

## Infection Control Professional (ICP) Helper Checklist (July 2022)

During a major emergency/disaster, ICPs may need assistance with various tasks. This checklist is meant to provide ideas for training these individuals (helpers). Individuals selected should be familiar with facility processes, design and layout, documentation, and should be authorized to access electronic patient medical records. Specific actions will be determined by the ICP based on the knowledge and expertise of the individual helper.

TASKS of the ICP	ACTIONS CONSIDERED FOR HELPER TO ASSIST ICP
Recognition of ICP	<ul style="list-style-type: none"> <li>○ All authorized ICPs and assistants wear ID badge identification.</li> <li>○ Rounding of units/departments to facilitate communication with staff,</li> <li>○ Identify any infection prevention and control issues that may be arising on the unit and ensure appropriate protocols are being followed. Note that potential issues to monitor for can be identified and listed prior to rounding, by the ICP.</li> </ul>
Surveillance	<ul style="list-style-type: none"> <li>○ Utilize surveillance forms and apply definitions of infection</li> <li>○ Outline what infections on which to focus</li> <li>○ Identify the symptoms/syndromes you want to monitor</li> <li>○ Monitor for food borne, water borne and airborne diseases</li> <li>○ Monitor for antibiotic-resistant microbes/review lab results</li> <li>○ Screen individuals entering the facility in accordance with existing protocols/policies</li> </ul>
Epidemiology	<ul style="list-style-type: none"> <li>○ Complete exposure investigation form (case contacts)</li> <li>○ Gather information on food borne, water borne, and airborne diseases etc. as directed</li> <li>○ Obtain daily updates from local health department/public health</li> </ul>
Education	<ul style="list-style-type: none"> <li>○ Assist with communication of key points related to the specific disaster. Determine the key audience for resources.</li> <li>○ Assist with provision of pertinent information to staff (provide facts sheets about specific microorganisms if identified e.g., norovirus, respiratory viruses)</li> <li>○ Assist with the development of a dissemination strategy for sharing knowledge resources</li> </ul>
Consultation	<ul style="list-style-type: none"> <li>○ IPAC resources/support to be available 24/7</li> <li>○ Take and relay telephone messages</li> </ul>

Program Management and Evaluation	<ul style="list-style-type: none"><li>○ Audit equipment cleaning, disinfection, and sterilization practices</li><li>○ Audit hand hygiene compliance</li><li>○ Disseminate policy/procedure information to appropriate staff</li><li>○ Complete a log of activities carried out by the ICP helper.</li></ul>
Fiscal Responsibility	<ul style="list-style-type: none"><li>○ Assist ICP with reporting clinical outcomes and fiscal responsibilities</li></ul>