

JOB DESCRIPTION AND PERFORMANCE STANDARDS

Position Title *Infection Preventionist*

Facility Name

Employee Name: _____

Supervisor: _____ Assigned work hours: From _____ to _____ *or* _____ Flexible

Date of Hire _____ Full Time _____ Part Time _____ Hours _____ per day; _____ per week

This position requires a **minimum** _____ hours _____ per day _____ per week and a **maximum** _____ hours _____ per day _____ per week

Orientation date _____

Job description reviewed with employee by _____ Title _____.

Purpose of this position

The purpose of this position is to develop, implement, monitor, manage and ensure that the facility's infection prevention and control program is effective and in compliance with all state and federal regulations.

Qualifications (required as of November 28, 2019)

- Professionally-trained in nursing, medical technology, microbiology, epidemiology or other related field;
- Professionally-trained nurse must have a certificate/diploma or degree in nursing;
- Professionally-trained medical technologist must have an associate degree or higher in medical technology or clinical laboratory science;
- Professionally-trained microbiologist must have a bachelor's degree or higher in microbiology;
- Professionally-trained epidemiologist must have a bachelor's degree or higher in epidemiology;
- Also appropriate for the role of IP include physicians, pharmacists, and physician assistant;
- Qualified by education, training, experience, or certification;
- Physically works at least part-time onsite at the facility as determined by the resident population and the facility assessment and
- Has completed specialized training in infection prevention and control and the knowledge to perform the role.

Delegation of authority

Authority is delegated to the individual in this position to:

- Review and update as necessary the facility's Infection Prevention and Control Program.
- Collect, analyze and provide infection data to nursing staff and healthcare practitioners.
- Consult on infection risk assessment, prevention and control strategies.
- Provide infection prevention and control education and training.
- Serves as a member of the facility's QAA Committee.

This position reports to: Administrator

RATING LEGENDS:

Functional Rating Scale

E = Essential function of the position in the facility
M = Marginal function of the position in the facility
N = Function not performed in this facility

Performance Competency Scale

5 = Exceeds standards
4 = Always meets standards
3 = Usually meets standards
2 = Rarely meets standards (Explanatory comments recommended)
1 = Does not meet standards (Explanatory comments recommended)
N/A = Not applicable

The primary functions and responsibilities of this position are as follows:
(You will be evaluated on your ability to perform these functions competently with minimal supervision and/or reminders.)
Additional duties may be added as necessary to meet the needs of the facility.

Enter
E
M
or
N
in this
column

Enter performance competency ratings in these columns.
Date _____
Signature & Title _____

COMMENTS

1. Sign all comments.
2. Date all comments.
3. Use brief statements if necessary to explain any entry on the form.

		Performance Rating #1	If applicable, enter date(s) of additional instruction and initial	Performance Rating #2	If applicable, enter date(s) of additional instruction and initial	Performance Rating #3	If applicable, enter date(s) of additional instruction and initial	Infection Preventionist
1. Collect, analyze and provide infection data and trends to nursing staff and other healthcare practitioners.								
2. Consult on infection risk assessment, prevention and control strategies.								
3. Provide education and training on infection prevention and control policies and procedures to all new staff and current staff as needed. Review and approve IPC training topics and content.								
4. Provide at least four (4) in-service education programs annually for all staff on infection prevention and control.								
5. Implement evidence-based infection control practices including those mandated by regulatory and licensing agencies as well as guidelines from the Centers for Disease Control and Prevention (CDC).								
6. Complete specialized training in infection prevention and control.								
7. Stay current on infection prevention and control through attendance at educational sessions, online courses, literature review, etc.								
8. Monitor staff compliance with infection prevention and control practices established by the facility.								
9. Participate in the facility's QAPI Committee.								
10. Coordinate annual review of the facility's Infection Prevention and Control Plan. Update plan as necessary.								
11. Coordinate resident health initiatives such as immunization programs, TB screening on admission, etc.								
12. Work with Dietary Manager and appropriate consultant(s) to ensure food safety, pest control, etc.								
13. Coordinate employee health initiatives such as immunizations, health and hygiene, etc.								

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14. Act as the facility liaison to work with local and state agencies. Comply with state and federal communicable disease reporting.								
15. Consult with facility's Medical Director as needed.								
16. Monitor appropriate use of antibiotics in the resident population.								
17. Ensure accurate and complete documentation of all activities and data relating to Infection Prevention and Control.								
18. Ensure confidentiality of all resident and staff records.								
19. Retain all records/documentation in accordance with facility policy.								
20. Observe all facility policies and procedures.								
21. Observe all facility safety policies and procedures.								
22. Report all incidents/accidents to the Charge Nurse or Administrator no matter how minor they may be. Report such occurrences on the shift in which they occur.								
23. Assume accountability for data contained in the employee handbook								
24. Follow facility Resident Rights policies at all times.								
25. Protect the confidentiality of all resident information.								
26. Report for work in clean, neat attire and consistently prevent a professional appearance.								
27. Report for work as scheduled and consistently demonstrate dependability and punctuality.								
28. Accept assigned duties in a cooperative manner.								
29. Perform all duties assigned in an effective, timely, and professional manner.								
30. Agree not to disclose assigned user ID and password for accessing resident/facility information. Promptly report suspected or known violations of such disclosure to the Compliance and Ethics Officer.								

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31. Agree not to disclose resident protected health information and promptly report suspected or known violations to the Compliance and Ethics Officer.								
32. Ensure that department computer workstations left unattended are properly logged off.								
33. Report any known or suspected unauthorized attempt to access the facility's information system to the Compliance and Ethics Officer.								
34. Report any suspected resident abuse immediately to the Administrator.								
35. Follow infection prevention and control procedures at all times.								
List other essential functions of this position:								
<p>I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.</p> <p>Employee's Signature _____ Date _____</p>								