

T.H.E. CLINIC, INC.

JOB DESCRIPTION

POSITION: Infection Preventionist
DEPARTMENT: Medical Unit
STATUS:

POSITION SUMMARY:

The Infection Preventionist 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 Preventionist is responsible for maintaining compliance with The Joint Commission regulatory, Center for Medicare and Medicaid Services, and state and local regulatory guidelines. The Infection Preventionist 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
- Coordinate trainings
- Consult on competencies and 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 reports of rounds to appropriate Senior Leadership
- Participate in meetings and submit Infection Prevention reports, regulatory updates, and other updates
- Coordinate reporting to Public Health Department(s) of patients with mandated reportable communicable diseases
- Ensure proper quality controls are in place
- Participate in new employee orientation
- Consults on infection control problems or issues related to employee health

- Evaluates and participates in safety meetings and environment of care meetings
- 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
- Identifies risks for infection
- Identifies clusters and/or outbreaks 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.
- Proficient in Microsoft Office and other software necessary to create and maintain reports and to track, trend and analyze data
- 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 as a license Registered Nurse or minimum 3 years of experience in a community clinic setting performing infection control duties
- 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

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit and talk, listen or hear. The employee is occasionally required to stand, use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or

move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Description Disclaimer

This position requires compliance with Health Center's Written Standards, including its Standard of Conduct and Policies and Procedures ("Written Standards"). Such compliance will be an element considered as part of the Infectious Disease Coordinator regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal, or compliance requirements or Health Centers Written Standards will be met by enforcement of disciplinary action, up to and including possible termination, in accordance with Health Centers Compliance Program Policies and Procedures.