CONVINCE YOUR BOSS TOOLKIT

Discussion Starters

APIC
Association for Professionals in Infection Control and Epidemiolo

Making the Case for CIC®

As a professional with infection prevention and control responsibilities, it's your responsibility to keep your facilities and patients safe and healthy. And research shows that one of the best ways to showcase your credibility and demonstrate your competency than with an internationally recognized credential.

The Certification Board of Infection Control and Epidemiology's (CBIC's) Certified in Infection Control® (CIC®) credential helps ensure infection preventionists are better prepared to keep patients safer, while proving to employers, patients and peers that they have the knowledge and skills to succeed. And there's no better way to prepare for the CIC exam than with the APIC Learning System for CIC™.

You know the benefits that earning your CIC certification can bring to you and your organization. But how can you make sure your boss understands this value and the thorough preparation you need to succeed on the exam? We've got you covered.

This document will support you in making the case for pursuing your CIC by helping you craft an initial email to discuss the APIC Learning System for CIC with your boss and formulating discussion points for that conversation.

Making the Case for CIC

Before you approach your boss about pursuing your CIC, consider your answers to the questions below. It will be much easier to get your boss on board with your request if you can illustrate not only how an CIC will benefit you and your career, but how it will benefit your entire organization. Use your answers to these questions as the basis for your discussion with your boss.

1. How can keeping patients free from infection make a positive impact on your organization's goals and save money? How can CIC training help you better meet these challenges and objectives?

2. What parts of the APIC Learning System for CIC interest you the most and how will these new skills benefit your organization as a whole? Even if professional development isn't currently a high priority at your organization, discussing how the CIC can fill in your knowledge gaps to benefit not only your own role, but reduce infection and inefficiencies overall throughout your organization.

3. How much will your training cost in terms of out-of-pocket expenses? Will your training qualify for any tuition reimbursement or assistance programs, organization training budgets or state-funded training grants? And how can you illustrate the long-term cost-savings the certification could bring your organization (e.g. fewer survey deficiencies, preventing outbreaks, etc.)?

Doing some advanced research and preparing a budget will help your supervisor make a decision. We also recommend you provide your supervisor with the ***Top Five Ways Our Organization Will Benefit*** flyer.

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Email Template

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Getting the Conversation Started—an email template

An easy way to get the conversaon started with your boss is to send an email. We've provided a sample template below with three opons for the opener. Simply copy and paste the text into your email, choose an opener that best matches your situaon, and customize the email so it resonates with your manager.

Subject: IPC Training Opportunity

Dear <<insert supervisor name>>,

Alternative 1: Help Meet Organization Goals

I've been thinking about <<insert organization name>>'s commitment to <<insert company strategy/goal>> and how <<I/our team>> can make a substantial impact as we work to achieve it.

I've found a great training program that not only teaches <<key topics addressing strategy/goal>>, but also thoroughly prepares me for the CIC® credential. I know this program will equip me with the vital knowledge areas and skills that can help me and others ensure our facilities and patients remain safe and healthy.

Alternative 2: Help Meet Personal/Team Goals

I know you're always on the lookout to find great training programs that will help our organization stay safe and compliant. I've found a program that will help me <<and the rest of the team>> meet <<our/my>> training goals while ensuring we're up to date on the latest infection prevention research and best practices. Additionally, it provides the most comprehensive preparation for me to achieve my goal of CIC® certification.

Alternative 3: Value of Training/Credentials

I'm writing you in hopes that you will support my goal of expanding my infection prevention knowledge and skills. The return on investment in professional development can be exponential, both for me and for our organization as a whole. I've found a program that is current, practical, and extremely relevant to my position, and can ensure we are prepared for any infection prevention challenge thrown our way.

The APIC Learning System for CIC™ is the first of its kind on the market: a thorough, practical training program that includes everything IPs like me need to know to competently and confidently perform infection prevention duties. The program contains five modules that cover a broad spectrum of infection prevention knowledge and skills, while also preparing me to take and pass my CIC® exam.

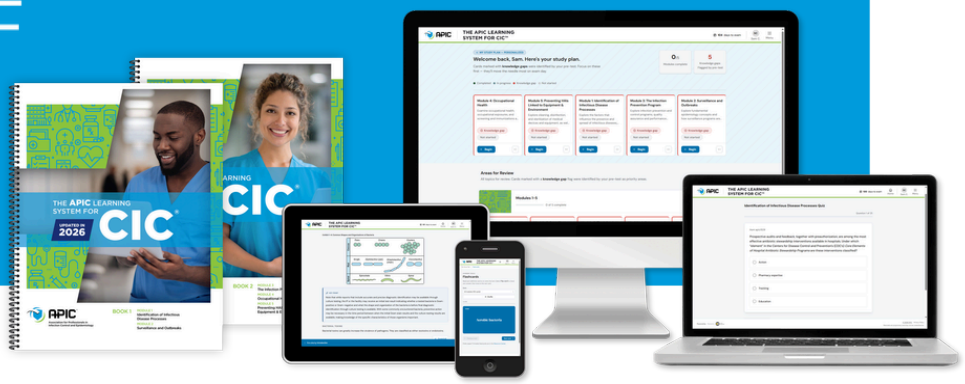
By participating in the training and hopefully earning my CIC, I can make a positive impact on our organization in many ways, including:

1. My knowledge will be current and relevant.
2. My new skills can help ensure patients stay safe and healthy, and make sure we are best prepared to prevent outbreaks.
3. I will learn practical skills I can incorporate into our processes right away, while also becoming more comfortable with creating and supporting the strategy behind our IP practices.
4. I'm choosing a program that was developed intentionally for infection prevention professionals, ensuring I have the right combination of knowledge and competency to be a leader in this organization.
5. This training is backed by leading names and organizations in the industry.

Thanks for considering this educational opportunity. I would be happy to discuss it further in person.

Sincerely,
<<insert your name>>

SET YOUR STAFF UP TO BE IPC **EXPERTS**



Top Five Ways Our Organization Will Benefit from CIC® Certification

From managing sanitization processes to tracking and investigating infection rates and everything in between, infection preventionists are tasked with an ever-evolving and growing list of responsibilities. But how can IPs ensure they have the right combination of knowledge, skills and confidence to tackle any challenge thrown their way?

The APIC Learning System for CIC™ was created with the help of experts in infection prevention and control to help bridge this growing gap. The program contains a comprehensive overview of everything an IP needs to know to improve patient care, competently and confidently perform their duties, and prepare to pass the Certification Board of Infection Control and Epidemiology's (CBIC's) CIC certification exam.

Here are five specific ways our entire organization will feel a positive impact from including CIC training:

1. **Current and Relevant IPC Knowledge:** The APIC Learning System for CIC contains five modules, written with the help of IP experts that include: Identification of Infectious Disease Processes; Surveillance and Outbreaks; The Infection Prevention Program; Occupational Health; and Preventing HAIs Linked to Equipment & Environment.

2. **Proven Method to Boost On-the-Job Confidence:** The CIC sets a global standard for the knowledge and skills infection preventionists need. On-the-job training is no longer enough. Ensure your staff has the knowledge and training to keep your organization compliant, safe, and efficient. Additionally, by setting your staff up for success now, you can recognize the value of your existing IPs, minimize future staff turnover, and ensure each IP has the resources they need to do their job most effectively.

3. **Train Staff Now to Save Money Later:** Making the investment in your employees' professional training can save your organization money in the long run by preventing infectious disease outbreaks and survey deficiencies before they occur, while also giving your staff the skills to provide higher-quality, more efficient care for your residents.

4. **Applicable for Any Career Stage:** Whether staff members are brand new to infection prevention and need to build a strong foundation or have been in the industry for years and need to fill in any knowledge gaps, CBIC's certifications combined with APIC's program has your staff needs covered.

5. **Backed by Leading IPC Organizations and Practitioners:** The APIC Learning System for CIC was created with the help of and vetted by experts in the field, and is offered by the Association for Professionals in Infection Control and Epidemiology (APIC), which has been educating and connecting IPs for more than 50 years.

To learn more about how this training can impact your organization, visit LearnIPC.APIC.org.

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