

# HIGHLINE MEDICAL CENTER

## JOB DESCRIPTION

**DEPARTMENT:** NURSING or LABORATORY **NAME:**

**JOB TITLE:** Infection Control Practitioner **DATE:**

**RESPONSIBLE TO:** Director Infection Control

I. JOB SUMMARY: The clinical coordinator has 24-hour accountability for clinical operations, staff development and care delivery in a specified clinical area. Functions as a clinical resource.

II. QUALIFICATIONS:

A. PROFESSIONAL:

1. Current Washington State License or equivalent
2. Progressive nursing or medical experience with demonstrated administrative supervisory skills.
3. Management education and/or experience.
4. Knowledge of new trends and techniques in nursing and Microbiology.
5. Demonstrated clinical expertise.
6. Bachelors in Nursing or certification in specialty area or equivalent.

B. PERSONAL:

1. Maintains good physical and emotional well-being.
2. Demonstrates leadership and teaching ability.
3. Flexibility to meet the multi-dynamic needs of the department.
4. Works effectively with others, possessing tact, discretion, and diplomacy.
5. Practices wellness/self-care behaviors.

C. PHYSICAL REQUIREMENTS:

1. Lifting items <10-20 lbs. Occurs regularly throughout the shift, approximately 75% of the time, i.e., food trays, medicines, syringes, traction weights, patient supplies, etc. Lifting and moving patients when transferring to a wheelchair, commode, scales, baths or to move the patient while in bed. May involve one-person transfers of weight up to 200 lbs. This heavier activity may occur 8-10 times in both stressful (crisis situations where immediate action is demanded) and non-stressful situations.
2. Reaching and grasping frequently; hand movement continuously.
3. Normal or corrected vision and hearing required.
4. Environment: inside \_\_\_\_\_ outside: \_\_\_\_\_ Temperature Range: NORMAL
5. Protective clothing: gowns, gloves, masks, etc.
6. Tools, Equipment, Machines: Blood pressure cuff, stethoscope, pencils/pens, telephones, monitors, computers, (technical equipment may vary according to units).
7. Each unit differs causing variables in patient and staff interaction.

PERFORMANCE STANDARD	EVALUATION CRITERIA	SELF-EVAL		EVALUATOR		COMMENTS
		MET	NOT MET	MET	NOT MET	
<b>1. Responsible for the overall operations of the Infection control department.</b>	A. Assures that age-specific standards of care are met. 1. Oversees that staff deliver patient care and document per approved standards and forms.					
	2. Assists in policy, procedure and protocol development, revisions, and implementation. Recommends changes according to community and professional standards, JCAHO, Department of Health, OSHA/WISHA, and other regulations.					
	3. Informs Director and all appropriate personnel of potentially high-risk situations affecting patients, families, visitors, staff and physicians.					
	B. Accountability for staffing plan. 1. Plans, reviews, and communicates schedule(s).					
	2. Ensures delivery of quality patient care while meeting productivity standards.					
	3. Productively plans for future patient care requirements e/g. new procedures, new equipment, change of patient mix, etc.					
	4. Develop and implement plans for short-term and long-term impact of vacancies including use of agency and travelers.					

PERFORMANCE STANDARD	EVALUATION CRITERIA	SELF-EVAL		EVALUATOR		COMMENTS
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<b>2. Functions effectively within the organizational structure.</b>	A. Recruitment and hiring of qualified personnel 1. Establish integrated/collaborative process for hiring of personnel.					
	2. Active participant in collaborative recruitment programs i.e. residency programs, marketing to schools, etc.					
	B. Responsible for professional growth and overall education/staff development. 1. Designs, implements and evaluates orientation program of new employees.					
	2. Assesses staff learning needs.					
	3. Assists staff in developing and meeting their learning objectives; plans, designs, & implements educational offerings for staff as needed.					
	4. Assures unit based credentialing					
	5. Provides ongoing feedback to staff, performs evaluations and competency training.					
	6. Utilizes effective communication skills in giving ongoing feedback to Managers and or staff regarding compliance, non-compliance to standards. Develops action plan as necessary.					
<b>3. Responsible for the financial management for designated area (s)</b>	A. Participates in meeting the unit/department economic requirements. 1. Gives input in budget development, i.e. staffing, equipment, trends of care/program development.					
	2. Ensures and maintains compliance within budgetary guidelines.					

PERFORMANCE STANDARD	EVALUATION CRITERIA	SELF MET	EVAL NOT MET	EVAL MET	UATOR NOT MET	COMMENTS
4. Responsible for maintaining environment of care.	A. Ensures compliance with environment of care standards; e.g. Safety, Hazardous Materials/Waste, Security, Life Safety, Emergency Preparedness, Medical Equipment, and Utilities Management Programs.					
5. Responsible for ongoing performance improvement.	A. Integrates principles of Highline Medical Center performance improvement plan into departmental activities.					
	B. Assists in development and evaluation of quality plans for area(s).					
	C. Assists in development and implementation of CQI projects incorporating high-risk, high-volume, and problem-prone categories.					
6. Promotes an environment where the patient care team can work cooperatively.	A. Teamwork: 1. Adheres to Highline Medical Center and nursing philosophy, value and mission statements, and goals.					
	2. Collaborates with interdepartmental and interdisciplinary team members to problem-solve and develop and carry out action plans.					
	3. Participates with team in new project development, i.e., policy and procedures, teaching tools, forms, Planetree concepts, etc.					
	4. Serves as a member of the hospital and nursing committees as assigned.					
	B. Professional Practice 1. Practices according to the Washington State Nurse Practice Act or equivalent.					
	C. Unit/Departmental Activities 1. Organizes and executes in a manner which supports the departmental goals.					
	D. Personal 1. Participates in networking activities through membership in professional organizations/activities.					
	2. Demonstrates awareness of trends of care/standards nationally and locally, and the potential impact on Highline Medical Center.					
	3. Available as a community resource.					

