PROJECT FIRST LINE

CDC's National Training Collaborative
for Healthcare Infection Prevention & Control

Facilitator Toolkit **Session Plans**

Topic One:
The Concept of Infection Control

CS 322012

Contents

Overview of Sessions

The following Session Plans for Topic One: The Concept of Infection Control are to help guide you, as a provider of the Project Firstline training, with the necessary support to use Project Firstline materials to create well-rounded training events and educate your audience about infection control.

Facilitator Instructions

Choose Your Session

There are three different session lengths for you to choose from based on time available for training:

- 60 minutes (e.g., dedicated training session)
- 20 minutes (e.g., "Lunch and Learn" or agenda add-on)
- 10 minutes (e.g., "micro-learning" or agenda add-on)

Due to time constraints, the 10- and 20-minute sessions will have less opportunity for interactive discussion. We invite you to extend sessions for greater engagement whenever possible. We have also provided recommendations for using chat functions and other activities to draw your audience into the materials when you are limited to only short amount of time.

These time lengths are not intended to be prescriptive and are instead provided simply as a tool which you may tailor to best match your specific audience and their needs. When you schedule your session, use your knowledge about your audience's availability and learning needs to adapt these materials as needed.

Session Materials

- Three different Session Plans: 60 minutes, 20 minutes, or 10 minutes
- Corresponding PowerPoint slide deck: 60 minutes, 20 minutes, or 10 minutes
- Links to Project Firstline videos: *Inside Infection Control* by CDC's Project Firstline

Using the Materials

The sample materials are presented in sequence, with the expectation that participants will progress through the series. You may, however, mix and match content to meet participant needs. Things to know:

- Use the plans and slides as guides for your presentation.
- The slide numbers in the Session Plans correspond to the companion slide decks provided.
- We encourage you to customize the look of the presentations and to adapt the sample facilitator script to better match your voice and audience.
- The time recommendations are provided simply as a guide for the minimum amount of time needed for each section. We encourage you to take more time, as needed, with specific sections.

Conducting a Session

Schedule and announce the sessions according to your organization's needs and requirements.

Each session should include, at a minimum:

- Specific learning objectives
- The presentation of core content
- Opportunities to understand and engage with the key messages for each topic

Each session should also give participants the opportunity to learn more, to understand and connect with the content, and to act on their learning and engage with others.

Additional guidance for facilitators and information about other topics covered in the series is provided in the Project Firstline Facilitator Toolkit Guide.

Educational Content Outline

Topic One: Welcome + Concept of "Infection Control"

Content summary: The goal of infection control is to keep people from getting sick.

***Inside Infection Control* Video:** *What's the Goal of Infection Control?*

Learning Objectives

By the end of this session, participants will be able to:
Articulate at least one (1) primary goal of infection control

Key Educational Takeaways

- The goal of everything we do in infection control, for any disease, is to keep people from getting sick.

- The goal of Project Firstline is to make sure you have the infection control knowledge that you need and deserve to keep yourself, your patients, your colleagues, and your family safe.

Content Outline

- This session will cover the basic ideas behind infection control, and how they apply to COVID-19.

- This session will also explain how infection control actions help keep you, your patients, your coworkers, and your community safe.

- The goal of everything we do in infection control, for any disease, is to keep people from getting sick.

- The goal of CDC's infection control recommendations is to protect you, and everyone in the facility, from getting infected while you're giving your patients the essential care they need.

- The goal of Project Firstline is to make sure you have the infection control knowledge that you need and deserve to keep yourself, your patients, your colleagues, and your family safe.

- There are a lot of infection control recommendations for COVID-19, and it's really important to do them right: we're here to help with that.

- We're here to help you understand not just what we're doing to control COVID-19 in healthcare, but why we're doing it, because we believe that you can do your job best when you understand why you're doing what you're doing.

Sessions at a Glance

Topic One: The Concept of Infection Control

Session Plans and When to Use:

- 60 minutes (e.g., dedicated training session)

- 20 minutes (e.g., "Lunch and Learn" or agenda add-on)
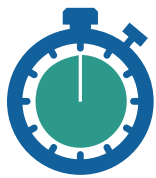
- 10 minutes (e.g., "micro-learning" or agenda add-on)

Format:

- Online, synchronous

Special Supplies:

- Registration list

- Participant booklet

- Session feedback form

- A special "welcome gift," such as a link to a Project Firstline digital poster

60-Minute Session Plan

1. Session Start

Slide 1: Opening slide

Participants log in and get settled.

