



COURSE GUIDE



AMERICAN HEALTH CARE ASSOCIATION
1201 L Street NW, Washington, DC 20005



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WELCOME!

We've been waiting for you! Over the last year, our fabulous faculty, advisors, designers, reviewers and staff have been working hard in preparation for your arrival. So many experts and enthusiastic contributors have worked to develop this course, the first of its kind at AHCA. In anticipation of CMS' Infection Preventionist requirement, AHCA proactively began preparations to deliver a valuable, interactive and insightful program that would prepare you for your role as an Infection Preventionist. And here it is!

Made with you in mind!

The course will deliver approximately 25 hours of training that you will be able to digest at your own pace. That's right! Open for business 24/7, you can study at 11:30 pm and have your ice cream too. You will find that the faculty has used many different teaching styles to create an intimate and engaging program. And, at any point, if you get stuck, find that something isn't working right or just need some reassurance that you are on the right track, send us a message to educate@ahca.org. You'll get a prompt reply. (Unless you're working at 3 am!) We're here to help and want you to have a smooth experience.

You've got this!

This course guide is designed to provide you with information you might need to navigate the course. Take a few minutes to review it as there are a few tidbits that will make your experience easier. We went ahead and highlighted a few important items that we want to bring to your attention.

A Word of Special Thanks

Allow us to brag. A great team created this course. We want to thank and acknowledge all the folks who contributed.

The Faculty

Linda Behan BSN, RN, CWCN, CIC, Corporate Director of Infection Prevention and Control at Genesis HealthCare

David Gifford MD, MPH, Senior Vice President of Quality and Regulatory Affairs at the American Health Care Association, Board Certified Geriatrician, Adjunct Faculty, Brown University

Stefan Gravenstein MD, MPH, Board Certified Geriatrician, Professor of Medicine, Case Western University School of Medicine; Adjunct Professor at Brown University; specializing in infectious diseases

Holly Harmon RN, MBA, LNHA, FACHCA, Sr. Director of Clinical Services at the American Health Care Association

Marguerite McLaughlin MA, Former Sr. Director of Quality Improvement, American Health Care Association, current Vice President Rhode Island Health Care Association

Stacey Merritt Hord LNHA, MCD, CCC-SLP, QCP, Vice President of Quality, Golden Living; Chair of the AHCA/NCAL 2016/2017 Quality Improvement Committee; Owner and CEO of Comprehensive Healthcare Consulting, LLC



Gail Polanski RN, BSN, Senior Vice President of Clinical Services, Tara Cares; Chair of the AHCA 2016/2017 Clinical Practice Committee

Janet Robinson, MEd, RN, CIC Board Certified Infection Prevention Specialist, Educator, Consultant and Mentor; Healthcentric Advisors (QIO) Infection Prevention Specialist

Elie Saade, MD, MPH Board Certified Geriatrician Assistant Professor Medicine, Case Western University School of Medicine specializing in infectious diseases

Janet Snipes NHA Executive Director, Holly Heights Center in Denver, where she has worked for 40 years. Board of Directors, Colorado Health Care Association; past chair of the AHCA/NCAL Quality Improvement; chair of the AHCA Survey Regulatory Committee and serves on the AHCA Board of Governors.

Pamela Truscott, MSN, RN, DNS-CT, QCP, Senior Manager, Clinical and Regulatory Services with the American Health Care Association.

The UNMC CON CNE staff:

Heidi Keeler, PhD, RN
Assistant Professor

Renee Paulin, MSN, RN,
CWOCN, Nurse Planner/Director

Dan Jensen, Educational Projects
Coordinator

Anji Heath, Educational Projects
Coordinator

The Nebraska Medicine Infection Preventionists Review Team:

Terry Micheels, MSN, RN, CIC, FAPIC

Joleen Strosahl, MSA, MSN, RN, CIC

The AHCA Member Review Team:

Linda Behan, BSN, RN, CWCN, CIC
Crystal Bowens, MHA, MSN, RN-BC
Jeanne Delicata, RN, MSN

Anna Fisher, LPN, CDP, DHA
Tara Roberts, PT

The AHCA Curriculum Designers and Planners:

