

To: _____ (*insert name of person appointed*)
Infection Prevention & Control Leader

Cc: Executive Leadership Team, Medical Executive Committee

**Appointment of Infection Prevention and Control Leadership
for : _____(insert Facility Name)**

In accordance with The Joint Commission's® standard IC 04.01.01 EP 1 you are hereby appointed as the leader of Infection Prevention and Control for _____(insert Facility Name).

You have been determined to meet the established qualifications for this role based upon your education, training and experience in addition to the recommendations received from the Medical Staff Leadership and Nursing Leadership. In this role, you will have the responsibility for effectively managing and accountable for:

- Development and implementation of hospital-wide infection surveillance, prevention, and control policies and procedures that adhere to law and regulation and nationally recognized guidelines
- Documentation of the infection prevention and control program and its surveillance, prevention, and control activities
- Competency-based training and education of hospital staff on infection prevention and control policies and procedures and their application
- Prevention and control of health care–associated infections and other infectious diseases, including auditing staff adherence to infection prevention and control policies and procedures
- Communication and collaboration with all components of the hospital involved in infection prevention and control activities, including but not limited to the antibiotic stewardship program, sterile processing department, and water management program
- Communication and collaboration with the hospital's quality assessment and performance improvement program to address infection prevention and control issues

A copy of this letter of appointment shall reside within your employment file within the HR Department.

Signature and Date

Printed Name and Title (CEO/COO/VP)