

This document is intended as a reference document for persons developing Infection Control P & Ps. It provides guidance on P & P framework: format, core elements where necessary information is detailed, references to IC practice standards used to develop the P & P and key dating fields to meet state regulatory requirements.

**Facility Name:**

**Policy Title:**

**Creation/Origination Date:** MM/DD/YYYY  
**Effective/Implementation Date:** MM/DD/YYYY  
**Reviewed/Revised Date:** MM/DD/YYYY  
**Facility-Specific ICC Approval Date** MM/DD/YYYY

- *Note: The structure/format of P & P should be organized (i.e., logical content sequence, structured layout: section headers, numbering/lettering, and/or bullet points).*

**Policy Title:** Policy title should be indicative of policy content.

- *Note: The order of the policy section titles below may be modified to match your facility policy standards. It is recommended that all IC policies follow the same basic structure.*

**Purpose:** Describes why the policy exists (i.e., rationale) and if applicable, the infection risk being mitigated.

**Scope:** Policy scope provides a summary of the policy and ensures the ones who will be impacted by the policy are explicitly stated.

- *Note: If the facility is part of a system, indicate which facilities are covered by the policy in this section. See the “IC Plan Submission Checklist” for specific information on the use of system policies. The sample table below can be used to indicate which system facilities are included in the policy scope.*

SYSTEM FACILITIES INCLUDED IN POLICY SCOPE			
<input type="checkbox"/>	Hospital A	<input type="checkbox"/>	Hospital C
<input type="checkbox"/>	Hospital B	<input type="checkbox"/>	Hospital D

**Policy:** This section will establish and communicate in writing the behavior, actions, or processes that all applicable individuals are expected to follow. It provides for consistency in the standards of practice within an organization and explains a rule that must be followed. Identifies those responsible for following and may provide information on compliance monitoring and enforcement.

- *Note: If including multiple policy statements, separation with the use of paragraphs or bullets is recommended for ease of reference.*

**Definitions / Acronyms:** List of key and current definitions or acronyms used in the policy.

- *Note: Definitions and acronyms should be standard across all P & P as well as the IC plan and IC risk assessment.*

**Procedure:** If applicable, the procedure section outlines the steps individuals must follow to ensure compliance with the policy. This section will provide guidance on the step-by-step instructions and who is responsible for completing the risk mitigation strategy. This section is **not** a listing of evidence-based standards but answers the question of how something is done in your facility.

- *Note: If using system policies, the date of the individual facility-specific effective and ICC approval dates must be included on the policy in addition to or as opposed to the system/network/corporate effective and ICC approval dates.*

**References:** The reference list should include the pertinent current nationally recognized standards and evidence-based IC practices referenced/used to develop the specific policy.

- *Note: Current terminology and practices (e.g., hand hygiene vs. hand washing, standard precautions vs. universal precautions) should be used. If references are outdated the P & P will be rejected during plan screening and/or review.*

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**Review and approval:** This should reflect dates of review and revision based on facility policy to comply with regulatory and accreditation requirements. May include formats such as running lists and tables, or other facility-specific structure.

- *Note: Policies that describe infection risk mitigation strategies should be considered IC policies and thus approved by the facility-specific infection control committee (ICC). Dates of the ICC approval and implementation dates should reflect the time between approval and implementation to allow for the education of staff.*
- *One means to document approvals and or multiple system facility dating, and approvals is to include a table at the end of each policy (an alternative may be the table is attached as an addendum to policy) such as:*

<b>SYSTEM FACILITIES INCLUDED IN POLICY SCOPE SPECIFIC FACILITY POLICY APPROVALS</b>					
The Infection Control Committee (ICC) Date Reflects the Specific Facility ICC Approval					
Facility Name	Created Date	Review/ Revision Date	ICC Approval Date	Governing Body Approval Date	Facility Specific Effective Date
System Facility A					
System Facility B					
System Facility C					
System Facility D					
System Facility E					

*This policy outline resource was created by the Pennsylvania Department of Health, Bureau of Epidemiology Healthcare Associated Infection Prevention (HAIP) Division for PA healthcare facilities to reference as they develop their Infection Control Plans for submission to the Department. The Department respectfully requests that prior to using this document or its content in any manner **for other purposes**, such as by other entities, that written permission be given by the Department: [RA-DHHAI@pa.gov](mailto:RA-DHHAI@pa.gov).*