Lyn Bentley, MSW
Holly Harmon, RN, MBA, LNHA, FACHCA
David Gifford, MD, MPH

Marguerite McLaughlin, BS, MA
Pamela Truscott, MSN, RN, DNS-CT, QCP



GENERAL INFORMATION

A few easy steps to follow once you have registered for the course: (further detail and navigation will be shown in the next section)

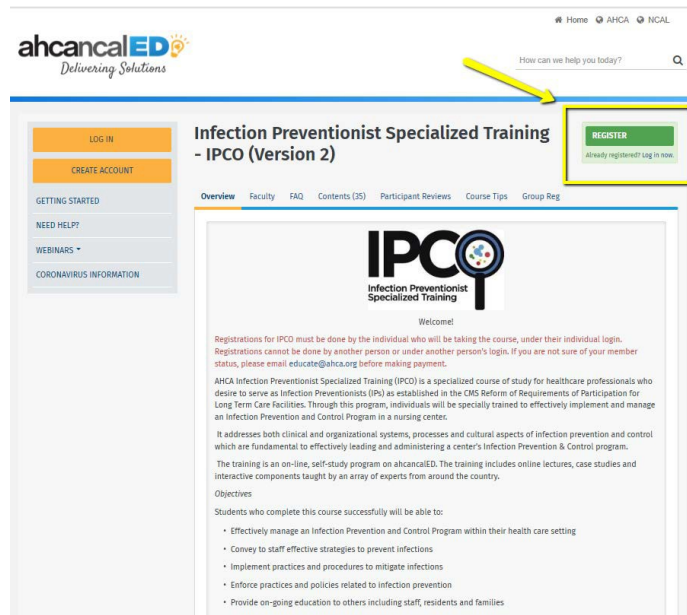
1. Use Google Chrome or Foxfire for the best experience. Go to ahcancal.org/ipco
2. Log into ahcancal.org. You will have to log in each time. This will allow you access to the course. Your course, can be found in the Dashboard (found on the left tool bar of your screen)
3. The nine modules that make up the course are comprised, in most cases, of four key elements. They are:
 - a. **The Module Guide**-provides an overview to the module, the speakers, the approximate amount of time for each of the lessons, space for note taking on the actual slides and a list of the modules resources.
 - b. **The Module Lessons**-provides the actual lessons for the module. There are several lessons within a module and, in some cases, several faculty who teach them. You will quickly see that when you open the module you will be able to click on a lesson and it will start. You can listen, pause, repeat. When done, follow the prompts at the end of the lesson and you can return to the starting slide by clicking on "Main Menu". There, you can choose another lesson or advance to the quiz.
 - c. **The Module Quiz**-to complete the module and move on, you must complete the quiz. Here's how it works. Participate in each module and successfully complete quizzes throughout the course and final test (achieve at least 80% correct each time). Modules 1-7 will have quizzes with 5 questions (4 of 5 questions must be accurately completed) except for module 3 which will have 10 questions (8 of 10 questions must be accurately completed). Each module quiz may be attempted three times before the participant is required to repeat the module and then reattempt answering questions. In the event you exhaust the three attempts, email educate@ahca.org to request rest of quiz for more quiz attempts.
 - d. **The Module Evaluation**- Complete the course evaluation after each module and at the end of the course. We so appreciate your feedback and will use it to enhance the educational experience of those who will follow you.

