

Infection Prevention and Control Calendar

Institution: _____ Year: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Surveillance												
IP & C Surveillance Reports – monthly data collection												
IP & C Surveillance Reports (Staff) – submit to Region												
IP & C Surveillance Reports (Inmate) – submit to Region												
Hand Hygiene Audit												
Culture Reports Tracking												
Infectious Disease Management – HIV, TB & MRSA Tracking												
Surgical Site Infection Line List												
Skin & Soft Tissue Infection Line List												
Environmental												
Biohazard Waste Manifests												
Environmental Rounds (all medical locations)												
All Room(s) – monthly check (daily while in use)												
All Room(s) – annual validation												
Annual Sharps Injury Protection Program Evaluation			OSHA									
Policies												
IP&C Policies – review and update annually												
Pandemic Flue Policy & Supplies – review and update annually												
Exposure control Plans (TB and Bloodborne Pathogen)			OSHA 29 CFR 1920.1030									
Education												
Annual Bloodborne Pathogen Training – inmates in high-risk work assignments												
Orientation to Infection Control – new medical staff & contractors												
Annual Refresher Training Class			OSHA 29 CFR 1920.1030									
Introduction to Correctional Techniques – Phase I			OSHA 29 CFR 1920.1030									

KEY: Relates to COLUMN 2. Include the federal agencies, accreditation organizations (e.g. ACA, JC, NCCCHC), and correctional agency policies, etc. An example, OSHA = Occupational Safety and Health Administration

Disclaimer: This calendar is meant to be used as a guide, only. It is not an all-inclusive list of the duties of the Infection Control Coordinator.