



**GENERATIONS**

# INFECTION PREVENTIONIST

JOB DESCRIPTION	
<b>Department</b>	Nursing
<b>Reports to</b>	Director of Nursing
<b>Reporting to this position</b>	None
<b>Job Classification</b>	Nurse with Administrative Duties
<b>Position Purpose</b>	Develop, implement, and maintain a facility-wide infection prevention and control program.

## Required Qualifications

Minimum requirements include the following:

- ❖ A nursing degree from an accredited college or university, or be a graduate of an approved LPN/RN program.
- ❖ Three years of experience as an LPN/RN.
- ❖ Eligible to participate in federally funded health care programs.
- ❖ Must enroll and complete the CDC Infection Prevention Training within the first 60 days of employment.

Must also meet state requirements for relevant licensures or certifications and have no disciplinary action in effect against professional license.

Education, training, experience, or certification in infection control and prevention.

Completed specialized training in infection prevention and control through accredited continuing education.

## Major Duties and Responsibilities

Develop and implement an ongoing infection prevention and control program to prevent, recognize, and control the onset and spread of infections in order to provide a safe, sanitary, and comfortable environment.

Establish facility-wide systems for the prevention, identification, reporting, investigation, and control of infections and communicable diseases of residents, staff, and visitors.

Develop and implement written policies and procedures in accordance with current standards of practice and recognized guidelines for infection prevention and control.

Oversee the facility's antibiotic stewardship program.

Oversee the facility's vaccination program for staff and residents.

Complete required reports within the National Healthcare Safety Network

Oversee and maintain documentation of the facility's emergency preparedness plan during health emergencies.

Oversee resident care activities that increase risk of infection (i.e., use and care of urinary catheters, wound care, incontinence care, skin care, point-of-care blood testing, and medication injections).

Lead the facility's Infection and Prevention Control Committee. Develop action plans to address opportunities for improvement.

Participate on the facility's QAA Committee. Perform duties as assigned.

Implement an annual infection control risk assessment process and participate in the facility's annual facility assessment review process.

Review and/or revise the facility's infection prevention and control program, its standards, policies, and procedures annually and as needed for changes to the facility assessment to ensure they are effective and in accordance with current standards of practice for preventing and controlling infections.

Provide education related to infection prevention and control principles, policies, and procedures to staff, residents, and families (where appropriate).

Ensure public health is notified of reportable diseases.

Collaborate with other departments in fulfilling requirements related to occupational health and safety. (I.e. employee health).

Maintaining documentation of infection prevention and control program activities.

### **Additional Assigned Tasks**

- ❖ Treat all residents with dignity and respect. Promote and protect all residents' rights.
- ❖ Establish a culture of compliance by adhering to all facility policies and procedures.
- ❖ Comply with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Remain current on new developments related to infection prevention and control by attending professional institutions, reading professional journals, attending professional seminars, or reading new laws, rules, and regulations.
- ❖ Serve as resource for staff regarding infection prevention and control, including the identification of when a resident needs to be placed on isolation precautions.
- ❖ Work with environmental services to prevent cross-contamination in the care environment.
- ❖ Work with community partners and other healthcare facilities to help prevent transmission of infection during care transitions.
- ❖ As a condition of employment, complete all assigned training and skills competency, as determined by the facility assessment and facility training plans.
- ❖ Participate in all life safety and emergency drills and trainings. Fulfill responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Assist with admission, discharge, or care of residents as needed.
- ❖ Use proper lifting and body mechanics while delivering care to residents.
- ❖ Perform administrative duties as assigned.
- ❖ Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Report noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Report any retaliation or discrimination to HR or the compliance officer.
- ❖ Report any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Fulfill individual responsibility

to report any suspicion of a crime to law enforcement and the state agency. Protect residents from abuse, and cooperate with all investigations.

- ❖ Report any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Report work-related injuries and illnesses immediately to supervisor.

#### **Personal Skills and Traits Desired/Physical Requirements**

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Ability to see and hear, with or without assistive devices, to perform assigned duties.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to work independently, and to organize, plan, and manage time effectively to complete assignments.
- ❖ Knowledgeable of nursing and medical practices, and ability to demonstrate knowledge and skills necessary to provide appropriate care to meet resident needs.
- ❖ Effective verbal and written communication skills and ability to exercise judgement.
- ❖ Strong listening skills and ability to deal with conflict with professionalism and courtesy.
- ❖ Intermediate computer skills, including ability to create documents in various programs (Word, Excel, Publisher, PowerPoint, Adobe), and navigate electronic medical record systems.
- ❖ Positive interpersonal relationship skills, including with persons of all ages and cultures.
- ❖ Ability to walk, stand, sit, bend, and stoop for extended periods of time.
- ❖ Dexterity of hands and fingers to perform resident care.
- ❖ Ability to lift, move, push or pull a minimum of 25 pounds.
- ❖ Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.

#### **Universal Precautions Risk Classification Categories:**

1. Task may involve exposure to blood and/or body fluids.
2. Tasks do not involve contact with blood and/or body fluids but could result in performing category 1 task.
3. Task do not involve any risk of exposure to blood or body fluids.

\*The classification for this description is a **Category 1**.

#### **Compliance as a Condition of Employment and Performance Appraisal**

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned if the tasks are similar or related to the essential duties of the position. Periodic revision may be necessary to reflect changes in expectations placed on the long term care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.

2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

**Reasonable Accommodation Statement**

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Law, it is the policy of Generations of Vernon to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the above job description and understand the requirements and expectations of the position of Administrator at *Generations of Vernon*.

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Employee's Signature

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Date

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Administrator's Signature

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Date