4. Final Test, Evaluation and Certificates

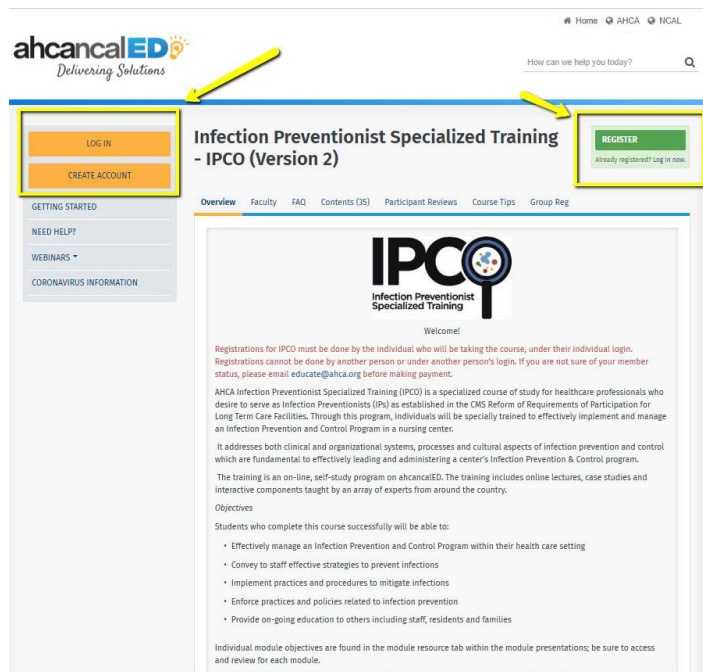
Once you have completed all the requirements, you can move to the Final Test and Evaluation. The final test appears after Module 9 and will have 20 questions (16 of 20 questions must be accurately completed). When you succeed at that final test, two certificates will be made available to you. The first certificate is provided by UNMC CON CNE, that awards 25 contact hours; the second, the Specialized Training Completion certificate from AHCA, valid for 3 years.

HOW TO USE ahcancalED

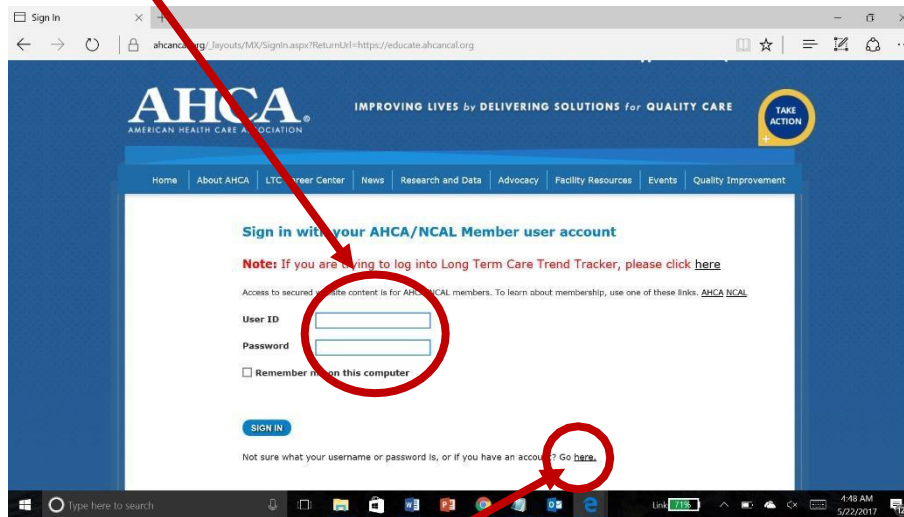
1. For your best experience, use Google Chrome or Foxfire to begin. Go to ahcancal.org/ipco Your IPCO course lives here.
2. To register: Click on the Green button, **fill out the registration and pay for the course.**



