

Job Class Profile: Infection Control Co-ordinator**Pay Level: NS-34 Point Band: 1046-1096**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	6	3	4	7	7	6	4	4	
Points	327	100	19	19	210	152	124	86	43	1080

JOB SUMMARY

The Infection Control Co-ordinator provides professional, administrative, development, implementation, leadership, and coordination of activities and staff involved in the provision of infection prevention and control activities at designated sites under a regional health authority. Work involves coordination, education, research, surveillance, investigation and follow-up, evaluation, consultation, policy/program and quality improvement development across the continuum of care.

Key and Periodic Activities:

- Coordinates and evaluates Infection Prevention and Control (IP&C) Program; communicates and problem solves with staff and management regarding IP&C activities by providing guidance and recommendations such as addressing isolation issues, management of infectious diseases, cleaning/disinfection practices, and patient teaching. Investigates, reports, directs, and responds to outbreaks of health acquired infection and other communicable diseases, including coordination of activities for isolation.
- Collects, analyzes, and distributes infection control data used to define action plans to improve infection rates and address problem areas if needed; collects and analyzes other data related to vaccine administration.
- Designs, collects, analyzes, manages, and reports findings from surveillance activities; applies findings from surveillance to assess the effectiveness of programs and measure the impact of infection prevention initiatives.
- Completes needs assessment of staff education related to infection control and provides education on related topics through general orientation; promotes a learning environment for infection control practitioners, nurses, students and other health care professionals; and supports health care professionals by providing clinical teaching, guidance, research, and other resources that will meet their learning needs.
- Provides leadership and direction to Infection Control Practitioners (ICP's) including providing orientation, assignment of work duties and to committees/special projects, gives updated reports, and identifies professional development opportunities.
- Provides consultation and expertise to a variety of stakeholders, based on an in-depth knowledge of infection control and other relevant science; assesses and intervenes to ensure effective infection prevention and control within the clinical specialty.
- Develops and conducts education programs and provides other information related to prevention and control of infections based on current best practice guidelines; and teaches patients, their families, and volunteers regarding IP&C topics.

Key and Periodic Activities:

- Participates in proactive infection control risk assessments and makes recommendations to prevent and control infections; and performs quality improvement activities such as regular audits of program activities and monitors reprocessing and sterilization practices and standards.
- Attends, chairs/co-chairs, or represents the departments on various committees (i.e. Provincial Infection Control Committee, Regional Infection Control Committee, Regional Infection Control Working Group, and member of the patient safety committee).
- Researches IP&C topics, guidelines and resources; develops, revises, and reviews, and develops infection control policies and procedures.
- Performs testing on patients (i.e. tuberculosis (TB) testing) to determine diseases or infections.
- Promotes quality patient care and an advanced Infection Prevention and Control Program; uses advanced knowledge, skills and judgement to enhance infection prevention and control and deals with complex and challenging situations.
- Supports activities of health organizations, and regional and local emergency preparedness agencies.
- Acts as a clinical resource for infection control for patients, their families, nurses, other health care professionals, organizations and policy makers and strengthens the link between research and clinical practice by facilitating others' understanding and application of research.
- Organizes employees' schedules with respect to vacation approval and relief.

SKILL**Knowledge****General and Specific Knowledge:**

Knowledge of:

- Infection prevention and control regulations and guidelines
- Sterilization/decontamination and infectious processes
- Environmental health services best practices
- Epidemiological principles, statistics, microbiology, and infectious diseases
- Policies, procedures, standards of practice, and guidelines (i.e. regional, provincial, and national)
- Current knowledge of trends, and developments within nursing and specific program
- Research and evidence based practice
- Health promotion
- Program development

Formal Education and/or Certification(s):

- Minimum:
- Completion of an Undergraduate Degree in Nursing from an approved college or university, supplemented by an Infection Control Certification from the Canadian Hospital Infection Control Association (CHICA), and Registration with the Association of Registered Nurses of Newfoundland and Labrador (ARRNL)
- BLS certification
- Completion of infection control course from CHICA

Years of Experience:

- Minimum: 4 - 5 years of experience

Competencies:

