



Northeast Valley Health Corporation

a California *health*⁺ center

POSITION DESCRIPTION

TITLE:	Infection Control Preventionist	DEPARTMENT:	Nursing Administration
EX/NONE/X:	Exempt	REPORTS TO:	Chief Medical Officer (CMO) / Director of Nursing Services (Administrative) Professional/Technical: Chief Operations Officer
UNION STATUS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SALARY GRADE:	19
DATE:	12/16/2025	JOB CODE:	INCTRLPR

SUMMARY

The Infection Prevention and Control (IPC) Preventionist is responsible for developing, implementing, and maintaining NEVHC's Infection Control program across the healthcare centers, dental clinics, and non-clinical areas. This role ensures compliance with the Joint Commission, CMS, Cal/OSHA, Title 22, and CDC standards. Key responsibilities include surveillance, data collection and analysis, outbreak investigation, performance improvement, and staff education and training. The IPC Preventionist provides consultation, training, and oversight to prevent transmission of infectious diseases and supports organizational readiness for accreditation, licensing/health plan surveys, and emergency preparedness.

ESSENTIAL DUTIES

Policy and Compliance

1. Chairs the quarterly Infection Control Committee, preparing agendas, minutes, and any follow-up actions.
2. Drafts new and revised Infection Prevention and Control (IPC) policies and procedures, citing CDC, APIC, Cal/OSHA, AAMI, and Joint Commission IC standards.
3. Develops and presents the annual IPC plan, including risk assessment, priorities, goals, and performance improvement measures, for Board approval annually at the Board Quality Improvement and Compliance Committee (BQICC).
4. Ensures compliance with infection control Joint Commission regulations and National Patient Safety Goals.
5. Participates as a member in the construction committee in the planning or re-design of health center space to provide guidance and expertise on design features related to the prevention or spread of infection.

Surveillance and Outbreak Management

6. Conducts ongoing infection surveillance and investigates suspected outbreaks to determine sources and corrective actions.
7. Participates in disaster planning activities and exercises, especially around pandemic planning.
8. Participates as a member of the Environment of Care committee.
9. Assists the Corporate Safety Officer on an annual review, implementation, and evaluation of the Hazardous Materials and Waste Management plan, and revises the plan and/or policies and procedures as needed.
10. Conducts quarterly inspections at all sites in conjunction with the Environment of Care rounding. Summarizes Infection Control Rounds data for Administrators, Executive Leaders, and Committees—reviews corrective actions submitted by health center sites and programs.
11. Facilitates hand hygiene compliance initiatives and reports findings to the Patient Corporate Quality Improvement Committee.
12. Reviews sterilization and high-level disinfection practices and works on improvements; ensures ongoing compliance.
13. Oversees implementation of new safety-engineered devices and infection risk-reducing equipment selection (e.g., safety syringes, N95 masks, etc.).
14. Serves as the primary contact for all bloodborne pathogen exposures affecting NEVHC staff and consults with CMO, DON as appropriate.

Employee Health and Safety

15. Monitors annual employee health screenings, including tuberculosis surveillance, in collaboration with HR and the Employee Health nurse.
16. Ensures infection control orientation for all new employees and trains on the annual infection control update to all NEVHC health centers.
17. Tracks and reports employee illnesses and occupational exposures; maintains OSHA-required exposure logs.
18. Reviews communicable disease data from all sites to ensure compliance with reporting requirements of the Confidential Morbidity Reports (CMRs) sent to the L.A. County Health Department in conjunction w/DON.
19. Participates in and complies with all NEVHC mandatory trainings, including the following:
 - a. Infection Control Program
 - b. Environment of Care Management Plans and Emergency Management Program; and participates in emergency response activities as directed
 - c. Corporate Compliance Program
 - d. Code of Conduct
 - e. Risk Management & Compliance
 - f. California Harassment Prevention Training
 - g. Workplace Violence Prevention Program
20. Participates in hazardous waste and infection control assignments as required, which may include being designated as an emergency responder to a hazardous substance release or spill; performing infection control data collection, evaluation, reporting, and follow-up in accordance with clinical health services policy and procedures.

21. Utilize the CARE Communication model to provide impressive service
 - a. Connect with our patients and their families
 - b. Appreciate what our patients and families say and acknowledge their situation
 - c. Respond in ways that would be helpful to the patient and their family
 - d. Empower patients and families to have confidence in their ability to contribute to their health and healthcare
 - e. Apply the same principles to internal and external customers
 - f. Support the NEVHC Guiding Principles
22. Utilize Trauma Informed Care practice model in delivery of services by:
 - a. Realizing the widespread presence of trauma and its impact on people's health and well-being.
 - b. Recognize that trauma is common and many people have experienced trauma.
 - c. Respond by integrating knowledge about trauma into daily practice.
 - d. Resist Re-Traumatizing patients or co-workers by being sensitive to the needs of our patients, their families and other staff.
23. SAFETY: Participates in all safety programs, which may include assignment to an emergency response team.
24. If in a supervisory or managerial role, manages Human Resources issues.
25. It is the responsibility of every employee to understand how the Joint Commission's National Patient Safety Goals relate to their job duties at NEVHC. It is the responsibility of every employee to report any patient safety concerns to their immediate supervisor without fear of reprisal.
26. Must demonstrate the knowledge and skills necessary to provide care for the specific population(s) served. (Refer to HR Policy # 149)

SECONDARY DUTIES

27. Performs related duties as required.

SUPERVISORY RESPONSIBILITY

Select, train, motivate, evaluate performance and terminate employment. Implement disciplinary procedures, maintain discipline and high operational standards necessary for the efficient and professional operation of the functional area.

