

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

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.

IMPLEMENTING AN IP TRAINING PLAN The implementation of

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.



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.

NO SHECTION

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



AUDIT Staff completion of IP training REVIEW Progress toward goal COLLABORATE
With QIO
to discuss
progress
towards goal



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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.



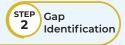
CREATING A TRAINING SUSTAINABILITY PLAN

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



Collect training records from all sources of IP training.



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



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



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

- <u>IP Training Agenda Template</u>
- IP Training Tracking and Monitoring Template
- <u>Certificate Template</u>
- NHIP Sample Poster

HANDOUTS

CMS-Recommended Infection Prevention Training Resources