



065-MANAGER INFECTION CONTROL

Job Description

JOB INFORMATION

Title:	065-MANAGER INFECTION CONTROL	
Alias Job Title:	Infection Control - Manager Infection Control	
Job Classification:	Manager	
FLSA:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Date Revised:	9/26/2016 11:39:53 AM	
Number of Openings:		
Leader/Team member	<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Team Member

GENERAL SUMMARY

Designs, implements and evaluates the Infection Control and Epidemiology program for the Medical Center in accordance with accepted medical practice, federal, state and local regulations, and accrediting organizations with direction from the Chairman of the Infection Control Committee, Administration and Manager of Outcomes Management Department. The primary focus of the program is to prevent nosocomial infections through surveillance, recommendation of preventive measures, and education of personnel, medical staff, students, patients, families and the community.

Essential Functions

Enter Essential Functions

Analysis of Infection Control Data: Analyzes and identifies any trends in infection control data. Reports trends in infection control data to Supervisor and/or the clinical managers in an appropriate time frame in order for corrective action to be taken, if necessary. Sets/ re-sets goals and objectives for the infection control program based on the analysis of surveillance data. When infection control trends are identified, designs research projects with approval of the Chairman of the Infection Control Committee or in conjunction with the NNIS Program or other professional organizations.

Supervision and Case Consultation for Clinical Staff: Communicates any trends in infection control data to the infection control committee, nursing leadership and clinical/medical staff department as indicated. Evaluates clinical practices and develops strategies for assisting clinical units to improve Infection Control practices through education and consultation. Reviews all department policies that relate to infection control annually to assure the highest level of infection control and prevention.

Effective Leadership: Serves as a consultant for employees, medical staff, students and volunteers regarding infection control matters. Advises employees, medical staff, students and volunteers about isolation precautions policies and the disposition and placement of patients with infections. Institutes and discontinues isolation precautions as needed. Prepares articles for "The Exchange" on pertinent infection control issues at least 2 times per year. Provides "Just In Time Training" for staff whenever infection control issues are identified. Serves as a consultant and active participant of appropriate Medical Center / Meridian Committees to facilitate the integration of Infection Control standards, as well as evaluates products as needed.

Infection Control Standards and Management Protocols: Completes an annual review of all Infection Control policies to assure compliance with State, OSHA and JCAHO requirements and CDC guidelines. Maintains an updated knowledge of all State, OSHA, JCAHO, CDC guidelines / requirements as they relate to infection control and alters infection control policies and procedures to comply with new or revised requirements / recommendations.

Surveillance Management: Performs surveillance of the hospital population for infection. Follows CDC definitions for nosocomial infections in deterring all nosocomial infections. Employs case finding techniques and performs infection control surveillance in accordance with the Infection Control Plan, approved by the Infection Control Committee. Accurately enters all nosocomial infection control data into the computer database timely. Forwards all National nosocomial infection surveillance

Essential Functions	
Enter Essential Functions	
data to the Center for Disease Control in their specified time frames. Identifies and reports all communicable diseases to the State and local health departments in accordance with all regulations.	
Plans, organizes, and manages Infection Control / Epidemiology program services: Develops the Annual Infection Control Program and Surveillance Plan based on the analysis of infection control surveillance data and recommendations from the Infection Control Committee. Completes an evaluation of the Infection Control program and submits an annual report to the Infection Control Committee. Submits the Annual Infection Control Program and Surveillance Plan for review and approval at the Infection Control Committee each year.	
People Management: Manages and/or assists in the recruitment, development and supervision of team members. Creates and sustains an environment that fosters team member engagement. Establishes clear objectives tied to department and/or organizational strategic goals. Coaches, counsels and evaluates performance of direct reports.	
Financial Management: Involved in the development and/or management of budget for assigned areas. Regularly monitors relevant key financial indicators and performance metrics, modifying business activities where needed in response to changing financial situations.	
Data Management and Analytics: Track, analyze, and report on relevant data and metrics as needed and/or requested. Develop, recommend and/or implement actions or process improvements as appropriate.	
Other Duties as Assigned: Complete all other assigned duties and projects in a timely fashion.	

Patient Care Options	
<i>If Patient Care is selected, please select all option that applies:</i>	
X	Direct Patient Contact
X	No Patient Contact

QUALIFICATIONS			
Education			
Education Level	Education Details	Req/Preferred	
4 Year / Bachelors Degree	Business Management or related health field	Required	
Master Degree	Business Management or related health field	Preferred	
Work Experience			
Experience	Experience Details	Req/Preferred	
	CIC certification	Required	
Skills and Abilities			
Skill/Ability	Description	Proficiency	
Licenses and Certifications			
Enter Licenses/Certifications	Other Lic/Certification	Time Frame	Req/Preferred
Languages:			
Language	Description	Proficiency	
Specific Technology			
Technology	Description	Proficiency	
<i>To perform this job successfully, a team member must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to</i>			

enable individuals with disabilities to perform the essential functions.

Competencies

Physical Demands

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

Physical Demand	Never	Occasionally	Frequently	Constantly	Weight
Sitting					
Standing					
Walking					
Talking: On the phone; person-to-person, and in groups					
Hearing: On the phone; person-to-person, and in groups					
Vision: Near, midrange, far, peripheral, depth and color					
Driving Requirements (personal vehicle, and/or company vehicle):					
Machines or tools used: Computer:					
Machines or tools used:Forklift					
Machines or tools used: Telephone					
Machines or tools used: Calculator					
Machines or tools used: Power tools					
Pushing/Pulling/Lifting(Enter Weight)					

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

Working Environment

While performing the duties of this job, the team member is required to meet the following physical demands:

Working Condition	Never	Occasionally	Frequently	Constantly
Extreme heat				
Extreme cold				
Wet/Humid				
Fumes/Dust/Dirt/Smoke				
Confined Areas				
High Places				
Equipment in Motion				
Safety Equipment/Clothing				
Machines or tools used:Forklift				
Noise Level:				
Environmental Hazards				

Mask Fit Test

Required	Not Required

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

End of Job Description