

# HAI/AR Program Staff Directory Tool

This directory should include all staff working on the HAI/AR program, regardless of funding source. This includes staff engaged in HAI/AR Program epi activities that are partially or fully funded by the Epidemiology Laboratory and Capacity (ELC) cooperative agreement (G1, CARES, Enhancing Detection, Healthcare IPC Training (Project Firstline), SHARP, SHARP 2, Nursing Home and Long Term Care Strike Teams) as well as staff engaged in HAI/AR Program activities funded by other sources (state funds, etc.). Staff engaged solely in AR Lab Network /lab activities (i.e. G2 or just SHARP Project II) do not need to be captured in the Staffing Directory.

☐ [Click here to view Instructions](#)

## HAI/AR Program Staffing Directory User Guide:

Attachment: [HAI/AR Program Staffing Directory User Guide.pdf](#)

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1. Staff Name (Provide legal first and last name; or organizational mailbox) \*

*If entering an organizational mailbox, please remember to add justification in Comments*

2. Nickname or preferred name

3. Email Address \*

4. Jurisdiction \*

5. This position is fully or partially funded by which of the following sources (Select all that apply): \*

- ☐ ELC Core G1 (Epi)
- ☐ ELC Core G2 (Lab)
- ☐ ELC CARES
- ☐ ELC Enhancing Detection
- ☐ ED Expansion
- ☐ ELC Healthcare IPC Training (Project Firstline)
- ☐ ELC Strengthening HAI/AR Program Capacity (SHARP)
- ☐ Other

6. Date of onboarding/hire to the HAI/AR Program (mm/dd/yyyy): \*

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7. Is this staff member a contractor (i.e., an individual who is not a health department employee, but is employed separately and is embedded in the agency. This staff member would be included in the "Personnel" section of the budget.)

**Note:** Staff hired by contracting organizations listed under the "Other" section of the budget do not need to be included in the staffing directory.)?

*Required \**

☐ Yes ☐ No

*This question relates to the Project Firstline SHARP 5.1 Performance Measure*

8. Is this staff member the HAI/AR Program Manager? \*

☐ Yes ☐ No

9. Is this staff member acting in this position to cover a vacancy? \*

☐ Yes ☐ No

10. Please indicate if this staff member can perform any of the following healthcare infection control assessments (Select all that apply): \*

☐ Onsite Infection Control Assessments ☐ Remote Infection Control Assessments

☐ None of the above

*This question relates to HARP PM5 (SHARP 1.1)*

11. What type of background does this staff member have? \*

☐ Clinical ☐ Non-Clinical

*This question relates to HARP PM5 (SHARP 1.1)*

12. Please indicate whether or not this person should be given rights to your jurisdiction's contacts to be able to add, edit, and remove staff members. \*

☐ Yes ☐ No

13. Does this staff member need access to the HAI/AR Programs SharePoint site? \*

☐ Yes ☐ No

**Note:** CDC SAMS authentication is required for access, adding staff to this directory will initiate the SAMS process if they do not already have access.

SAMS Request Status

SAMS Invitation Not Submitted ▼

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14. Which of the following HAI/AR project areas does this staff member support? (Select all that apply): \*

- ☐ HAI/AR Response and Prevention (e.g. G1, SHARP Project I)
- ☐ Antibiotic Stewardship (e.g. G1, SHARP Project III)
- ☐ NHSN (e.g., DUAs, sentinel sites, validation, G1, SHARP Project IV)
- ☐ Project Firstline (e.g. G1, SHARP Project V)

*Please note - Selections for this question reveal additional project specific sections below, including access to Performance Measure projects.*

15. May we publish this person's information to a list accessible to all HAI/AR Program SharePoint site?

☐ Yes ☐ No

16. Is this primary contact for other jurisdictions to reach the HAI/AR Program?

☐ Yes ☐ No

☐ 17. Remove this staff member from the directory?

*Note: If you need to remove staff, please check this box and feel free to not complete the remainder of the form. Please make a selection for your answer for removal.*

6/14/24, 9:13 AM

Nintex Forms for SharePoint Lists

Comments:

Feedback on the Staffing Directory:

**Form Status**

Click the dropdown to mark this form as completed or incomplete.

*Required \**

## HAI/AR Response and Prevention Details

Does this person support Response and Prevention part-time or full-time? \*

Please select all roles that apply. If a role is not reflected in the options available, please select "Other" and specify in the text field that appears. \*

☒ Response and Prevention Lead

☒ HAI Outbreak Lead

☐ HAI Epidemiologist

☐ AR Epidemiologist/AR Expert (as described in ELC G1)

☐ Infection Prevention and Control Expert

☐ HAI/AR Dialysis Expert

☐ Data Analyst

☐ Administrative Support

☐ Other

Does this person fulfill any of the following roles for SHARP Project 1 optional activities? \*

☐ Analytics & Evaluation Project point of contact (Activity A4)

☐ Outbreak Reporting Pilot point of contact (Activity A5)

☐ MDRO Prevention Epidemiologist (Activity B3)

☐ MDRO Prevention Coordinator (Activity B3)

☐ HAI Outbreak Response Capacity point of contact (Activity C3)

☐ Setting-specific Prevention Project point of contact (Activity D2)

☐ Device/Procedure Prevention point of contact (Activity D3)

☐ Injection Safety point of contact (Activity D4)

☐ Health Equity Project point of contact (Activity D5)

☐ HAI/AR Strategic Planning point of contact (Activity D6)

☐ None of the above

How would you classify this staff member based on the definitions below (choose the one that best describes this individual)?

