



**Center for Clinical Standards and Quality/Survey & Certification Group**

**Ref: S&C: 16-06-ALL**

**DATE:** January 22, 2016

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Medicare Learning Network (MLN) Infection Control Courses

**Memorandum Summary**

- **Infection Control Courses:** MLN has created infection control courses based on the Centers for Medicare & Medicaid Services (CMS) Ambulatory Surgery Center (ASC) surveyor online training course.
- **Continuing Education Credits:** MLN courses can be accessed by surveyors to reinforce their infection control knowledge and receive continuing education credits

**Background**

Surveyors have the opportunity to improve their infection control knowledge and earn continuing education credits by taking the online MLN infection control courses. The three courses that are currently available are Hand Hygiene, Injection Safety, and Environmental Cleaning.

The current courses contain material from the CMS ASC Blackboard online surveyor training lessons on infection control, which were produced in collaboration with the Centers for Disease Control and Prevention (CDC). CMS is continuing to work with CDC to revise the information in the lessons, adjust the training geared toward infection control to meet any healthcare location and communicate the changes to MLN. MLN is currently working to develop more infection control courses which we will communicate when they become available. Both long term care and non-long term care surveyors could benefit from this opportunity.

**Instructions to Access Courses**

**To register for an account:**

1. Go to the LM/POS Homepage <https://learner.mlnlms.com>.
2. Click on "Create Account."
3. Enter information for all the required fields (with the red asterisks) and click "Create."

**\*NOTE:** When you get to the 'Organization' field, click on Select. From the 'Select Organizations' screen, leave the 'Find Organization' field blank and click Search. Select 'CMS-MLN Learners Domain - Organization' and click Save.

**To access a web-based training (WBT) course:**

1. Go to the LMS Homepage <https://learner.mlnlms.com>.
2. Enter your login ID and password and click on Log In.
3. Click on Training Catalog.
4. Enter “Infection Control” in the “search for” box and click “search.”
5. Select the title of the WBT.
6. Click on “Enroll.”
7. Select “Credit” or “No Credit” and choose a course mode option and click “Enroll.”
8. Click on “Open Item.”

**Instruction to Obtain Continuing Education Credits**

After completing the course, you will need to complete the course evaluation before your certificate is available:

1. Click on “Transcript.”
2. Search for the title of the course.
3. If you do not see a “View Certificate” button, then you need to complete the evaluation. Click on the title of the course.
4. On the left-hand side, you will see “Web-Based Training Evaluation” listed under “Surveys.” Click on “Web-Based Training Evaluation.”
5. Complete the evaluation and click “Submit.”
6. You will now see a “View Certificate” button. Click on this to view your certificate.
7. If you haven’t already selected your credit type (or if you selected the wrong type before), click on “Select Credit Type” next to the credit type you want.
  - a. The credit options will include: CME for Physicians (for physicians only); CME for Non-Physicians (this can be used by nurses and other clinicians depending on your state board policies); CEU (this is generally accepted for non-clinical areas); and a Certificate of Completion (this does not have any credit attached, but shows that you completed the course). All certificates also include the contact hours, which can be used by some clinicians depending on your state board policies.
8. Click “View Certificate.”
9. When you get a message asking if you want to open the certificate at the bottom of your screen, click “Open.”
10. Your certificate will open in a new window. Select “File” and then either “Save As” or “Print” to save or print your certificate.

**Contact:** Please email [MLN@cms.hhs.gov](mailto:MLN@cms.hhs.gov) with questions regarding the course and email [CMSCE@cms.hhs.gov](mailto:CMSCE@cms.hhs.gov) with questions regarding the credit types.

**Effective Date:** Immediately. This policy should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management