2. Agenda and Introductions

10 Minutes

Slide 2: Agenda and learning objective

Facilitator Notes:

- Welcome
- Overview of the session's goals and topics
- Housekeeping

Sample Script

"Welcome! Thank you for joining us. We're so glad to have this time together to discuss infection control on the frontlines. As you see on the slide, today we'll introduce Project Firstline, and we'll begin discussing the concept of infection control as it relates to our day-to-day work. We'll have time to explore these topics together, in smaller groups, and individually. Today's session will be more general in nature, but in future sessions we'll get deeper into the details of infection control.

"I'd also like to discuss some housekeeping matters. We'll meet today for one hour. We ask you to keep your videos on, to the extent possible. This helps us have a more authentic discussion. You may use your mute/unmute button at any time to contribute to the discussion, but when you're not speaking, please keep your microphone muted."

Slide 3: Introductions

Facilitator Notes:

- Facilitator introduction, others from your organization who are participating/assisting (e.g., monitoring chat, taking notes).
- Audience introductions: Name, professional role, special interests or questions.
  - ▶ Call on the full group one by one to introduce themselves.
  - ▶ You may go in alphabetical order, by type of participant (e.g., by job title or employer), or by other means.
- Be prepared to take notes during introductions, or if working with a co-facilitator or support team, designate someone else to do so.
  - ▶ Be prepared to share the compiled topics/questions with the group via chat later in the session; it's important for participants to see that their topics/questions were heard.
- Smile and thank individuals as they contribute.

Sample Script:

"Before we get started, let's take some time to get to know each other. I'd love to learn who you are and what your professional role is. I'd also like to learn if you have special interests or questions that we can address today and over the course of this training series.

"I'll start by introducing myself, and then invite you to do the same. On the slide, you'll find a brief prompt. When I call on you, please answer as much of this as you feel comfortable sharing."

[After audience introductions]

"Thank you, it's wonderful to learn who's in the room and I look forward to getting to know you further as we continue these sessions together. We have so much experience in this room. I've taken notes on the questions and topics that most interest you, and we'll be sure to address these during our time together. We may not be able to cover all of these important topics in our time together today, but we'll be sure to do so in future sessions. As you come up with additional questions or ideas, please share them with us [in chat or other preferred means]. We want this session to be as interactive as possible, and we want it to answer your questions. So, keep the questions coming."

3. Why Infection Control?

10 minutes

Slide 4: Why do we do infection control?

Facilitator Notes:
- Prompt the audience to think about why they do infection control.
- Using a tool like webinar chat or polling, or simply by calling on volunteers, ask participants to share their answers to the question on the slide.
  - ▸ You don't need answers from everyone.
  - ▸ Keep it brief, but listen to enough answers to make it meaningful.
  - ▸ Likely, participants will share answers such as, "to stop the spread of disease," "keep people from getting sick," "stop outbreaks," "prevent outbreaks," etc. and sometimes people might have more personal responses, such as "doing my part to keep surfaces clean," or "following appropriate procedures at work," etc.
- Transition from audience's thoughts and responses to the video episode.

Sample Script:

"Let's get started. I'd like to begin with a question. In your opinion, why do you personally do infection control? What's the goal? What's the point?

[After participants answer]

"Great answers. Infection control is important for all these reasons. I'd like to play a brief video for you from a CDC doctor who talks about this."

Slide 5: Consider

Facilitator Notes:
- Provide the audience with things to think about as they watch the video.
- Encourage the audience to note their thoughts as they watch.

Sample Script

"As you watch, I'd like you to think about these questions [on slide]:

1. **What does Dr. Carlson highlight as the goal of infection control? How closely does it match our own personal reasons for doing infection control?**

2. **What is Project Firstline?**

3. **What ideas from this video seem most important to you? Why?**

4. **Dr. Carlson talks about several challenges we face working in healthcare right now. Which of these issues are most important to you?**

"Consider jotting down your thoughts as you watch."

