



Position Description

Title:	Infection Control & Prevention Nurse (RN)	Reports to:	HR Director
Primary Location:	Main Office	FLSA Class:	Exempt
Supervises:	None	Effective Date:	01/2022

Position Summary:

The Infection Control & Prevention Nurse develops and implements Infection Control & Prevention programs at the agency. Ensures the safety and welfare of employees and patients in accordance with State and Federal regulations. Responsible for identifying, investigating, monitoring and reporting healthcare-associated infections. Collaborates with clinical management to create and sustain infection prevention strategies.

Qualifications:

Education: Graduate of a NLN accredited nursing program; BSN required. Additional education or training in public health, epidemiology, clinical laboratory science or related field strongly preferred.

Experience: Minimum of 3 years of nursing experience required. Minimum of 2 years infection control and prevention experience required. Experience in home health or hospice preferred. Experience using an EMR required. Proficient with MS Office suite required. A combination of relevant education and experience may be considered.

License/Certification: Registered Nurse licensed in the State of Maine or current licensure in a state participating in the multistate privilege to practice compact with Maine; licensed driver in Maine, with an automobile that is insured in accordance with state and/or agency requirements and is in good working order. BLS certification required; certification must be kept active during the course of employment. Certification in Infection Control and Epidemiology strongly preferred.

Essential Duties & Responsibilities:

1. Develops, implements and manages the agency's infection control and prevention program, policies and protocols, including data collection, recordkeeping of infections, interpretation, analysis and reporting of information and the development of interventions and recommendations.
2. Develops and maintains an annual surveillance plan.
3. Utilizes epidemiologic principles to conduct surveillance, investigations, contact tracing and analysis of infections and/or outbreaks ensuring timely response to ensure risk mitigation.
4. Observes and assesses direct patient care activities to ensure compliance with infection control protocols, clinical best practice and agency and regulatory requirements.
5. Provides training, in collaboration with the Clinical Educator, on evidence-based practices related to patient care and creates educational goals, objectives, and strategies and evaluates the effectiveness of learner outcomes.
6. Interprets and applies local, state and federal regulatory requirements.
7. Ensures compliance with regulatory and mandatory reporting requirements at the local, state and federal levels.
8. Stays current on infection control and prevention regulatory standards and facilitates compliance with these standards.
9. Communicates infection control and prevention information and data to committees and healthcare workers as needed.
10. Establishes and maintains an internal Respirator Fit Testing Program.
11. Conducts annual and as needed respirator fit tests for employees and accurately maintains the information.
12. Develops and maintains written standards, policies and procedures related to infection control and prevention.

13. Recommends revisions to policies and procedures as necessary to ensure compliance with current hospice standards and best practice, regulatory and agency requirements.
14. Performs other duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover all duties that this position may be required to perform from time to time.

1. Performs all duties and responsibilities in accordance with the state Nurse Practice Act and in accordance with basic principles and guidelines, and Code of Ethics of professional nursing.
2. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
3. Demonstrates thorough and integrated understanding of hospice philosophy.
4. Demonstrates thorough and integrated understanding of team approach and communication.
5. Fosters a positive atmosphere; demonstrates positive interactions with internal and external customers; manages conflict effectively.
6. Demonstrates ability to be a productive member of a high performing team.
7. Provides timely and appropriate response to internal and external customer needs.
8. Accepts personal accountability for maintaining and enhancing knowledge and skills related to palliative and hospice care in all settings to ensure regulatory and reimbursement guidelines are met.
9. Demonstrates knowledge and support of agency's safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
10. Demonstrates understanding of, and acts in accordance with, HIPAA Privacy Standards, Corporate Compliance, Code of Conduct, and related agency policies.
11. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
12. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
13. Demonstrates ability to use various computer software programs, with an advanced knowledge of computer use.

Required Skills, Abilities & Knowledge:

1. Thorough knowledge of infection control and prevention and employee safety.
2. Ability to compose policies, manuals and training materials, forms, etc.
3. Highly developed verbal and written communication skills; ability to present comfortably and effectively to large and small audiences.
4. Advanced interpersonal skills; ability to work effectively in an influential capacity.
5. Ability to work in multiple locations (home, office, inpatient) as needs arise.
6. Ability to work during non-business hours, or on weekends as needed, to meet the needs of the agency.
7. Self-motivated and professional.
8. Ability to adapt to changing agency priorities in a positive manner.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-50 lbs.	X		
51-100 lbs.			
> 100 lbs.			
Carry		X	
Push or pull		X	

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Climb		X	
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature	X		
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion			X

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive and to create, complete and read documentation in electronic and written formats.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring general knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ Date _____