

# Roles & Responsibilities of the IPAC Champion:

Infection Prevention and Control (IPAC) measures play a significant role in reducing the transmission of COVID-19 and other microorganisms within Long-Term Care Homes, Retirement Homes and other Congregate Living Settings. To ensure IPAC measures are effective, all staff, visitors, contract workers, and volunteers, must be adequately trained in IPAC as it relates to the facility, and continue to participate in ongoing IPAC education. A designated IPAC champion at each facility, or several IPAC champions throughout the facility (to cover different units or shifts), is strongly recommended to monitor, support, and educate staff, visitors, contract workers and volunteers regarding IPAC measures.

## Responsibilities of an IPAC Champion:

---

- Participate in ongoing IPAC training and education, including PHO IPAC Core Competency modules and WDGPH IPAC Champion training sessions
- Monitor, support and educate staff, visitors, contract workers and volunteers on IPAC measures. This can be achieved by the following but is not limited to:
  - Promoting physical distancing between individuals, especially within designated staff break areas
  - Demonstrating how to properly clean and disinfect eye protection after use
  - Reviewing how and where to store eye protection after use
  - Discussing the importance of universal masking, and reviewing when a mask should be discarded, and a new mask obtained
  - Reinforcing how to appropriately wear a mask
  - Assisting visitors and contract workers in selecting the appropriate PPE
  - Educating visitors and contract workers on how to correctly don and doff PPE
- Provide coaching around proper hand hygiene and PPE techniques. This task is achieved via hand hygiene and PPE auditing, and providing on the spot feedback, education and demonstrations.
- Ensure PPE and hand hygiene supplies are accessible, and a plentiful supply is maintained. This can be achieved by:
  - Checking that the PPE caddies are stocked and ready for use
  - Ensuring that PPE and the appropriate signage is at the point-of-care (POC) for a resident or client on additional precautions
  - Ensuring that ABHR is available at the POC
  - Ensuring that ABHR has a minimum 60-90% alcohol content (for congregate settings) / 70-90% alcohol content for (LTC/RHs)

- Connect with WDGPH (phone, email, weekly virtual drop-in) to ask any IPAC-related questions or to request additional IPAC services or support

## Support for IPAC Champions

---

To be most effective, IPAC champions will require ongoing support from facility leadership. Wellington-Dufferin-Guelph Public Health (WDGPH) can also provide support to IPAC champions through the Guelph-Wellington Satellite IPAC Hub.

### Support from Leadership at Facility:

- Secure time for IPAC champions to participate in ongoing IPAC education and trainings and to provide teaching, monitoring, auditing, and coaching of facility staff, visitors, contract workers and volunteers
- Reinforce IPAC education and training by providing demonstrations and reviewing material (best practices, guidance documents, directives, and policies and procedures) as appropriate or needed
- Provide additional facility-specific IPAC education and training, including training on IPAC policies and procedures
- Provide IPAC champions with any tools they may need to fulfill their roles and responsibilities (e.g., documentation system, space to review policies/procedures and complete training). Consider incentivizing the IPAC Champion role.
- Ensure supportive IPAC culture at facility, where IPAC is prioritized and valued.

### Support available from WDGPH:

- Provide IPAC Champion training and ongoing education and training opportunities
- Answer IPAC-related questions and provide additional IPAC services and support to facility based on need (see [Guelph-Wellington Satellite IPAC Hub webpage](#) for more information)
- Share appropriate IPAC-related directives, guidance and recommendations with facility administration and/or IPAC champions

### How to connect with WDGPH:

- **Call:** 1-800-265-7293 ext. 4752 for outbreak-related questions, reporting, or urgent IPAC questions (After Hours: 1-877-884-8653)
- **Email:** [congregatesetting@wdgpublichealth.ca](mailto:congregatesetting@wdgpublichealth.ca) for IPAC or general questions, or to request an IPAC service or support
- **Virtual Drop-In:** [Meeting Link](#) (Thursdays, from 2-3 pm) for IPAC related questions