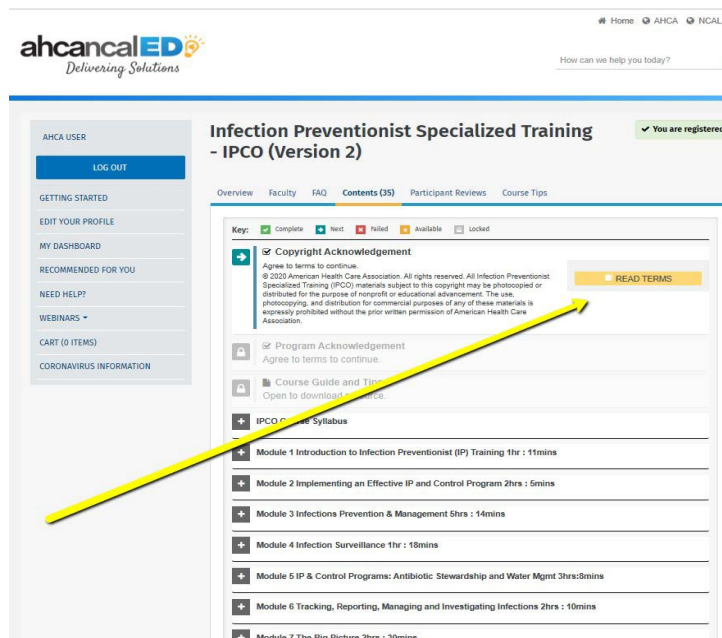
3. Log in by clicking on the orange box



4. You will arrive here:
Add your user name and password.

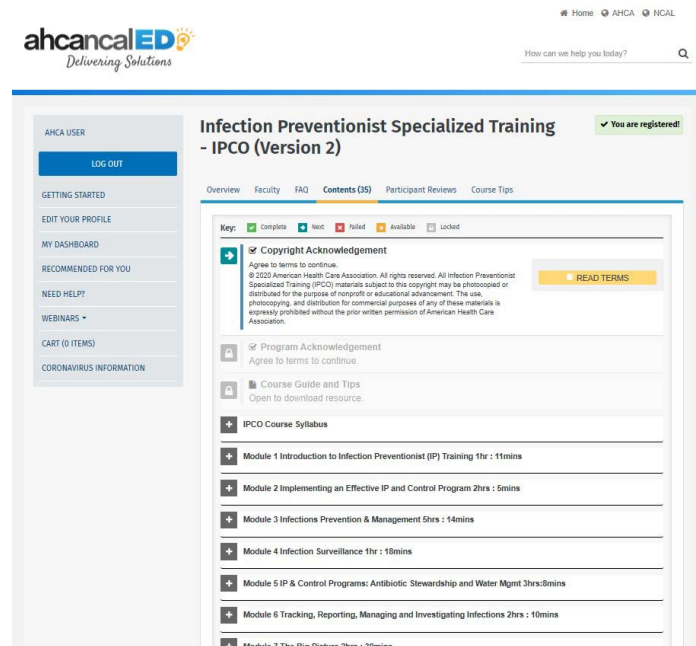


5. Having trouble? Click here
6. You have arrived!

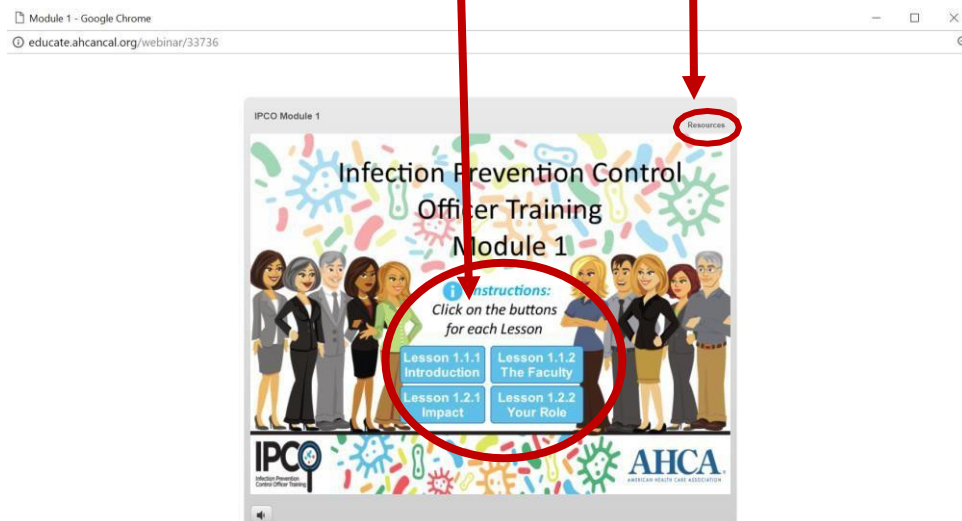


7. Begin the course by clicking the agreements.
8. Be sure to view the IPCO Course Syllabus which contains a great deal of detail about the course and the how to navigate the course to its end.

