**United Methodist Homes**

**Job Description**

**Position Title:** RN Infection Control Nurse

**Department:** Nurse Management

**Reports To:** Director of Nursing Services

**FLSA Status:** Non-exempt

**POSITION SUMMARY:**

The primary purpose of your job position is to implement, organize, develop, coordinate, and direct our infection prevention and control program and its activities in accordance with current federal, state, and local standards, guidelines, and regulations that govern such programs, and as may be directed by the Administrator and the QAPI Committee to ensure that an effective infection prevention and control program is maintained at all times.

**ESSENTIAL FUNCTIONS:**

* Develop, organize, implement, evaluate, coordinate, and direct the infection prevention and control program in accordance with current rules, regulations, and guidelines that govern such requirements in the long-term care facility.
* Ensure that the facility is in compliance with current CDC, OSHA, and local regulations concerning infection control or universal precautions. Manage the facilities Infection Prevention and Control Committee.
* Develop, maintain, and periodically update infection prevention and control precautions and aseptic technique that successfully correct problem areas.
* Annually review infection control and prevention program and update policies and procedures as needed.
* Assist in evaluating and implementing recommendations from the QAPI Committee.
* Make written and oral reports/recommendations to the Administrator or other facility directors, as necessary/required, concerning the infection prevention and control program of this facility. Report to in writing, serve on, participate in, and attend QAPI meetings monthly and quarterly.
* Evaluate and revise our infection prevention and control practices and aseptic technique to ensure continued sanitation practices are maintained throughout the facility per policy and procedure.
* Ensure that major changes in our cleaning products or techniques are approved by the Infection Prevention and Control Committee.
* Establish a routine, ongoing systematic collection, analysis, interpretation, and dissemination of surveillance data to identify infections, infection risks, and communicable disease outbreaks and maintain or improve resident health status.
* Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility's policies and procedures governing accidents and incidents.
* Monitor infection prevention and control practices and procedures to ensure that all personnel, volunteers, visitors, or other individuals providing services under a contractual arrangement are following UMH policy and procedure.
* Make rounds of the facility for the purpose of case findings, review of environmental sanitation procedures in all departments, and supervision of isolation precautions/practices.
* Review and analyze laboratory results related to infectious process and consult with the Nurse Management in developing the care plan for assuring that aseptic techniques are implemented.
* Assist in developing and implementing guidelines and schedule for the decontamination activities performed per policy and procedure.
* Ensure that all personnel follow established procedures for the disposal and removal of infective and contaminated materials.
* Ensure that all staff follows established isolation precautions and universal precautions per UMH policy and procedure.
* Ensure that residents with known communicable or infectious diseases are placed on isolation per policy and procedure.
* Monitor medication passes, treatments, and care activities to ensure that appropriate hand washing techniques are being followed in the handling and administering of medications, treatments, and care activities.
* Monitor handling, storage, processes, and transport of linens.
* Assist nursing staff in performing nursing care procedures as necessary.
* Obtain culture samples in accordance with CDC guidelines and UMH policy and procedure.
* Report all reportable disease outbreaks to the health department and CDC per regulatory requirements.
* Assist the Staff Development Coordinator and Director of Learning in developing annual infection control in-service training programs.
* Attend and participate in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.
* Participate in the annual or as needed facility assessment to determine necessary resources to care for the residents in day to day operations and emergencies.
* Ensure confidentiality of protected health information in accordance with established policies and procedures.
* Provide direct nursing care as necessary.

**SUPERVISION: None**

**Requirements:**

* Must be able to read, write, speak, and understand the English language.
* Must possess the ability to make independent decisions when circumstances warrant such action.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
* Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care and infection control, to include universal precautions.
* Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
* Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for preventing and controlling infections, to include the establishing of universal precautions.
* Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents and staff.
* Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
* Must be able to relate information concerning a resident's condition.
* Ensure confidentiality of protected health information in accordance with established policies and procedures.
* Ability to work as a member of a team.
* Understand and follow all HIPAA Guidelines.

**Education and/ or Experience:**

Associate’s Degree in nursing from a two year college, with a current RN License in NY State, and one to two years related experience.

Specialized training in infection prevention and control

**Computer Skills:**

Outlook, Word, Excel, EMR (electronic medical record) and related programs in the Nursing dept.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functions independently throughout the workday; may push supplies on carts weighing up to 50 pounds as required; occasionally bends, stoops, kneels, lifts, climbs stairs, reaches above or below shoulder height and carries supplies and equipment weighing approximately 25 pounds; lifting up to 25 pounds; 100% of the day is spent indoors, approximately 10% walking, 20% standing and 70% sitting. Communicate orally and in writing with residents, families, co-workers and the public.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Acknowledgement:** I have read this job description and fully understand the requirements of the position. I accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility’s established procedures.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_