PERFORMANCE STANDARD	EVALUATION CRITERIA	SELF MET	EVAL NOT MET	EVAL MET	UATOR NOT MET	COMMENTS
<b>7. Responsible for promoting and maintaining the Infection Control Program for HCH and HME.</b>	A. Demonstrates understanding and maintains competence in the following areas: Remains current/up-to-date on APIC and CDC recommendations for HCH and HME.					
	B. Develops procedures and policies to keep hospital current on new changes following APIC and CDC recommendations					
	C. Identifies infection control issues and education needs of staff, develops and implements appropriate programs based on need.					
	D. Works closely with Employee Health to determine appropriate methods for monitoring the health of employees exposed to hazardous working conditions.					
	E. Organizes and Staffs the Infection Control Committee and assures all necessary regulatory requirements are met.					
	F. Assists with the orientation of new employees to HMC and HME Infection Control program					
<b>8. Exposure Investigation</b>	A. Investigate all staff and patient exposures.					
	B. Seek support from the Employee Health Department for investigations exceeding more than 30 staff/patients.					
	C. Review, update, create, and implement all policies/procedures related to Exposure Investigation.					
<b>9. Blood Borne Pathogen (BBP) Classes</b>	A. BBP classes will be taught in New Employee Orientation and Volunteer Orientation.					
	B. Create/revise presentation and course material.					
	C. Schedule and teach BBP Update classes.					
	D. Monitor and manage staff and volunteer yearly compliance.					
	E. <u>Review, update, create, and Implement all policies/procedures related to BBP Classes.</u>					

PERFORMANCE STANDARD	EVALUATION CRITERIA	SELF MET	EVAL NOT MET	EVAL MET	UATOR NOT MET	COMMENTS
<b>10. Annual Fit Testing/PAPR Training</b>	A. Conduct PAPR training/fit testing during New Employee Orientation and as needed.					
	B. Conduct and or coordinate annual fit testing program for departments that do not use PAPR's.					
	C. Monitor and manage the compliance of the PAPR/fit testing program.					
	D. Review, update, create, and implement all policies/procedures related to the PAPR training/fit-testing program.					

<p><b>Upholds Values and Planetree Philosophy</b></p>	<p>Demonstrates the values of HIGHLINE in all aspects of duties by:</p> <p style="text-align: center;"><b>Excellence</b></p> <p>Exceed expectations For <b>Excellence</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Exceed expectations and do my best everyday, with a positive, friendly attitude</b></li> <li>• <b>Maintain a safe and clean workplace</b></li> <li>• <b>Follow all policies and procedures</b></li> </ul> <p><b>Service</b> Every encounter, Every person, Every day For <b>Service</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Put patients first</b></li> <li>• <b>Treat everyone with courtesy and respect at all times</b></li> <li>• <b>Respond promptly</b></li> <li>• <b>Look and act professional</b></li> </ul> <p><b>Communication</b> Seek understanding, Share information For <b>Communication</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Practice good listening skills and seek understanding</b></li> <li>• <b>Communicate timely, clearly and professionally</b></li> </ul> <p><b>Teamwork</b> Individual effort, Team success For <b>Teamwork</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Help wherever I can</b></li> <li>• <b>Work with others to achieve Highline’s goals</b></li> <li>• <b>Participate actively as a responsible team member</b></li> </ul>					
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	<p><b>Stewardship</b>                      Personal accountability for actions, goals and finances                      For <b>Stewardship</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Promote quality and patient safety</b></li> <li>• <b>Take pride in our facilities</b></li> <li>• <b>Conserve energy and resources</b></li> </ul> <p><b>Community</b>                      Recognize similarities, Celebrate differences                      For <b>Community</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Be an ambassador for Highline in the community</b></li> <li>• <b>Be respectful of all cultures</b></li> <li>• <b>Celebrate successes</b></li> </ul> <p><b>Caring</b>                      Feel concern, Show compassion                      For <b>Caring</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Demonstrate compassion</b></li> <li>• <b>Lend a hand</b></li> <li>• <b>Smile and speak to everyone in the hallways and elevators</b></li> </ul> <p><b>Trust</b>                      Earned through integrity                      For <b>Trust</b> I will:</p> <ul style="list-style-type: none"> <li>• <b>Be honest; demonstrate integrity</b></li> <li>• <b>Mean what I say and say what I mean</b></li> <li>• <b>Fulfill commitments</b></li> </ul>					
<b>Complies with policies and procedures</b>	A. Complies with dress code and attendance guidelines.					

**SELF-EVALUATION**

Evaluation of significant accomplishments and progress toward goals set at the last evaluation:

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**EVALUATOR**

Evaluation of significant accomplishments and progress toward goals set at the last evaluation:

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**TO BE COMPLETED DURING EVALUATION BY STAFF MEMBER AND SUPERVISOR/DEPARTMENT HEAD.** Areas of work performance and professional development for focus in the next year. Include specific goals, timeliness and performance measures to be reviewed at the next evaluation period.

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**Meets job expectations: YES \_\_\_\_\_ NO \_\_\_\_\_**

IF NO, COMPLETE ACTION PLAN UNDER COMMENTS.

COMMENTS:

