CONVINCE YOUR BOSS TOOLKIT

Discussion Starters

APIC
Association for Professionals in Infection Control and Epidemiolo

Making the Case for LTC-CIP®

As a professional with infection prevention responsibilities, it's your responsibility to keep your facilities and residents safe and healthy. But, with demands and regulations constantly shifting to keep up with global health crises, new infections and an aging population, it can seem overwhelming to figure out where to start.

Thankfully, the Certification Board of Infection Control and Epidemiology (CBIC) created the Long-Term Care Certification in Infection Prevention (LTC-CIP) to help ensure infection preventionists are prepared to tackle any long-term care challenge thrown their way. And there's no better way to prepare for the LTC-CIP than with the APIC Learning System for LTC-CIP.

You know the benefits that earning your LTC-CIP certification can bring to you and your facility. But how can you make sure your boss understands this value and the impact it could make? We've got you covered.

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

Making the Case for LTC-CIP

Before you approach your boss about pursuing your LTC-CIP, 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 LTC-CIP will benefit you and your career, but how it will benefit your entire facility. Use your answers to these questions as the basis for your discussion at a meeting with your boss.

1. How can keeping residents free from infection make a positive impact on your facility's goals and save money? How can LTC-CIP training help you better meet these challenges and objectives?

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

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 facility (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 Facility 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 conversation started with your boss is to send an email. We've provided a sample template below with three options for the opener. Simply copy and paste the text into your email, choose an opener that best matches your situation, and customize the email so it resonates with your manager.

Subject: IPC Training Opportunity

Dear <<insert supervisor name>>,

Alternative 1: Help Meet Facility 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 teaches <<key topics addressing strategy/goal>> which I feel are vital knowledge areas and skills that can help me and others ensure our facilities and residents 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 facility 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.

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 LTC-CIP 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 in a long-term care setting. The program contains six modules that cover a broad spectrum of infection prevention knowledge and skills, while also preparing me to take and pass my LTC-CIP exam.

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

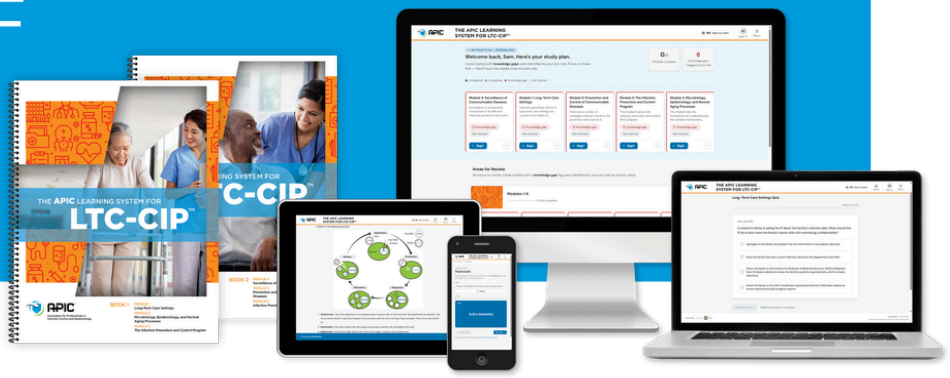
1. My knowledge will be current and relevant.
2. My new skills can help ensure residents stay safe and healthy, and make sure we are best prepared to prevent outbreaks.
3. I will learn practical skills I can incorporate into our processes right away, while also becoming more comfortable with creating and supporting the strategy behind our IP practices.
4. I'm choosing a program that was developed intentionally for long-term care facilities, 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 Facility Will Benefit from the LTC-CIP

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 LTC-CIP was created with the help of experts in long-term care infection prevention to help bridge this growing gap. The program contains a comprehensive overview of everything an IP who works in a long-term care setting 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) LTC-CIP certification exam.

Here are five specific ways our entire facility will feel a positive impact from including LTC-CIP training:

1. **Current and Relevant Long-Term Care IPC Knowledge**: The APIC Learning System for LTC-CIP contains six modules, written with the help of IP experts that include: Long-Term Care Settings; Microbiology, Epidemiology, and Normal Aging Processes; The Infection Prevention and Control Program; Surveillance of Communicable Diseases; Prevention and Control of Communicable Diseases; and Infection Prevention for Ancillary Services.

2. **Proven Method to Boost On-the-Job Confidence**: The LTC-CIP sets a global standard for infection preventionists working in long-term care settings. On-the-job training is no longer enough. Ensure your staff has the knowledge and training to keep your facility 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 facility 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, APIC's program has your staff needs covered.

5. **Backed by Leading IPC Organizations and Practitioners**: The APIC Learning System for LTC-CIP 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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