**Conversation Starters for Product Purchasing/Value Analysis  
& Infection Preventionists**

**Format for Meet & Greet.**

Estimated time 30–minute meeting

* Things to expect
* IP Role in relationship to your area
* Agenda

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| **Agenda** | **Notes** |
| **Meeting Preparation**   1. Review minutes of the past six months of Value Analysis committee meetings if available. |  |
| **Introductions**   1. Share background & experience |  |
| **Discuss Current Practices**   1. How are products distributed to clinicians caring for patients, e.g., Supply carts, clean holds, Nurse Servers, etc. 2. Who would I contact for information about usage of certain products used for the control of infection, such as gloves or hand hygiene products? 3. How many days' supply of product inventory is available in the facility? 4. Is this facility part of a Group Purchasing Organization (GPO)? 5. How important is it to choose products from within the GPO? Will these products from the GPO affect our existing infection prevention and control protocols? 6. How are decisions made regarding new products or product changes? (i.e., what is the chain of decision-making? Is there any infection data used to aid in this decision? Are the manufacturer’s’ recommendations for cleaning considered? 7. Are there local decisions to be made or are they made as part of a buying group? 8. How are end-users involved in the evaluation and selection of products? 9. How are new contracts and product considerations announced? 10. Do you have any current products being used or considered to prevent any of the following? If so, at what stage is that decision?     1. CAUTI:     2. CLABSI:     3. SSI:     4. VAE:     5. CDI:     6. MDRO:     7. Hand hygiene:     8. PPE and Isolation attire:     9. Hand hygiene monitoring:     10. Others? |  |
| **Collaborative Problem-solving and Relationships**   1. How did you interact with IPs in the past? How often? 2. What has your understanding of the IP role related to the Value Analysis department been? 3. What do you see as IP’s role in relationship to procurement/value analysis/supply chain? 4. How do you see us supporting each other's work and responsibilities? 5. Who are the key people at the facility in product decisions? 6. Describe any recent projects involving Value analysis/ Supply Chain and the IPC program? 7. When new products are brought in, what is the process for operationalizing the change, e.g., evaluation, education, providing to the end-user? How is the IP involved in this? 8. Are there committees you or your team has that IP support would be beneficial? | |  |
| **Training Needs** |  |
| **Share Data and Highlight Success** |  |
| **Open Forum and Follow-up**   1. What is the expectation? (E.g., monthly meetings?) 2. Exchange of contact information |  |