- Effective oral and written communication skills.
- Facilitation skills.
- Problem solving abilities.
- Analytical and critical thinking.
- Proficiency in the use of various computer software packages to analyze statistics and write reports.
- Ability to work in a multi-disciplinary team as well as independently.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listen, ask questions, provide clinical direction, and gather information from healthcare employees, patients and their families; provide complex information to staff, health professionals, executives, government officials to plan, develop, implement, evaluate infection control programs, and make program related decisions; provide care/comfort/nurturing to patients; coach and mentor staff, clients, and their families; gain the cooperation of others, instruct/teach/train staff, caregivers, or health providers; facilitate and chair meetings; make formal presentations to groups; provide expert advice and counselling to all stakeholders, and occasionally deal with patients and their families who may be upset. Skills are most frequently used to provide expert advice to stakeholders, make formal presentations to impart infection control information to interested parties, and facilitate meetings or group sessions.
- Communications occur with a range of contacts including employees within immediate work area, and department for coordination, planning, and delivery of services; with patients and their families to discuss infection control practices; students; the manager, government representatives, professional advisors/associations, and executives for consultation, direction or communicating program activities, and providing updates on issues; and with suppliers and sales representatives.

EFFORT**Physical Effort**

- The demands of the job occasionally result in considerable fatigue requiring the need for strength and endurance.
- Lifts or moves objects up to 10 lbs (i.e. supplies, paper, equipment, laptop, and projector). Occasionally, these objects are up to 25 lbs (i.e. boxes of resources, pamphlets, posters, information sheets) when attending meetings, staff education, or doing presentations.
- Required to sit at a computer to input data, develop reports, conduct research, read and send emails, and respond to correspondence where there is no restriction of movement or to sit to attend or facilitate meetings; and stands to give presentations. Required to walk to different areas of buildings for surveillance of infection practices and/or to teach infection control practices to staff; and occasionally drives between sites and buildings.
- Performs some testing on patients and when doing so, often works in awkward or cramped body positions. Uses fine finger movements when working with the computer mouse.

Concentration

- **Visual** concentration required when working on the computer for extended periods to review visual graphics (i.e. inputting and compiling numerical data for infection rates and statistics into databases), review of patient test results and to document information on the computer, read written text, read and respond to emails, perform research on the internet, develop reports and communications related to updates in practices or services, analyze information, and complete reports.
- **Auditory** concentration is required to listen and provide information to stakeholders (i.e. staff, patients, manager, etc.) in person, on the telephone or conference calls, and be able to provide appropriate feedback, give presentations and be able to answer questions.
- **Other sensory demands** such as the sense of smell is used to detect certain infectious diseases (i.e. wound infection).
- **Repetitive** tasks which require alertness occurs when providing advice and/or direction to staff, manager and is also necessary when driving from site to site for work related activities.
- There is **lack of control over the pace of work** primarily when there are outbreaks of infectious diseases (i.e. Norovirus, Influenza, MRSA, H1N1), or to respond to urgent requests for meetings. Subjected to **time pressures** when there are requests for advice and guidance as the information is often requested urgently, when there are reports such as monthly infections reports to be completed, and to respond to emails and calls of an urgent nature. Has **interruptions** such as requests for information from a variety of stakeholders (i.e. government departments, physicians, staff, patients, and their families).
- A **higher than normal level of attentiveness** is required when outbreaks occur, as they must be acted upon immediately, in order to minimize the risk of disease transmission.
- There is a regular requirement for **eye/hand coordination** when inputting data into the computer and when performing TB testing or administering vaccinations.
- **Exact results and precision** are required when administering skin tests for tuberculosis and interpreting results, and when reporting on infection rates and other statistics.

Complexity

- Responsible for the coordination and evaluation of the Infection Prevention and Control (IP&C) Program and work requires consideration of a wide range of unrelated factors/issues and their interdependencies.
- Tasks are different where limited guidelines or procedures exist requiring the use of logical, evaluative, scientific or professional thinking to develop approaches in order to solve problems.
- Typical complexities include management of infectious outbreaks and patients with infectious disease. Other challenges involve researching evidence-based information to develop promotional and educational material for staff.
- Complexities tend to be resolved through the use of available supports such as consulting with healthcare professionals, government and community departments (i.e. Public Health Agency of Canada, Centers for Disease Control, Provincial Infectious Diseases Advisory Committees, Regional Communicable Disease Nurse, Regional and Provincial Medical Officers of Health, Infection Control Specialists with the Provincial Department of Health and a network of Infection Control Practitioners throughout the province); and following or reviewing standards of practice, guidelines, both provincial and federal regulations and acts, internet searches, code of ethics, ARNNL guidelines, department/organization manuals, journals, clinical or procedural