4. Video

4 minutes

Slide 6: Video: *Inside Infection Control* **by CDC's Project Firstline**

Facilitator Notes:
Play video "What's the Goal of Infection Control?" (4:07 min)

5. Breakout Session

10 minutes

Slide 7: Breakout session

Facilitator Notes:
- Divide the audience into small groups to discuss the questions.
- Depending on your platform, use a breakout room feature to assign participants evenly to groups, assigning a Group 1, Group 2, Group 3, and Group 4.
- Visit each group briefly over the course of the 10 minutes to check in and answer any questions.

Sample Script

"Now I'd like to break us into four groups to share our thoughts. With your group, please share your answers and spend some time developing group answers to each question. Please be ready to share the highlights of your discussion with the broader group when we reconvene. I am especially interested in your perspectives on questions three and four. Since this is our first session together, be sure to take some time at the beginning to reintroduce yourselves (if needed) and decide who wants to take notes and be the spokesperson for your group."

6. Full Group Discussion

15 minutes

Slide 8: Let's reconvene

Facilitator Notes:

- Reconvene the group.
- As you begin this discussion, pay attention to the clock. You should reserve at least 10 minutes for Slides 9-11.
- After you have time to have a rich discussion together, share with the group what to expect in the coming sessions together.

Key points that you, as a facilitator, may wish to add to the conversation:

- The CDC website has many recommendations for controlling COVID-19 in healthcare facilities. You might wonder, "How do they come up with these recommendations? Why do they think these things are important?"
  - ▶ To understand that, it helps to first think about what we're trying to prevent with our infection control actions.
  - ▶ The ultimate goal of everything we do in infection control is to prevent people from getting sick, from COVID-19 or other infectious diseases.
- Obviously, we don't want our patients to get sick when they come to us for care. It's also very important that we don't get sick from our patients and their families while we're trying to care for them.
- And we don't want to make each other sick. We want to keep our friends and colleagues safe while we're working together.
- We're in healthcare because we want to help people when they're ill.
  - ▶ This is more important than ever in a pandemic.
- There's always going to be some risk in coming to work during a pandemic. The CDC's infection control recommendations help make that risk as small as possible while still making sure our patients can get the essential care they need.

Sample Script

"I hope you enjoyed getting a chance to discuss together in groups. I'd like to go through these questions. The first two are more straightforward. **Would any of the groups like to volunteer your answers for these two questions?**

[Wait for answer]

"Great, thank you. **Did any other group have a different answer, or other points to add about those questions?** Spokespeople, please let us know. You can write in chat or go off mute.

[Wait for answers. No need to spend a lot of time on this, but make sure you get confirmation that the other groups don't wish to say anything further.]

"Thank you for sharing these important thoughts. We're going to work on addressing these challenges in our time together, over a series of sessions together. Project Firstline aims to explain the 'whys' of infection control, to explain the reasons for the current guidance, and to give us all a chance to get our own questions answered.

"Now let's talk about the next two questions, which are really important. **Group 1, could you get us started?**"

[Wait for answer]

"Thank you. Group 2, what would you like to add?

[Wait for answer, and then continue with Groups 3 and 4. Cultivate broader group discussion about the core points that are raised. Invite others not serving as a "spokesperson" to share further thoughts.]

"Thank you for sharing these important thoughts. Before we talk about actions we can take, today, to make a difference in our daily work lives, I'd like to show you what's coming up in this session series."

7. Next Sessions

10 minutes

Slide 9: Upcoming session topics

Facilitator Notes:

Describe the topics and themes that will be covered in upcoming sessions.

Sample Script

"As you can see, we have a lot to cover together. In the left-hand column, I've listed the specific topics that will be coming up right away. In the right-hand column, I've listed the broader themes that are woven into these upcoming sessions, as well as future sessions from Project Firstline. We're going to focus on understanding the reasons behind the infection control actions we take at work."

Slide 10: Questions covered

Facilitator Notes:

- Describe questions received by the Project Firstline team.
- Invite the audience to share their questions, whether they're included on the list or not.
- Review their questions, which will be shared with Project Firstline staff.