9. Move to the Modules. Click on the plus sign to open a module. You can see all the components. Those that show bright colors are available to view. Those that are dull and “grayed out” can only be viewed once you complete the previous component.



10. Inside the course, it looks like this. Click on the blue buttons for each lesson. Also, don't miss the robust array of resources that supports each lesson.



- 11.11. Within each course is a Module User Guide. It's the first component of each lesson. If you download that and print it, it will help you complete the lesson. It has a great deal of information to assist you with that Module and a place to take notes. When you reach the end of the module, take the quiz.

12. Help us by completing the course evaluation after each module and at the end of the course.

Quizzes

When you finish a Module and, feel adequately prepared, open the quiz. The quiz will pop up in a unique box displaying the questions and the multiple choice options. If its appearance is a bit too small, drag the corner to enlarge it.

Answer the questions. A message will pop up indicating your success or failure. If you fail, close it and try again by re-opening the quiz. If you passed, you can continue to the Evaluation.

Side note: If you would like to see your answers, close the actual quiz and go back into the Module. The green box will indicate you have passed while the blue box, when opened will display your answers.

The screenshot displays the IPCO training interface. At the top, a header bar shows 'Module 1 Introduction to Infection Preventionist (IP) Training 1hr : 11mins'. Below this, a green checkmark icon is next to 'Module 1' with the instruction 'Select the "View Module" button to begin.' The main section is titled 'Module 1 Quiz' with a right arrow icon. It specifies '5 Questions | 3 attempts | 4/5 points to pass'. A detailed instruction follows: 'Congratulations on completing the Module! Before you start the quiz take time to review your notes and re-watch lessons as needed to ensure understanding of the material. In order to proceed to the next Module, you will need to correctly answer four out of five questions or achieve 80% on the quiz for this Module. You will only have three (3) attempts to successfully complete the quiz. Should the quiz not be successfully completed in three attempts, the course will lock and you will not be allowed to further advance in the course. You must contact educate@ahca.org to unlock the course.' To the right of this text is a yellow box containing a 'TAKE QUIZ' button and the text 'You have 3 out of 3 allowed attempts remaining.' At the bottom, a lock icon is next to 'MODULE 1 Evaluation: Introduction to Infection Preventionist (IP) Training' with '10 Questions' listed below it.

Module 1 Introduction to Infection Preventionist (IP) Training 1hr : 11mins

✓ **Module 1**
Select the "View Module" button to begin.

➔ **Module 1 Quiz**
5 Questions | 3 attempts | 4/5 points to pass
Congratulations on completing the Module! Before you start the quiz take time to review your notes and re-watch lessons as needed to ensure understanding of the material. In order to proceed to the next Module, you will need to correctly answer four out of five questions or achieve 80% on the quiz for this Module. You will only have three (3) attempts to successfully complete the quiz. Should the quiz not be successfully completed in three attempts, the course will lock and you will not be allowed to further advance in the course. You must contact educate@ahca.org to unlock the course.

TAKE QUIZ
You have 3 out of 3 allowed attempts remaining.

🔒 **MODULE 1 Evaluation: Introduction to Infection Preventionist (IP) Training**
10 Questions

TIPS

1. We recommend that you use a binder and print out the materials or download an electronic file form to organize the materials for future reference.
2. Make a date with yourself by putting appointments into your calendar so that you can have dedicated class and study time. In this way, you can set a goal of completing the course in two months and keep to it. You have nine months to complete the course but, you won't need that if you stick to a schedule.
3. JavaScript- Occasionally, you might get really stuck. A lesson won't open or you can get it to budge. You might need to update your JavaScript. (Oh no! You're thinkingI don't even know what that means!) Fear not, here is a quick solution. To enable JavaScript in Google Chrome:
 - a. Open a window in Google Chrome.
 - b. At the top right, click More Settings.
 - c. At the bottom, click Show advanced settings.
 - d. In the "Privacy" section, click Content settings.
 - e. Select Allow all sites to run JavaScript (recommended) in the "JavaScript" section.
 - f. Click Done.

Woohoo!now you're a techy and an Infection Preventionist!
4. Upon returning again and again to the course, you can easily access your course in the Dashboard.

