

MYSTERY PATIENT DRILL CHECKLIST

WHAT TO PREPARE

- ☐ Complete Exercise Plan (ExPlan)
- ☐ Print sign-in sheet
- ☐ Phone/tablet for data collection
- ☐ Hotwash scripts printed
- ☐ Watch to record times (optional)

CONTROLLER/EVALUATOR – WHAT TO KNOW

- ☐ Scenario Symptoms (as contained in ExPlan)
 - ☐ Conjunctivitis, fever, cough, headache, muscle aches
 - ☐ Onset
 - ☐ Use of over-the-counter medications
- ☐ Travel history
 - ☐ Based on scenario
- ☐ Purpose of trip and organization you worked with/for
- ☐ Demographics (made up)
 - ☐ Name
 - ☐ Date of Birth (DOB)
 - ☐ Address

ZOOM PRE-DRILL MEETING (OPTIONAL)

- ☐ Review drill outline
 - ☐ Identify, isolate and inform
- ☐ Determine emergency department/clinic layout
- ☐ Discuss communications between mystery patient (controller/evaluator) and site staff – is there cell phone coverage in emergency department/ambulatory care?
- ☐ Who should staff first notify if they identify an infectious disease of public health concern? (example: Infection Control, Nursing Director)
- ☐ Who calls the health department at this facility – Infection Control, Attending, or someone else?
- ☐ Red flags – Is there anything the controller/evaluator should be aware of for end of exercise (ENDEX) consideration?

HOT WASH

- ☐ Distribute sign-in sheet
- ☐ Determine any missing times/data
- ☐ Ask the following:
 - ☐ How do you think the exercise this went?
 - ☐ What actions did you take? (Describe the actions you witnessed, see if there was anything you didn't see.)
 - ☐ Can you walk me through what you were thinking as this unfolded?
 - ☐ What made you decide to take those actions?
 - ☐ What would your next steps have been if drill wasn't stopped?
 - ☐ Who, if anyone, did you notify/would you have notified?
 - ☐ Did you suspect this was bird flu?
 - ☐ Is there anything you would have done differently, and why?
 - ☐ Did you feel you are sufficiently familiar with your facility's infectious disease protocols to know how to respond?
 - ☐ Did you know, or suspect, that this was a drill? If so, did you know about it ahead of time?
 - ☐ Did you find this drill valuable?
 - ☐ How could this drill be improved?
 - ☐ Anything else you would like to add or comment on?
- ☐ Collect sign-in sheet

POST DRILL DOCUMENTATION AND IMPROVEMENT PLANNING

- ☐ The Exercise Evaluation Guide, After-Action Report, and Improvement Plan template will be sent out to the drill site Trusted Agent within 10 days.
- ☐ The facility should complete the Improvement Plan including corrective actions, person responsible and timeline for completion.
- ☐ Have a plan to follow up with relevant stakeholders to ensure corrective actions have been completed within the timeframe outlined in the improvement plan.