



NHSN User Roles and Responsibilities Long-term Care Facility

	NHSN Facility Administrator ⁺	NHSN User with Administrative Rights	NHSN User ^{**}	Non-NHSN User
The following are examples of staff positions that may be appropriate for different NHSN user roles⁺⁺	Infection prevention and control officer (IPCO) or IPC consultant, MDS coordinator, DON/ADON	Other facility leaders supporting the IPC program (e.g., nursing home administrator, patient safety officer, risk manager)	Other staff with responsibility for assisting in IPC activities (e.g., unit nurse, nurse managers)	Nursing supervisor, charge nurse, nursing assistant, unit secretary, etc.
Secure Access Management Services (SAMS) required	X	X	X	
May serve as NHSN LTCF primary contact	X	X		
Enroll a facility in the NHSN	X			
Reassign the role of NHSN Facility Administrator	X			
Add a new NHSN Component	X			
Add and deactivate NHSN locations	X	X		
Add and delete residents/patients	X	X		
Add, edit, and delete facility data, including NHSN facility contact person	X	X		
Nominate or join NHSN Groups for data sharing	X	X		
Enter and view NHSN data	X	X	X	
Manually collect denominator data, which may include: <ul style="list-style-type: none"> • number of residents/resident days • number of admissions / resident admissions • device days • number of admission on <i>C. difficile</i> treatment • new antibiotic starts for UTI indication • number of urine cultures ordered 	X	X	X	X
Manage NHSN user rights; add and deactivate users	X	X		



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Primary Roles and Responsibilities of NHSN user roles	Lead for overseeing or completing enrollment, set-up, data collection and management, and quality checks	Lead for quality checks and data management. Can also support enrollment, set-up, and data collection as assigned by NHSN Facility Administrator	Surveillance, collect, and enter data into NHSN at the direction of NHSN Facility Administrator	Support NHSN reporting through event and denominator data collection

⁺NHSN facility administrator should be someone who is familiar with infection prevention and control activities in the facility and who will oversee and participate in surveillance and with entering data into NHSN. ^{**}Dependent on assigned rights given to the user by the NHSN Facility Administrator; ⁺⁺**Note:** This document serves for guidance purposes only. It's up to individual facilities to determine the most appropriate staff positions to serve in NHSN user roles.