

**University of Michigan Hospitals and Health Centers
Infection Control & Epidemiology**

OUTBREAK INVESTIGATION CHECKLIST

Area _____ IC&E Staff _____

Date _____

Completed (Check or NA)	Action	Comments
	Develop criteria/ case definition	
	Look for additional cases	
	Compare current situation with historical data or information in the literature	
	Report to local Health Department, if reportable disease	
	Have specimens held	
	Characterize signs and symptoms	
	Check susceptibilities to compare antibiograms of microbes	
	Obtain additional specimens, as appropriate	
	Communicate initial information to Hospital Epidemiologist	
	Perform routine surveillance	
	Discussions with staff	
	Use data collection tool	
	Search for additional cases	
	Collect critical data and specimens	
	Develop line list of cases	
	Develop chronological graph and/or placement map, as appropriate	
	Develop epidemic curve, as appropriate	
	Evaluate patient characteristics	
	Calculate rates	
	Look for a potential carrier issue	
	Identify if contaminated solutions, equipment	
	Evaluate if person-to-person spread and what cause might be: e.g., staffing issues, cleaning issues, etc.	
	Communicate tentative findings to Hospital Epidemiologist, nurse manager, medical director/chief of service	
	Communicate tentative findings to IC&E at staff meeting	
	CC determine if an administrative leader to be informed	
	CF determine if Public Relations, Risk Management to be informed	
	Institute appropriate control measures	
	Test hypotheses	
	Perform cultures of equipment, environment	
	Perform an observation study	
	Case-control or cohort study	
	Review staffing of area	
	Perform intensive surveillance looking for additional cases.	
	Evaluate efficacy of control measures	
	Communicate findings to nurse manager/medical director, surgeons, Hospital Epidemiologist, IC&E staff	
	Interim reports	
	Write final report	
	Place report into IC&E department's Quality Assurance binder	
	Communicate with local Health Department, if appropriate.	

NA – not applicable for this investigation

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