

TEMPLATE: Time Study for Infection Prevention FOR THE WEEK OF [INSERT DATE]

Fill in the minutes spent on each infection prevention and control (IPC) activity for the week.

For reference, visit [APIC: Sample Job Description for the Infection Preventionist \(apic.org/wp-content/uploads/2019/08/IP-Job-Description-web-version.pdf\)](http://apic.org/wp-content/uploads/2019/08/IP-Job-Description-web-version.pdf).

Infection prevention program

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Total minutes per activity
Infection prevention program coordination (i.e., IP meetings, annual risk assessment, plan and goals, annual Tuberculosis risk assessment, exposure control plans for Bloodborne Pathogens & Tuberculosis, antimicrobial stewardship, water management plan, etc.)						
Surveillance activities (i.e., develop/review plans, review lab reports, chart review, database entry, etc.)						
Conduct outbreak investigations and coordinate management and response plan (i.e., review lab reports, chart review, database entry, etc.)						
IPC policy and procedure development/revision/implementation (i.e., annually and with new CDC or MDH guidance)						
Communication of IPC information and data (i.e., IPC phone calls, read and respond to IPC emails, preparing reports, etc.)						
IPC health informatic activities (i.e., familiarizing, researching, and/or implementation of health informatic tools, data bases, software, etc.)						
Total minutes per day						

IPC education

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Total minutes per activity
Assess IPC education opportunities of staff, residents, patients, and families						
Develop and plan IPC educational strategies to meet the learning needs of staff, residents, patients, and families						
Provide IPC education to staff, residents, patients, and families						
Evaluate the effectiveness of educational strategies to meet learner needs						
Total minutes per day						

IPC standards & requirements

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Total minutes per activity
Review regulatory and mandatory reporting requirements (i.e., reporting diseases to MDH, NHSN reporting, etc.)						
Review IPC recommendation and guidance updates (i.e., writing and reviewing IPC policies and procedures with organizations [APIC, SHEA, CDC, MDH, etc.], participation in state, federal guidance briefings)						
Building awareness and staying up to date on IPC best practices, regulations, and accreditation standards (i.e., continuing education for the Infection Preventionist, attending professional organization conferences, preparing for CBIC certification, etc.)						
Total minutes per day						

Performance improvement

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Total minutes per activity
Participate in committees, teams, and initiatives as indicated (i.e., QAPI, Safety, etc.)						
Conduct auditing (i.e., hand hygiene, PPE use, environmental cleaning/disinfection, IPC processes, environmental rounds, etc.)						
Analyze, correlate, and disseminate data to stakeholders, such as staff, administration, resident/patient council, and/or families						
Total minutes per day						

Occupational health (as applicable)

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Total minutes per activity
Coordinate or assist with activities related to employee/occupational health (i.e., review of policies and procedures related to IPC, risk assessment of infectious disease exposure, provide data of occupational exposures as requested, OSHA respiratory protection, OSHA 300 log [if applicable], etc.)						
Conduct contact tracing and implement work restrictions and recommendations including risk assessment and review of breach events						
Review required and recommended staff immunizations and screening program activities (i.e., TB, COVID-19, influenza, etc.)						
Total minutes per day						

Other activities performed by IP

Add additional tasks below (e.g., pulled to the floor, etc.)

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Total minutes per activity
Total minutes per day						

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6/8/22

To obtain this information in a different format, call: 651-201-5414.