**Conversation Starters for Units & Infection Preventionists**

**Format for Meet & Greet.**(This could be one on one or with all unit leadership)

Estimated time 30–minute meeting

* Things to expect
  + IP Role in relationship to your area
    - (E.g., General Medical Surgical, General ICU, specialty units, L&D, etc.)
  + Agenda

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| **Agenda** | **Notes** |
| **Meeting Preparation**   1. Review any recent meeting minutes of committees you both serve on, such as Quality Performance. |  |
| **Introductions**   1. Share background and experience. |  |
| **Discuss Current Practices**   1. Please describe how the unit monitors for IPC compliance and data sharing?    1. How does the unit perform audits (e.g., Hand hygiene, HAI bundle compliance, etc.)    2. What IPC audits are currently being performed?    3. How often are Environment of Care rounds completed    4. How often are device rounds completed? 2. Frequency of meetings/ interactions    1. What committees related to IPC are you involved in?    2. Consider if a representative from the unit would join ICC or QAPI?    3. How often does your unit have a quality meeting?    4. Can the IP join the staff/quality meetings? |  |
| **Identify Challenges**   1. Are there any IPC related challenges they’re currently struggling with. (E.g., struggles with EVS cleaning the ice maker according to policy, high HAI rates, etc.) 2. Does your team know when to contact the IPC department and for what type of situations? |  |
| **Share Data & Highlight Successes**   1. Does your department currently conduct any audits or rounding of HAI prevention practices? 2. Describe unit-based use of SIR and SUR data. |  |
| **Collaborative Problem-Solving & Relationships**   1. What has your experience been working with the IPC Program? 2. How did you interact with IPs in the past? How often? 3. Describe any recent projects involving the units and the IPC Program. 4. How do you see us supporting each other’s work and responsibilities? 5. Are there any committees or projects where an IP partner may be beneficial? (E.g., unit-based quality meetings. 6. Are you a member of ICC or other IPC related committees? 7. How can the Infection Prevention & Control program collaborate with your department to provide support? |  |
| **Training Needs**   1. Who is responsible for onboarding new staff in this department? 2. Is any unit-based education conducted on a regular basis? If so, how are needs identified? 3. If educational needs are identified by the IP during audits or rounding, who should this be discussed with? |  |
| **Wrap-up & Moving Forward**   1. What is your preferred method of communication? 2. How often shall we meet or touch base? 3. Exchange Contact Information |  |