

Checklist

How to Prepare for Infection Prevention Technology

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Simple Steps for Planning a Change

Introducing new processes can feel like an overwhelming task for any long-term care facility. However, it doesn't have to feel that way.

There are simple steps you can take when you are planning a change to minimize the angst for your administrative and nursing staff.

Use this checklist to prepare for your implementation of infection prevention technology

Items to Check	Checklist
<p>Review the facility process you are trying to change or improve</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the process' current state with all key stakeholders <input type="checkbox"/> Complete a time study of your current process. How long does it take to complete? Consider whether it is lacking in efficiencies, how much labor is needed, and what the financial impact is <input type="checkbox"/> Develop a Performance Improvement Plan (PIP) and ensure active, ongoing monitoring <input type="checkbox"/> Review the findings of the Performance Improvement Plan (PIP) <input type="checkbox"/> Use your research to narrow down the list of possible updates to the process
<p>Complete thorough research on the solution that has the potential to improve the current state</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review and demo all solutions available to improve the current state (manual and automated) <input type="checkbox"/> Read solution reviews from other industry professionals <input type="checkbox"/> Review technical specifications to ensure the solution is practical for your facility layout or technical considerations <input type="checkbox"/> Review evidence-based literature in relation to the solution <input type="checkbox"/> If the solution is newer to the market, ask about beta projects (this can offset price on products that may not have been fully vetted yet) <input type="checkbox"/> Talk to a facility that is currently using the solution <input type="checkbox"/> If applicable, discuss the potential return on investment (ROI)
<p>Designate a project leader</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Choose someone who is well respected and staff will listen to; Staff buy-in is paramount for success <input type="checkbox"/> The chosen leader will need to hold team members accountable to all project requirements <input type="checkbox"/> Choose someone who has the skills needed to implement the solution <input type="checkbox"/> Allocate adequate resources for the new solution (materials/ time/money) <input type="checkbox"/> Project lead must have authorization to make project decisions

Items to Check	Checklist
<p>Determine timeline for implementation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan adequate time for training staff and give yourself some wiggle room – ensure the training is specifically geared toward your staff. How does your staff learn best? Is it 1:1 time, lectures, handouts, hands-on training, webinars, etc? <input type="checkbox"/> Schedule status calls at regular intervals to monitor progress <input type="checkbox"/> Develop a plan to help staff that may struggle with learning <input type="checkbox"/> Include a training plan for your new hires, PRN and agency staff <input type="checkbox"/> Look at upcoming holidays and vacations that may impact timelines <input type="checkbox"/> Determine your survey window – this is already a stressful time and should be avoided when possible <input type="checkbox"/> Set up a timeline and stick to it! However, be flexible when necessary. If you have to diverge from the plan, get back on track as quickly as possible.
<p>Staff engagement</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide training on the who, what, where, when and why. If staff understand the new technology, you will get more buy-in. <input type="checkbox"/> Use shared decision making when possible <input type="checkbox"/> Use incentives or positive challenges to keep staff on target and engaged <input type="checkbox"/> Directly involve staff that seem resistant by giving them specific responsibilities with the solution <input type="checkbox"/> Recognize staff achievements
<p>Review the solution you implemented</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Share the success after implementation and have the entire team involved <input type="checkbox"/> Review how the solution has been incorporated into daily workflows <input type="checkbox"/> Complete a post-implementation review, including suggestions of how to improve a future implementation process <input type="checkbox"/> Use the QAPI program to track and trend results both before and after implementation <input type="checkbox"/> Review your ongoing ROI

By using a checklist during your next implementation, you will reduce the stress for you and your staff. You will also have the added bonus of ensuring your project runs smoothly.

New solutions do not have to be overwhelming when you take a deliberate and measured approach... and use a checklist!

To identify, manage and report infections in real time, add the Infection Prevention & Control (IPC) solution to your workflow.

[Get Started](#)

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