The employee directly supervises the Sterile Processing Technician and the Employee Health Nurse

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.

The employee is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable, but may include some minor annoyances such as noise, odors, drafts, etc.

The employee may occasionally be exposed to emotionally upset staff, patients, and family members.

PHYSICAL ACTIVITY

In the course of performing this work, the employee:

- a. Will spend substantial time sitting, speaking and listening, standing, and limited walking.
- b. May stoop and reach to file documents.
- c. May lift up to 15 lbs. periodically.
- d. May read, write, and type.
- e. May occasionally climb or balance, stoop, kneel, crouch, or crawl.

EQUIPMENT & SOFTWARE

The individual in this position may operate any or all of the following:

- Telephone, cellular telephone, and fax
- Computer, printer, and related equipment
- Copy machine

Computer software may include any or all of the following:

- Microsoft Office, including Word, Excel, PowerPoint, Access and Outlook
- Electronic Health Record System

MENTAL DEMANDS

The employee in this position must be able to accommodate any/all of the following: constant distractions, interruptions, and uncontrollable changes in priorities/work schedules.

HIPAA Privacy Standards Compliance

While not all staff have access to or involvement with clients or their families, all staff is required to be HIPAA compliance. All items listed below are a condition of continued employment:

The employee will:

- Demonstrate compliance with all NEVHC policies and procedures related to information privacy and security, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA)
- Demonstrate compliance with the HIPAA minimum necessary rule, which strictly limits access, use, and disclosure of protected health information by employees of a covered entity to that which is essential in order to perform their job duties as assigned (*This applies to information stored in both internal and external health information systems)
- Demonstrate compliance with all NEVHC policies and procedures designed to safeguard the security of protected health information stored and transmitted on computers, e-mail, cell phones and other devices
- Demonstrate compliance with all NEVHC policies and procedures related to treating family members and intimate partners, including refraining from accessing, using, or disclosing protected health information belonging to these individuals except as authorized and permitted by policy
- Refrain from using authorities granted by NEVHC for the purpose of accessing protected health information belonging to oneself, even if those authorities make access possible

- Report unauthorized access, use or disclosure of protected health information by self or others to a supervisor or the NEVHC Privacy Officer
- Report threats or suspected breaches in information security to a supervisor or the Chief Information Officer
- Participate in HIPAA trainings and briefings as assigned and assume responsibility for all content contained therein
- Participate willingly and truthfully in HIPAA investigations conducted by the NEVHC Privacy Officer or designee; assist with breach notification activities as assigned
- Consult with a supervisor, NEVHC Privacy Officer, or Chief Information Officer on any issues or questions about HIPAA compliance or other NEVHC policies related to information privacy and security

Qualifications:

Education

1. Post-secondary education in a health-related field (medicine, nursing, laboratory technology, or public health).
2. RN license preferred.

Required Certification:

1. Have an Associate-Infection Prevention and Control (a-IPC) certification.

Or

Have an Infection Control Certification (CIC), and maintain certification with 40 approved Infection Prevention Units (IPUs) every five years.

2. Current Cardio-Pulmonary Resuscitation certification, in compliance with the corporate CPR Policy

Knowledge & Skills:

1. Knowledge of infection prevention principles, epidemiology, and transmission-based precautions.
2. Demonstrates leadership and supervisory skills.
3. Excellent knowledge of business English, spelling, punctuation, and contemporary general office practices and procedures
4. Computer skills in Microsoft Office programs (Word, Excel, etc.), electronic health record systems, and database systems
5. Effective verbal and written communication skills to communicate clearly and effectively with patients and others
6. Understanding of adult learning concepts; ability to develop subject matter curricula and teach
7. Excellent oral and written communication skills, including public speaking experience
8. Effective work organization skills
9. Ability to work effectively as a team player

10. Ability to be flexible and work in a changing environment
11. Sensitive to the different cultures represented among patients and staff
12. Ability to listen and communicate with others in a professional and caring manner, including sensitivity with individuals from diverse cultures and lifestyles
13. Ability to set priorities for tasks to work effectively despite interruptions and under minimal supervision. Self-starter, reliable
14. Proficiency with the electronic health record database within three months of attending training session(s)
15. Fluency in English (speaks, reads, and writes)
16. Ability to solve problems and make routine recommendations
17. Ability to maintain absolute confidentiality about health care and other patient/client information.

Other Requirements:

1. Current California driver's license, appropriate insurance coverage and a driving record acceptable to the NEVHC's insurance carrier (if required to drive on the job)
2. Must be willing to submit fingerprints in a manner authorized by the California Department of Justice and successfully complete a background check in accordance with company standards.

Typically, these skills and experience result from completion of related post-secondary education and/or equivalent work experience and several years of increasingly responsible infection prevention, healthcare compliance, or quality improvement experience, preferably in a similar type of organization.

The employee must be able to perform this job safely, without endangering the health and safety of himself/herself and others.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to NEVHC's needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at NEVHC is strictly on an at-will basis.

Employee Name (please print)	Employee Signature	Date
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cc: Employee
Employee's File
Supervisor

Previous Version: Infection Control Preventionist_Rev.04.22.2021ML
Revised: 12/16/2025