

Category 1, 2, 3, 4
Universal Precautions
Apply (Circle One)

INFECTION CONTROL COORDINATOR JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To plan, organize, develop, coordinate and direct the Infection Control Program in accordance with current federal, state and local standards governing the facility, and as may be directed by the Administrator, to ensure that the highest degree of quality care is maintained at all times.

Qualifications:

- * Must be a Licensed Practical Nurse in good standing and currently licensed by the State of Alabama or in training to satisfactorily complete the requirements to become a Licensed Practical Nurse
- * Must be at least 18 years of age
- * Completion of secondary education or otherwise show ability to read and write in a legible and understandable manner
- * Must speak and understand English
- * Must be knowledgeable of epidemiology, infectious diseases and aseptic techniques, including Universal Precautions
- * Positive attitude toward the elderly

Essential Job Functions:

A. Administrative and Surveillance Functions

Duties:

Plan, develop, organize, implement, evaluate, coordinate and direct the Infection Control Program; develop, maintain, interpret and periodically update reference materials, infection control precautions, isolation procedures, aseptic techniques, decontamination and sterilization guidelines and procedures for disposal and removal of infective and contaminated materials; identify and monitor infected personnel and residents to ensure

that established precautions and procedures are followed; assist in evaluating, classifying and ensuring implementation and proper application of Universal Precautions and infection control practices and procedures throughout the facility; maintain records and prepare monthly summaries of all resident and personnel infections, corrective and precautionary actions taken and the results of such actions; and, perform, review and analyze laboratory tests, services and surveys and provide pertinent reports, findings and recommendations to the Director of Nursing Services, the Administrator, and county and state health departments.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with residents, families, personnel and support agencies, ability to distinguish smells and tastes and ability to remain calm under stress.

B. Nursing Care and Consultation Functions

Duties:

Participate in interviewing and screening residents for admission to the facility; ensure that residents with known infectious diseases are placed in isolation; ensure that all nursing services personnel follow established infection control precautions, Universal Precautions and aseptic techniques at all times; make rounds with physicians and monitor nurses' notes to ensure proper documentation of care, treatment and the residents' responses to infection control procedures; and, provide direct nursing care and assist nursing services personnel in performing nursing care procedures as necessary.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Bending, lifting, grasping, fine hand coordination, ability to communicate with residents and personnel, ability to distinguish smells, tastes and temperatures, ability to hear and respond to pages, ability to read and write in English and ability to remain calm under stress.

C. Residents' Rights Functions

Duties:

Maintain resident confidentiality and privacy; treat residents with kindness, dignity and respect; know and comply with and ensure that all nursing services personnel know and comply with Residents' Rights rules; monitor nursing services to ensure that

residents' rights and needs are met while in isolation; explain the necessity of isolation and/or Universal Precautions to residents; and, promptly report to the Administrator and maintain written records of all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to remain calm under stress.

Other Job Functions:

A. Care Plan and Assessment Functions

Duties:

Assist in developing a written care plan for each resident in isolation or under infection control precautions that identifies the problems and/or needs of the resident and the goals to be accomplished for each problem and/or need identified; explain infection control procedures and encourage residents and their families to participate in the development and review of care plans; ensure that all nursing services personnel are aware of the care plans and that care plans are used in providing daily nursing services to the isolated residents; review nurses' notes and monitor residents to determine if the care plans are being followed and if the residents' needs are being met; participate in assessing, reviewing and revising care plans as required; and, develop and maintain rapport with all services to ensure that a team effort is achieved in developing a regimen of care in preventing and controlling infections.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, ability to read and write in English and ability to communicate with residents and personnel.

B. Support Functions

Duties:

Develop and implement systems for detecting, reporting, evaluating and recording infections by personnel; develop, implement, maintain and participate in orientation, in-service training, educational and health service programs relating to the importance and performance of infection control procedures, techniques and Universal Precautions; meet with directors and personnel to assist in identifying, improving and correcting problem areas; make appropriate reports to the Director of Nursing,

the Administrator, personnel and medical profession and health-related facilities and organizations; maintain professional competence, as well as current licenses, through participation in continuing education programs, seminars and training programs; and, coordinate infection control practices and procedures with department directors and personnel and attend meetings, participate in and assist facility committees with establishing criteria for infection control identification, classification, practices and procedures.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English and ability to communicate with residents and personnel.

C. Planning and Inventory Functions

Duties:

Recommend to the Director of Nursing Services and/or Administrator the equipment and supply needs for maintaining an effective infection control program; recommend to the Director of Nursing Services adjustments that ensure the continued ability to prevent and control infectious diseases; and, assist in preparing and planning the Nursing Services Department's budget in relation to its infection control program.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents, personnel and support agencies and ability to read and write in English.

D. All Other Duties as Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor