

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-20-21

Closing Date: Open until filled



POSITION TITLE: Infection Control Preventionist/Employee Health Coordinator

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Chief Nurse Executive, the Infection Control/Employee Health Coordinator is delegated the administrative authority, responsibility and accountability for carrying out assigned responsibilities of the Infection Prevention and Employee Health goal, in compliance with national standards for the organization. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Ensures budgetary obligations and goals are met.
- Performs on-going monitoring and reporting of healthcare-associated infections at all WIHCC clinical sites to Navajo Area, Navajo and Coconino counties, and Arizona State, etc.
- Manages the WIHCC Infection Control Program, including but not limited to the monitoring for healthcare-associated infection, infection prevention, infection surveillance and epidemiology studies.
- Provides consultation services on infection control, industrial hygiene, and risk management issues, to medical and administrative support staff in clinical and administrative settings.
- Conducts or coordinates mandatory orientation and in-service training to all staff on infection control, industrial hygiene and occupational environmental health.
- Provides assistance to supervisors in identifying changes needed in infection control policies and procedures.
- Provides in-service training and technical assistance to ensure compliance with the IOP/QM Program; makes appropriate recommendation to WIHCC Administration.
- Collects and evaluates data required for infection control utilizing statistics according to nationally recognized criteria; prepares and submits reports to NAIHS and WIHCC Safety and Infection Control Committee; notifies RM of infractions against Standard Operating Procedure.
- Reviews all accident reports received from facility departments and conducts accident epidemiological investigation.
- Assists staff in appropriate handling of incident reports and assures meaningful and timely follow-up on all incidents.
- Provides consultation and reviews of architectural and engineering plans regarding infection control impacts and provides recommendations.
- Manages the WIHCC Employee Health Program, including but not limited to oversight of employee health immunizations and related issues; monitors and ensures that WIHCC meets AAAHC and OSHA compliance standards for survey and general site readiness.
- Conducts and coordinates employee health clinics and training as needed to ensure compliance; including but not limited to yearly mask fitting, yearly PPE training, and other regulatory requirements.
- Collaborates with Emergency Preparedness Committee members with issues related to employee health/safety issues, including but not limited to mask fit testing and vaccination;
- Maintains proper and organized employee health records and ensures proper storage per HIPAA regulations.
- Provides quarterly and annual progress reports to Chief Nurse Executive and Nurse Executive.
- Conducts Employee Health Orientation at WIHCC Mandatory Training and New Employee Orientation.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelors of Science degree in Nursing required. Current Registered Nurse license in continental United States required. Practical knowledge and basic training for infection prevention strongly preferred. Certification in infection prevention is strongly preferred. Master's Degree preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge applicable to a full range of administrative duties sufficient to plan, organize, direct, operate and evaluate a safety health program involving a wide variety of hazards encountered in an ambulatory care setting, particularly in high risk areas such as isolation units, laboratory and utility operations.
- Knowledge of laboratory functions including microbiological and serological services to determine when to gather results, such as microbiological report data, radiology reports, autopsy data, patient temperature charts and antibiotic utilization review.
- Knowledge of job hazard analysis and other analytical techniques sufficient to assist in performing mishap investigations and identify casual factor through interviews, study of sequence of mishap events and environment circumstances and by review of employee training records.
- Knowledge of Quality Assurance/Improvement programs that entail setting and monitoring criteria and follow up mechanisms, i.e. Plan-Do-Study-Act (PDSA), Data Analysis.
- Knowledge of OSHA, AAAHC and JC regulations.
- Knowledge of Tri-State regulations (Nevada, Arizona, New Mexico, Colorado) for reporting purposes.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to provide management and administrative directions for the RM/QM program and WIHCC supervisors by making recommendations on utilization of appropriate regulations/resources; implementation of corrective actions and reports.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.