☐ Regional
 ☐ Local
 ☒ Central

### Regional

From our perspective, this includes public health staff who primarily focus on HAI/AR response and prevention activities in specific region(s) **AND** are either:

- located at the regional office, **OR**
- strategically located in or near their assigned region(s) of the state

This could include:

- government employees (state, regional, local) or contractors

This does not include:

- staff who are assigned to a single local health dept/jurisdiction (see LOCAL option), **OR**
- staff whose geographic location is not related to their primary role (see CENTRAL option), **OR**
- staff who remotely provide support to facilities or health departments but are not located in or near that region (see CENTRAL option)

### Local

From our perspective, this includes public health staff who primarily focus on HAI/AR response and prevention activities in a single local jurisdiction **AND** are either:

- located at the local health department, **OR**
- strategically located in or near their assigned local jurisdiction

This could include:

- government employees (state, regional, local) or contractors

This does not include:

- regional staff (see LOCAL option), **OR**
- staff whose geographic location is not related to their primary role (see CENTRAL option)

### Central

From our perspective, this includes public health staff who primarily focus on HAI/AR response and prevention activities **AND** are either:

- located at the central office of the state health department, **OR**
- located somewhere other than the central office, but whose geographic location is not related to their primary role

This could include:

- government employees (state, regional, local) or contractors

Does this central staff member support public health HAI/AR expertise among local or regional public health staff? \*

Should this staff member be added to the HAI/AR Response and Prevention contact list to receive general, non-sensitive communications? \*

☒ Yes ☐ No

Should this staff member be invited to the MDRO Containment call? \*

☐ Yes ☐ No

Should this staff member be added to the HAI/AR Response and Prevention REDCap Performance Measures project? \*

☐ Yes ☐ No

☐ This staff member should be considered the Response and Prevention primary point of contact \*

## Antibiotic Stewardship Details

Does this person support Antibiotic Stewardship part-time or full-time? \*

This question relates to the Antibiotic Stewardship SHARP 3.1 Performance Measure

Role(s): Please select all roles that apply. If a role is not reflected in the options available, please select "Other" and specify in the text field that appears. \*

- ☐ Antibiotic Stewardship Lead/Co-Lead
- ☐ AS Expert (as described in ELC G1)
- ☐ Pharmacist
- ☐ Physician
- ☐ Nurse/Nurse Practitioner
- ☐ Epidemiologist/Analyst
- ☐ Administrative Support
- ☐ Other

This question relates to the Antibiotic Stewardship SHARP 3.1 Performance Measure

Is this staff member affiliated with or employed by any partners: \*

- ☐ Academic Institution ☐ Healthcare System ☐ Other partner ☐ None of the above

This question relates to the Antibiotic Stewardship SHARP 3.1 Performance Measure

Should this staff member be added to the Antibiotic Stewardship contact list to receive general, non-sensitive communications? \*

- ☐ Yes ☐ No

Should this staff member be added to the Antibiotic Stewardship REDCap Performance Measures project? \*

- ☐ Yes ☐ No

- ☐ This staff member should be considered the Antibiotic Stewardship primary point of contact \*



## NHSN Details

Does this person support NHSN part-time or full-time? \*

This question relates to the NHSN SHARP 4.1 Performance Measure

Role(s): Please select all roles that apply. If a role is not reflected in the options available, please select "Other" and specify in the text field that appears. \*

- ☐ NHSN Coordination Lead
- ☐ Infection Preventionist
- ☐ Pharmacist
- ☐ Public Health Analyst
- ☐ Administrative Support
- ☐ Other

This question relates to the NHSN SHARP 4.1 Performance Measure

Which activities does this staff member participate in? Select all that apply \*

- ☐ Provide technical assistance
- ☐ Establishing and updating data use agreements
- ☐ Forming sentinel sites for validation
- ☐ Conduct HAI data validation
- ☐ Financial support to AUR reporting
- ☐ Identify and provide EHR incentive
- ☐ None of the above

This question relates to the NHSN SHARP 4.1 Performance Measure

Should this staff member be added to the NHSN contact list to receive general, non-sensitive communications? \*

- ☐ Yes ☐ No

Should this staff member be added to the NHSN REDCap Performance Measures project? \*

- ☐ Yes ☐ No

☐ This staff member should be considered the NHSN primary point of contact \*

### Project Firstline Details

Does this person support Project Firstline part-time or full-time? \*

This question relates to the Project Firstline SHARP 5.1 Performance Measure

Is this person the Project Firstline lead for your Jurisdiction? \*

This question relates to the Project Firstline SHARP 5.1 Performance Measure

Role(s): If a role is not reflected in the options available, please select "Other" and specify in the text field that appears. \*

- ☐ Clinician
- ☐ Communication Specialist
- ☐ Epidemiologist
- ☐ Health Educator/Education Specialist
- ☐ Infection Preventionist
- ☐ Information Technology (e.g., Data Manager, Web Administrator, etc.)
- ☐ Consultant
- ☐ Administrative Support (e.g., Receptionist, Clerical Staff, Administrative assistant, etc.)
- ☐ Other

This question relates to the Project Firstline SHARP 5.1 Performance Measure

Should this staff member be added to the Project Firstline contact list to receive general, non-sensitive communications? \*

- ☐ Yes ☐ No

Should this staff member be added to the Project Firstline REDCap Performance Measures project? \*

- ☐ Yes ☐ No

☐ This staff member should be considered the Project Firstline primary point of contact \*