

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-64

Closing Date: Open until filled



POSITION TITLE: Infection Control Preventionist Coordinator **DEPARTMENT: Quality Management**

Position Summary:

This position, under the general supervision of the Director of Quality Management and direction of the infection control committee, is responsible for the effective direction, management and operation of the infection prevention and control/epidemiology department, including education of WIHCC service unit personnel and consultation with the organization, CDC, county and state health departments and Navajo Nation. The responsibilities encompass compliance with accreditation standards, CMS, OSHA, and state/Navajo Nation regulations, outbreak investigation, and overall direction of the infection prevention and control program at WIHCC. Oversees and manages the Environmental Services Department services and personnel. 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:

- Develop, implement, and evaluate a written organizational infection prevention program for WIHCC service unit. Ensures the program is reviewed/revise at least annually to reflect current national infection control/prevention standards (e.g. AAAHC, APIC, OSHA, etc.).
- Oversees the supervision of Environmental Services personnel, which includes work allocation, staffing, training, and problem resolution; evaluates performance of the EVS supervisor and makes general recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Ensure compliance with regulatory and mandatory reporting requirements at the local, state and federal levels. Maintain a system for reporting possible incidents of communicable diseases to local, state, or national agencies as required.
- Develop an annual surveillance plan based on the population(s) served, services provided, and analysis of surveillance data.
- Utilizes epidemiologic data to conduct surveillance and conduct outbreak investigations. Reports regularly to incident command team and WIHCC leadership during infectious disease outbreaks.
- Establish a facility-wide system for the prevention, identification, investigation, and control of infections of residents, staff, and visitors, including surveillance designed to identify possible communicable diseases or infections before they spread Annual Risk Assessment.
- Leads regular unit rounding for nursing units, cardiology, podiatry/wound care clinic, urgent care, surgery, laboratory, imaging, short stay beds, etc. and works with teams to address opportunities that are identified.
- Develops and monitors written processes for the cleaning/high-level disinfection and sterilization of medical equipment. Ensures proper documentation is present and works with staff on resolving any issues related to reprocessing errors.
- Responsible for maintaining antimicrobial stewardship and educating providers on prescribing antibiotics based on local epidemiology and evidence-based practices.
- Develops and monitors a written process for sharp injury prevention program.
- Create educational training for new workforce orientation, annual mandatory trainings and ad hoc trainings for workforce when needed. Education includes but is not limited to: hand hygiene; cleaning, disinfection, and sterilization; proper use of protective equipment, barriers and isolation precautions; environmental hazards.
- Chairs regularly scheduled Infection Prevention Committee (IPC) to develop advice and guidance to all departments regarding practice of infection control, strategies for surveillance, prevention and control of facility associated infections, antimicrobial resistance to ensure the safety off all workforce and patients.
- Reports regularly to WIHCC leadership on progress of WIHCC infection control plan and updates on any revisions.
- Coordinating the annual infection control risk assessment in conjunction with the Infection Prevention Committee (IPC), safety program and clinical staff.

- Ensuring the completion of audits regarding the implementation of and compliance with selected policies and rules/regulations relative to infection control and prevention.
- Providing education and training for all staff members and independent practitioners regarding the prevention of healthcare infections.
- Communicate with the Employee Health Nurse regarding relevant staff member health issues.
- Presenting/providing the infection prevention annual report to the IPC, Quality Assurance department, Chief Executive Officer, and Board of Directors this report is to include results of infection prevention program goal achievements and matters of concern.
- Cooperating with the county and state department of health regarding infectious and communicable disease reporting.
- Participates in the Navajo Area and national collaborations such as CDC NHSN system, and other external reporting.
- Works closely with Biomed to ensure written policies and appropriate documentation of the pre-cleaning, transport, and handling of medical devices intended for external vendor reprocessing, inspection, or repair.
- Bring enthusiasm, creativity and innovation to practice.
- Work collaboratively with others, providing direction when necessary.
- Requires completion of tasks or duties assigned by a supervisor.
- 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 WIHCCs 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:

Licensed registered nurse, physician, epidemiologist, or equivalent medical field and five years' experience. Completed specialized training in infection prevention and control such as CBIC certification in Infection Prevention and Control. Master's in public health preferred. Environmental services experience 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.
- 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.