textbooks; and program/nursing/administrative policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Works independently within the program and collaboratively within sites with the infection control service team and offers leadership and direction for infection control practices. Has the ability to make recommendations regarding IP&C practices throughout the facilities, provides input into policy development and implementation and adoption of standards in practice, delegates tasks to infection control practitioners, performs outbreak management activities (i.e. closing building to visitors, and send staff home who have infections), recommends specific testing of patients with infectious diseases during outbreaks, authorizes placement of patients requiring isolation or discontinuance of isolation, makes decisions on the types of staff education needed, books vehicles for travel, orders office supplies, and purchases some equipment.
- Requires prior approval to make changes to policies, procedures or new development of programs, order major office equipment, travel, and attend educational conferences.
- Exercises a high degree of independent discretion and judgment in program development and implementation and evaluation of education programs related to infection control; development and review of policies and practices; reporting of investigation or surveillance findings, development of action plans to meet accreditation requirements; in the management of outbreaks within the facilities; making recommendations to occupational health and frontline staff regarding the management of staff with infectious disease during outbreaks; and maintaining confidentiality of patient and staff information. Exercises discretion and judgement to interpret directions and apply guidelines during investigation of a potential outbreak including implementing visitor restrictions, cancellation of admissions and/or operations, or placing restrictions on employee's work areas. Has some discretion to exercise within predetermined limits and procedures, recommendations regarding isolation for patients with infectious diseases, advice to staff on best practices, implementation of immunization programs, interventions for safe infection control practice, and performing audits on infection control practices based on best practice.

Impact

- Work performed has a wide-ranging impact in and outside the organization. There is also impact on resources such as equipment, processes and systems, information, facilities, finances, material and human resources, health and safety, and corporate image. The most significant impacts are on facilities and the health and safety of patients, staff, and the public. If there is an outbreak of an infection, this could result in significant loss of time for clinics, operating rooms, etc. in hospitals and community services, restrictions on visitors to the buildings, involvement with community and government agencies and in some situations, critical consequences or death to patients.
- Work activities could either negatively or positively impact the facilities (i.e. increase in resources to help deal with the outbreak); patients (i.e. increase their length of stay in hospital); public (i.e. if proper measures are not taken on restrictions); and the health and safety of staff and the public. Tasks are somewhat prescribed and controlled based on professional standards, policies, and procedures.

- Typical examples of mistakes or errors are giving direction to discontinue isolation precautions too early; not responding appropriately to possible infectious disease concerns regarding reprocessed equipment or practices, and incorrect interpretation of surveillance data, reports or situations. Requires licensure to practice and their professional activities are monitored through their professional association.
- Due to the severity of possible outbreaks, problems are typically identified within hours of problem identification and could be detected by the Coordinator, other nurses, the manager, health providers, or administrators. Resolution may have an impact beyond the short-term.

Development and Leadership of Others

- Typically responsible for supervision for a small size work group of employees (1 to 4).
- Provides on-the-job advice, guidance, orientation, formal classroom, and on the job training. Additionally, may coordinate and delegate work of office support staff, or students, and provide advice, guidance, and mentoring to staff.
- Provides team and project lead roles in that they give expert advice to health professionals, government agencies, community groups, and the manager related to program activities. Works on committees/projects related to program area (i.e. accreditation, patient safety, provincial infection control, etc.).

WORKING CONDITIONS

Environmental Working Conditions

- Required to assess patients with transmissible diseases (i.e. shingles), administer certain tests, give injections on patients, or enter an infectious area. During these occasions, uses protective equipment such as gloves/masks/gowns/goggles and a N95 respirator. Also required to practice universal precautions such as infection control practices and disposal of needles in appropriate sharp containers. When entering construction sites is required to wear a hard hat, work boots, and eye protection.
- There is a limited likelihood of injury or illness, and no likelihood of partial or total disability, if safety precautions are followed.
- Occasionally travels, sometimes in adverse weather conditions, and is exposed to glare from the computer monitor and when performing some activities may be exposed to hazardous chemicals, wet or slippery surfaces, bodily fluids and waste, odours, sharp objects; and infectious diseases (i.e. TB, Meningitis, etc.).