



**Infection Control/ Employee Health Nurse
JOB DESCRIPTION**

Position Title:	Infection Control/ Employee Health Nurse	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Nursing Administration		
Reports to:	Chief Nursing Officer		
Last Update:	April 1, 2018		

Job Summary

This individual has oversight over all infection control and prevention related activities within the organization. This individual will also be responsible for all functions of the employee health program and for providing clinical employee health services at Roosevelt General Hospital.

Essential Functions

- Promote the mission, vision, and values of the organization.
- Must have strong computer and research skills to ensure they remain up to date with new developments, best practices and standards of care within the field of healthcare.
- Will be required to establish standard methods of care, utilizing evidence based practice and best practice standards.
- Will be required to establish and implement infection control and employee health orientation programs, alongside the departmental directors, throughout the facility.
- Responsible for policies and procedures within the organization related to infection control and employee health.
- Supports administration with employee health databases, maintains complete and accurate employee health records.
- Ensures compliance with state and federal requirements, accreditation bodies (DNV), and RGH policies and clinical responsibilities.
- Participates as an integral team member, collaborating with various departments and colleagues, including Safety Officer, Human Resources, Quality Officer and others as needed to advocate for employee health and safety.
- Coordinates the development and implementation of all employee health initiatives and programs.
- Will develop, alongside Human Resources, policies and procedures for pre-employment and on-boarding processes for employees.
- Will be responsible for all pre-employment testing and vaccination processes, annual N95/TB/ Influenza testing and/or vaccinations, and the management of potential blood exposures, employee illnesses and disease outbreaks.
- Responsible for coordinating the infection control program which includes surveillance; analysis of data; developing reports, policies and procedures.
- Use epidemiological principles and statistical methods to design, implement and evaluate infection prevention and control strategies.
- Provides consultation and education to staff, physicians and community leaders in respect to Infection Prevention & Control.
- Coordinate with the Infection Prevention and Control Committee to determine the direction of surveillance activities and actively evaluate effectiveness of the Infection Prevention and Control Plan annually.

- Conduct risk assessments at least annually and as needed with consideration of served populations, regional vulnerabilities, relevant statistical data, and new and emerging infectious diseases.
- Notify the County and/or State Health Department of any reportable diseases, adhering to all internal county and state procedures.
- Develop and implement continuously improved patient care procedures and control mechanisms relating to quality, compliance and infectious diseases.
- Participate in infection prevent and control education of all employees during orientation and annually thereafter, including classes in infection prevention and control practices and employee health.
- Ensure the infection prevention and control procedures meet CMS, DNV, county and state, APIC and CDC regulations, standards or guidelines.
- Organize Infection Prevention and Control Committee meetings and maintain all meeting minutes.

Non-Essential Functions

- Perform other duties as assigned or requested.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services as needed.

Qualifications

- Minimum of three (3) years' experience in healthcare required.
- Current nursing license (RN or LPN) for state (NM) is required.
- Bachelor's degree (BSN) highly desirable but not required.
- Current Basic Life Support (BLS) certification.
- Must be proficient and have a strong working knowledge of Microsoft Office (Outlook, Excel, Word, etc.).
- Knowledge of competency/education software, such as Health.edu and Mosby's Elsevier is preferred but not required.

Knowledge, Skills, and Abilities

- Detail oriented and capable of exploring innovative solutions to solve complex problems and address issues through the use of a combination of delivered and custom-developed tools
- Ability to compile, code and categorize, or verify information/data
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, with excellent verbal and written communication skills
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Physically demanding, high-stress environment
- Position may require travel between associated clinics and off-site departments
- May be up walking on feet up to 8 hours per day
- May need to sit for up to 2-6 hours per day
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting
- Light to moderate work with 30 pounds maximum weight to lift and carry
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date