

**T.H.E. CLINIC, INC.**

**JOB DESCRIPTION**

**POSITION:** Infectious Disease Coordinator

**DEPARTMENT:** Medical Unit

**STATUS:** Full-Time, Non-Exempt

**POSITION SUMMARY:**

The infection Prevention and Control Staff collaborates with the Senior Director of Clinical Services in all infection prevention related activities associated with surveillance, performance improvement and education that is intended to ensure that all patients, staff and visitors are protected for the transmission of infections and diseases in T.H.E. Health and Wellness Centers as identified in the core competency model of the Association for Professions in Infection Control and Epidemiology. The Infection Prevention and Control staff is responsible for maintaining compliance with The Joint Commission regulatory, Center for Medicare and Medicaid Services, and state and local regulatory guidelines. The Infection Prevention and Control staff will uphold the values and mission of T.H.E. Health and Wellness Centers by adhering to the highest moral and ethical conduct.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ongoing assessment and development of programs, policies and procedures and forms to address Infection Prevention needs in accordance with regulatory agency guidelines
- Surveillance of Infection Prevention program
- Provide input in developing and implementing annual goals/objectives
- Work collaboratively with all departments to ensure that quality improvement activities are included in the infection prevention and control plan
- Supervise clinical work of staff. Ensure competency and training needs. Coordinate training, Utilize senior staff in training needs
- Ensure Infection Prevention Program complies with organization policies and delivers high quality care to patients
- Identifies and Implements updates in Infection Prevention program when new regulatory guidelines are established.
- Conduct periodic rounds of all clinical areas to ensure compliance with organization policies and procedures
- Submit weekly reports of periodic rounds to Senior Director of Clinical Services, LVN and MA supervisor and CMO that include data collection, handling and analysis
- Participate in continuous quality improvement committee meetings and submit monthly report Infection Prevention Program activities, regulatory updates, impact on organization practices and implementation of regulatory guideline updates
- Reports to Public Health Department of patients with mandated reportable communicable diseases
- Ensures proper quality controls are in place
- Participates in new employee orientation and consults on infection control problems or issues related to employee health
- Evaluates and participates in safety meetings for sanitation and aseptic methods for all T.H.E. Health and Wellness Centers
- Utilizes Technology to collect data and identify the source of data e.g. medical records, lab reports, incident reports, validate the accuracy of data, and analyze data to drive surveillance activities in the organization
- Efficiency in Microsoft Word, Outlook, Power Point and Excel, able to create spreadsheets to assist in identifying clusters or risk of infections.

- Identify and implement innovations in performance improvement using statistical analysis, bar graphs, basic team facilitation techniques, managing meetings, promoting creative problem solving and conflict resolution techniques as needed involving multidisciplinary staff involvement
- Maintains working knowledge of departmental policies and procedures; Participates in peer review and attends quality improvement and departmental meetings.
- Participates in outside clinical and administrative meetings of which T.H.E. Clinic is a member or benefits the sustainment of T.H.E. Clinic, Inc.
- Other duties as assigned

**QUALIFICATIONS:**

- Active member of APIC or board certification in APIC within 2 years of employment to be attempted if not already obtained
- Minimum of 3 years in nursing, dentistry, public health, biology, community clinic setting performing infection control duties and direct patient care
- Bachelor of Science or in process in biology, public health
- Current CA Driver License; able to drive to several locations
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Demonstrate the ability to communicate effectively with patients, professionals, and work as an effective team unit.
- Ability to work independently, as a team, and under pressure.
- Excellent oral and written communications skills.
- Excellent organizational skills.
- Experience utilizing an Electronic Medical Record (EMR) system preferred.
- Bilingual preferred.