

# Nursing Home Infection Prevention (NHIP) TRAINING IMPLEMENTATION AT-A-GLANCE



## Welcome nursing homes!

The Centers for Medicare & Medicaid Services (CMS) seeks to improve nursing home care and provide opportunities to expand on-demand trainings for infection prevention. These 6-steps are easy-to-follow, and provide essential information and resources for nursing homes to increase the number of frontline direct care staff completing IP training.



## SECTION 1 BUILDING YOUR NURSING HOME INFECTION PREVENTION (NHIP) TRAINING TEAM

A NHIP Training Team is comprised of key team members that play a role in reducing infections in the nursing home. Below are three actions to take when building a NHIP Training Team.

1. Identify Key Staff who build a NHIP Training Team.
2. Determine Team Roles for Each Team Member.
3. Identify a NH Training Champion

Training champions teach as they engage, invite others to share their knowledge, and they support Director of Nursing/ Assistant in identifying those who excelled in training and those who need support.

## SECTION 2 IMPLEMENTING AN IP TRAINING PLAN

The implementation checklist below contains a series of tasks that can be completed within 30 days to launch a successful IP training program. Resources and suggested team responsibilities are provided.

- 1-3 days – NHIP Training Kickoff: Schedule a 20-minute IP training planning call between the IP Training Team and your Rainmakers Quality Advisor (QA).
- 4-6 days – Conduct IP Training Assessment:  
**Before you begin, you will need:**
  - The total number of employees
  - Contractual/agency staff
  - Determine which staff have completed training
- 7-15 days – Set Your IP Training Goal: Gather your training team to discuss baseline training rates from prior IP trainings.
- 16-30 days – NHIP Training Launch: Bring awareness towards goal setting in order to motivate staff to successfully complete training.
  - Schedule training location and date in advance.
  - Send email reminders and post reminder posters in breakrooms, near the time clock, and in restrooms.
  - Send training reminders via internal nursing home communication.
  - Consider scheduling a training launch at a time when staff members are most available. For example, Lunch n' Learn.



## SECTION 3 TRACKING AND MONITORING STAFF IP TRAINING

Tracking and monitoring staff's IP training is vital to meeting training goals.

### Four Phases for NHIP Team to Track and Monitor IP Training



## SECTION 4 BEST PRACTICES

Below are a few best practice direct quotes from nursing homes with 90% training completeness in infection control, email scripts and engagement tools.



- Everyone must be engaged. It cannot be a one-man show.
- Provide technical assistance in classroom to ensure knowledge transfer is complete.
- Pay each front-line staff an incentive upon completion of IP training (require proof of a certificate of completion or learning management system).
- Send reminder emails to staff monthly and provide a two month timeframe to complete IP training.
- Ensure laptops or digital devices are available to front-line direct care staff if utilizing a learning management system.
- Conduct in-person IP training, and give away door prizes to encourage participation.



## SECTION 5 CREATING A TRAINING SUSTAINABILITY PLAN

The overall goal of performance improvement does not stop when goals are achieved but rather when change is sustained. Below is a training sustainability plan to help your nursing home meet and exceed staff's IP training rates.



### IP TRAINING RESOURCES

#### STEP 1 Data Validation

Collect training records from all sources of IP training.

#### STEP 2 Gap Identification

Identify total number of staff without IP training versus total number of staff to determine if at or above 75%.

#### STEP 3 QAPI Consideration

Consult QAPI team to launch improvement plans if below 75% and reference best practices resources.

## SECTION 6 TOOLS AND TEMPLATES

Tools, templates and handouts referenced throughout the guide are located here for your convenience. All materials are in a printable format and ready for use.

### TOOLS

- [Staffing Data Submission Payroll Based Journal \(PBJ\)](#)
- [QAPI Tools](#)
- [Aim Statement Worksheet](#)
- [Quality Improvement Initiative \(QII\) PDSA Worksheet](#)
- [5 Whys Finding the Root Cause](#)

### TEMPLATES

- [IP Training Agenda Template](#)
- [IP Training Tracking and Monitoring Template](#)
- [Certificate Template](#)
- [NHIP Sample Poster](#)

### HANDOUTS

- [CMS-Recommended Infection Prevention Training Resources](#)