need to update facility assessment and report to the state health department)		
	Resident care plans; update as needed		
	Signs, supplies and education materials; verify availability at all entrances for visitors, vendors, etc.		
	Other:		

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Date: _____

√ or Note # Completed	Observe/ Skills Check	Teach/ Train	Return Demo*	Staff/ Individuals Involved	Complete Task Without Breaking Infection Controls Guidelines	Issues Identified	Actions Taken
				Nurse(s)	Wound Care		
				Nurse(s)/ CNA(s)	Eye Drops		
				Nurse(s)	Indwelling Catheter Care		
				Nurse(s)	Feeding Tube		
				Nurse(s)/ CNA(s)	Peri-care		
				Nurse(s)	Urine Specimen Collection		
				Nurse(s) Dietary Housekeeping Rehab Maintenance	Handwashing, personal protective equipment, donning/doffing, managing laundry, cross-contamination		
				Residents	Handwashing, cross-contamination during meals, toileting, when arriving/leaving facility, attending activities, etc.		
				Visitor Vendors	Handwashing, cross-contamination		

*Demonstration

Additional Comments: _____

Number of in-service forms attached: _____

Signature of nurse submitting form: _____ Date: _____