Sample Script

"Here, you can see some of the specific questions the Project Firstline team has received, and will address, in these upcoming sessions.

"At the beginning of today's session, we generated a list of our own questions. **Does anyone see their question on this list, or see a question you're especially interested in?** Please go off mute or respond in chat."

[Wait for answers]

"As I mentioned before, one of the exciting things about Project Firstline is its interactive nature. After today's session, I'm going to submit our own list of questions to the Project Firstline team. We want to make sure your voices get heard, and your questions get answered. In the chat, I'm going to share the list we compiled at the beginning of today's session. Please take a moment to review this list and make sure we captured your ideas correctly."

[Post list in chat]

8. Wrap-Up

5 minutes

Slide 11: Reflection

Facilitator Notes:
- Encourage the audience to think about how they can support infection control.
- Ask the audience to write down their thoughts.
- In a future session, ask them how they were able to support infection control.

Sample Script

"Before we close today, let's pause and reflect. We have a lot of questions and challenges to cover in upcoming sessions, but we already know that infection control involves all of us. I have a question on this slide, and I'd like us each to reflect individually. **Is there something you can do today, now, to support infection control?** Maybe it's taking time for yourself, so you can recharge. Maybe it's thanking your team members. Maybe it's encouraging each other to wear our masks on break. We need to support each other in infection control, every day. I'm going to pause for one minute to give everyone a chance to reflect.

[Give participants one full minute to reflect.]

"You don't have to share your answers, but please write it down somewhere you will see it. I'm going to ask you to share how it went the next time we meet."

Slide 12: Key Messages

Facilitator Notes:
Reinforce Key Messages.

Sample Script

"Thank you all for coming today. I enjoyed our discussion together. On this slide, I've collected here the key messages from today's session. "

Slide 13: Resources and future training sessions

Facilitator Notes:
- Preview next session.
- Add details to this slide for participants about the next training session (date, time, location/URL).

Sample Script

"Next time, we will dig into some basic microbiology, how viruses work, and how COVID-19 makes us sick. In the meantime, you can keep exploring these topics on your own using the resources on this slide. You can also follow us on social media. Finally, I'd like to share a small welcome gift as a thank you for participating today."

[Digitally distribute "Project Firstline Is for You" poster.]

Slide 14: Feedback form

Facilitator Notes:
- Collect feedback.
- Digitally distribute feedback form through a means of your choosing (online survey, fillable form to return to you, etc.).
- Tell participants that you are available to answer questions or discuss further as needed.
  - Share with them the best way to connect with you (e.g., stay after the session ends, or call or email you?).

Sample Script

"And finally, please let us know how you enjoyed today's session by completing the following feedback form. Thanks again for joining us today."

After the session

Send a list of participant questions compiled during this session to: ProjectFirstline@cdc.gov.

⏱ 20-Minute Session Plan

1. Session Start and Agenda

PPT **Slide 1: Opening slide**

PPT **Slide 2: Agenda and learning objective**

Facilitator Notes:
- Welcome
- Overview of the session's goals and topics

Sample Script

"Welcome! Thank you for joining us for this segment of today's meeting. As you see on the slide, today we'll introduce Project Firstline, and we'll begin discussing the concept of infection control as it relates to our day-to-day work. Today's session will be more general in nature, but in future sessions we'll get deeper into the details of infection control."

2. Why Infection Control?

PPT **Slide 3: Why do we do infection control?**

Facilitator Notes:
- Prompt the audience to think about why they do infection control.
- Encourage the audience to post their answers to the question in the chat.
- Transition from the audience's thoughts and responses to the video episode.

Sample Script

"Since we only have 20 minutes together, let's jump right in. I'd like to begin with a question. **Why do you personally do infection control? What's the goal? What's the point?** I'd like to play for you a brief video from a CDC doctor who talks about this. As we watch the following video, I invite you to think about this question and post your answers in chat. Infection control is important for so many reasons."

3. Video

PPT **Slide 4**

Video: Inside Infection Control by CDC's Project Firstline

Facilitator Notes:
Play video "What's the Goal of Infection Control?" (4:05 min.)

