

Health Care Outbreak & Event

Checklist



IDENTIFY & GATHER INFORMATION

- Verify outbreak event – chart review/laboratory
- Gather initial case/event information
- Think: who, what, when, and where

IMPLEMENT INFECTION CONTROL MEASURES & ALERT KEY PARTNERS

- Determine if there are continued potential exposures
- Implement actions to mitigate risk or stop potential exposures
- Alert key partners, such as senior leadership, frontline managers (staff when appropriate), laboratory, etc.
- Contact Maine CDC (1-800-821-5821) we can help! Also note specific reporting requirements per notifiable conditions.

RETROSPECTIVE & PROSPECTIVE SURVEILLANCE, LINE LIST, AND DATA ANALYSIS

- Work with laboratory to perform a 6 month (miminally) look back at all positive cultures/test of the organism in question.
- Review surveillance records, scheduling, billing, occupational health, pharmacy records, radiology reports, admission/discharge reports, quality logs, and staff interviews, etc., when appropriate
- Prepare a line list of cases
- Develop timeline and epi curve

PERFORM AN IPC ASSESSMENT/ENVIRONMENTAL ASSESSMENT

- Perform an appropriate assessment. Based on the nature of the outbreak/event, this m may include:
 - Care practices specific (e.g., injection safety, patient/resident care)
 - Processes (e.g., procedures, devices, products, sterilization, high and low-level disinfection)
 - Environmental (e.g., environment of care, cleaning/disinfection)
 - Standard and transmission-based precautions
 - Screening processes
- Reach out to MECDC.HAI@maine.gov we offer assistance, tools, education, and assessments!



REVIEW FINDINGS AND MAKE ADJUSTMENTS

- Review all investigation data and assessments
- Update key partners and refine case definition if warranted
- Continue monitoring of control measures and tailor if necessary
- Consider if an analytic study is necessary

ENDING AN INVESTIGATION

- Maintain control measures until 2 or more incubation periods (if an etiologic agent) and no new cases or events are identified.
 - Note, timeframes may differ if the outbreak was related to a process breach or failure.
- Continue case surveillance
- Consult with key stakeholders to determine appropriateness of ending the outbreak/investigation and update key partners
- After end of outbreak/investigation continue to maintain low threshold for implementing control measures.

POST-INVESTIGATION REVIEW & QUALITY IMPROVEMENTS

- Hold a “debriefing” or Root Cause Analysis (RCA) type process to identify opportunities for improvement
- Develop education/tools or update/improve processes to prevent future outbreaks or events
- Develop and implement any policies/protocols to support prevention of future outbreaks/events

