

Module 2: Facility Infrastructure – Program, Policy, and Personnel

Facility Trainer Brief

Learning Objectives

At the close of Module 2, participants will be able to:

- Evaluate facility programs and infrastructure.
- Understand necessary competencies to maintain infection control at the facility.
- Evaluate infection control training and audits at the facility for effective infection control.
- Recognize personnel safety needs related to infection control.
- Identify needs associated with training for personnel.

Module 2: Overview

This module covers facility policy and procedures, as well as state and federal regulations. It focuses on the CDC *Infection Control Assessment and Response* (ICAR) tool Domains I, II, and III. The contents of this module target policy makers, management, doctors (MDs), and any staff members involved with policy making, education, and implementation. At the completion of Module 2, facility staff should be working toward developing or improving upon comprehensive and up-to-date policies and procedures related to infection control.

The module includes three sessions and features a review of the facility's infrastructure, necessary audits, competencies, personnel safety, and reporting. It is designed to familiarize participants with the facility infection control structure as well as policies and procedure currently in place. Through this module participants will not only be able to locate appropriate policy and procedures (P&Ps) but will also begin to understand infection control at the facility level and to incorporate appropriate policies into the facility's practice.

The Facility Trainer should have a comprehensive understanding of the policies and procedures as well as the infection control program infrastructure. The trainer will review the facility's ICAR assessment tool, and identify any relevant or missing policies. The trainer will initiate a discussion about the current policies and procedures, as well as needs for new or improved policies and procedures, and while also providing the appropriate CDC resources appropriate to train the staff. Of importance, Facility Trainers need to follow up with staff and train staff on any new or modified P&Ps.

**These training sessions are based on CDC recommendations; it is important that each facility conducts its practices in accordance with its own P&Ps. These recommendations are designed to help facilities

create P&Ps that are up to date and compliant with CDC recommendations. If a facility is not following its own P&Ps, it will be cited when surveyed.

Module 2 is divided into three sessions:

Session 1: Infection Control at the Facility Level

This session covers the infection control program at the facility level. The discussion should include MDs, managers, policy makers, and any staff involved with policy making and/or implementation. This session will provide an overview of the facility's infection control program, the policies in place, and policies that need to be developed and/or implemented. The trainer will help staff identify key players, provide resources to aide in policy improvement and program structure, and create an action plan to improve policy while providing necessary education to staff members.

Session 2: Training, Competency, and Auditing

This session provides information on education and training tools used by the facility as well as tools available to the facility through the CDC. The module focuses on having the appropriate P&Ps in place related to infection control and on establishing P&Ps to ensure the staff is educated, re-educated, and regularly evaluated on their competencies in infection control.

Session 2 includes recommendations for the development of an action plan to ensure regular training, evaluation of competencies, and auditing. The goal is for participants to understand the CDC recommendation and work toward creating and implementing policy to meet the CDC recommendations, thereby improving the facility's infection control program.

Session 3: Healthcare Personnel (HCP) Safety

This session focuses on healthcare personnel (HCP) safety, with an emphasis on how HCP safety contributes to infection control at the facility level. The session reviews CDC recommendations for protecting HCP and helps to identify any gaps in P&Ps at the facility level. It is designed to help participants understand why HCP is important to infection control and to encourage them to participate in making appropriate changes at the facility regarding P&Ps and safety practices.