4. Discussion

PPT **Slide 5: Let's discuss**

Facilitator Notes:
- Lead discussion based on audience's responses to question, and additional thoughts.
- Invite participants to go off mute and share their thoughts. Take time for one or two participants to share perspectives, affirming the concerns and challenges they raise.
- Invite others, if desired, to post other concerns and challenges in chat.

Sample Script

"Now, let's talk about these questions. I see some great answers to this first question in the chat. Infection control is important for all these reasons. We engage in infection control strategies to keep everyone safe and healthy. **Who would like to share more thoughts about the concept of infection control, or address this second question about the challenges of working in healthcare right now?**

[After audience has shared answers and thoughts]

"Thank you for sharing these important thoughts. We're going to work on addressing these challenges in our time together, over a series of 20-minute segments. Project Firstline aims to explain the "whys" of infection control, the reasons for the current guidance, and to give us all a chance to get our own questions answered.

"I'd like to show you what's coming up in this session series."

5. Next Sessions

PPT **Slide 6: Upcoming session topics**

Facilitator Notes:

Describe the topics and themes that will be covered in upcoming sessions.

Sample Script

"As you can see, we have a lot to cover together. In the left-hand column, I've listed the specific topics that will be coming up right away. In the right-hand column, I've listed the broader themes that are woven into these upcoming sessions as well as future sessions. "

PPT **Slide 7: Questions covered**

Facilitator Notes:

- Describe questions received by the Project Firstline team.
- Invite the audience to share their questions, whether they're included on the list or not.
- Review their questions, which will be shared with the Project Firstline team.
- Tell participants that if they don't have questions now, they can keep thinking about it and share their questions with you after the session.

Sample Script

"This slide shows some of the specific questions that our upcoming sessions will cover. **What questions do you have?** If you have a question, please post it to the chat. CDC is collecting questions from the frontlines for future episodes and materials. We want to make sure your voices get heard, and after today's session I'm going to submit our group's questions to CDC."

6. Wrap-Up

PPT

Slide 8: Reflection

Facilitator Notes:
- Encourage the audience to think about how they can support infection control.
- Ask audience to write down their thoughts.

Sample Script

"Before we close today, let's pause and reflect. We have a lot of questions and challenges to cover in upcoming sessions, but we already know that infection control involves all of us. I have a question on this slide, and I'd like us each to reflect individually. **Is there something you can do today, now, to support infection control?** Maybe it's taking time for yourself, so you can recharge. Maybe it's thanking your team members. Maybe it's encouraging each other to wear our masks on break. We need to support each other in infection control, every day. I'm going to pause for one minute to give everyone a chance to reflect.

[Give participants one full minute to reflect.]

"You don't have to share your answers, but please write it down in your participant booklet."

PPT

Slide 9: Key Messages

Facilitator Notes:
- Reinforce Key Messages.
- Invite participants to use their Participant Booklet.

Sample Script

"This slide summarizes the key messages from today. I'd like to point out that you've been given a participant booklet with each session's learning objectives and key messages, as well as some space to write. Please feel free to use this space to reflect further on today's session. The booklet is for you."

PPT **Slide 10: Resources and future training sessions**

Facilitator Notes:
- Preview next session.
- Add pertinent details about when the next session will happen (e.g., will it appear as an agenda item in a specific upcoming meeting?).

Sample Script

"Next time, we will dig into some basic microbiology, how viruses work, and how COVID-19 makes us sick.

"I'd also like to share a small welcome gift as a thank you for participating today."

[Digitally distribute "Project Firstline Is for You" poster.]

PPT **Slide 11: Feedback form**

Facilitator Notes:
- Collect feedback.
- Digitally distribute feedback form through a means of your choosing (online survey, fillable form to return to you, etc.).
- Tell participants that you are available to answer questions or discuss further as needed.
  - ▶ Share with them the best way to connect with you (e.g., stay after the session ends, or call or email you?).

Sample Script

"And finally, please let us know how you enjoyed today's session by completing the following feedback form. Thanks again for joining us today."

After the session

Send list of participant questions compiled during this session to: ProjectFirstline@cdc.gov.

10-Minute Session Plan

1. Session Start and Agenda

Slide 1: Opening slide

Slide 2: Agenda and learning objective

Facilitator Notes:
- Welcome
- Overview of the session's goals and topics

Sample Script

"Welcome! Thank you for joining us for this segment of today's meeting. We're going to carve out some time during upcoming meetings for some short 10-minute segments on infection control. Over time, we'll be watching some short videos together and thinking about our day-to-day work. Today's session will be very general in nature, but in future sessions we'll get deeper into the details of infection control."

2. Why Infection Control?

Slide 3: Why do we do infection control?

Facilitator Notes:
- Prompt the audience to think about why they do infection control.
- Encourage the audience to post their answers to the question in the chat.
- Transition from the audience's thoughts and responses to the video episode.

Sample Script

"Since we only have 10 minutes together, let's jump right in. I'd like to begin with a question. **Why do you personally do infection control?** I'd like to play for you a brief video from a CDC doctor who talks about this. As we watch the following video, I invite you to think about this question and post your answers in chat. Infection control is important for so many reasons."

3. Video

Slide 4:

Video: Inside Infection Control by CDC's Project Firstline

Facilitator Notes:

Play video "What's the Goal of Infection Control?" (4:05 min.)

4. Next Sessions

Slide 5: Upcoming Session Topics

Facilitator Notes:

- Acknowledge the answers and comments that the audience provided in the chat.
- Note the topics and themes that will be covered in upcoming sessions.
- Invite the audience to post their additional questions about infection control in the chat.
- Tell participants that if they don't have questions now, they can keep thinking about it and share their questions with you after the session.

Sample Script

"I see some great answers to the question in the chat. Infection control is important for all these reasons. We engage in infection control strategies to keep everyone safe and healthy. More key messages from today are listed in your participant booklet.

"Project Firstline aims to explain the "whys" of infection control, to explain the reasons for current guidance, and to give us all a chance to get our own questions answered. **So, what questions do you have?** This slide shows some

of the topics we'll cover in upcoming sessions. If you have questions about anything related to infection control on the job, please post it in chat. CDC is collecting questions from the frontlines to include in future video episodes and training materials. We want to make sure your voices get heard, and after today's session I'm going to submit our group's questions to CDC."

5. Wrap-Up

Slide 6: Key Messages

Facilitator Notes:
- Reinforce Key Messages.
- Invite participants to use their Participant Booklet.

Sample Script

"Before we close today, I'd like to point out that you've been given a participant booklet with each session's learning objectives and key messages, as well as some space to write. Please feel free to use this space to reflect further on today's session. The booklet is for you."

Slide 7: Resources and future training sessions

Facilitator Notes:
- Preview next session.
- Add pertinent details about when the next session will happen (e.g., will it appear as an agenda item in a specific upcoming meeting?).

Sample Script

"Next time, we will dig into some basic microbiology, how viruses work, and how COVID-19 makes us sick.

"I'd also like to share a small welcome gift as a thank you for participating today."

[Digitally distribute "Project Firstline Is for You" poster.]

PPT

Slide 8: Feedback form

Facilitator Notes:

- Collect feedback.
- Digitally distribute feedback form through a means of your choosing (online survey, fillable form to return to you, etc.).
- Tell participants that you are available to answer questions or discuss further as needed
  - ▸ Share with them the best way to connect with you (e.g., stay after the session ends, or call or email you?).
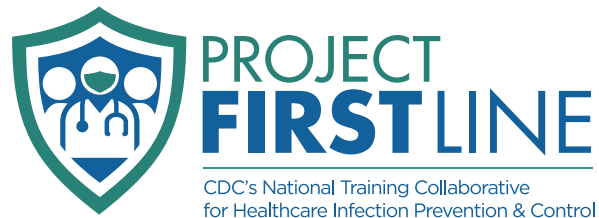
Sample Script

"And finally, please let us know how you enjoyed today's session by completing the following feedback form. Thanks again for joining us today."

After the session

Send list of participant questions compiled during this session to: ProjectFirstline@cdc.gov.

PROJECT FIRST LINE

CDC's National Training Collaborative
for Healthcare Infection Prevention & Control

For more information please contact
Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30329-4027
Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-6348
Web: www.cdc.gov/projectfirstline

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