



Job Documentation	
JOB TITLE: Infection Control Coordinator	JOB CODE: 153500
DEPARTMENT: Quality	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Chief Nursing Officer	EFFECTIVE DATE:
	REVISED ON: TBD

PRIMARY FUNCTIONS

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Either holds Infection Control certification or appropriated education as directed by supervisor.
- Three year’s clinical nursing experience, with one year in medical/surgical nursing preferred.
- Infection Prevention and thorough knowledge of Condition of Participation preferred.
- Experience in data retrieval, statistics, forms design, quality improvement techniques highly recommended.

Certificates, Licensure, Registrations

- Must have an active nursing license in the State of Nebraska or be legal to practice in the State of Nebraska per a compact state license. Registered nurse (RN) or Licensed Practical Nurse (LPN).
- Must possess an active Cardiopulmonary Resuscitation (CPR) certificate. Preferred certification of ACLS and PALS.

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes



- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Performs comprehensive concurrent and retrospective review in a timely manner utilizing criteria developed and approved by the medical staff and the hospital.
- Demonstrates initiative, the ability to work with others, professional judgment, and effectively performs other duties as assigned.
- Serves as Team Leader of the Infection Control and Prevention Committee.
- Assumes responsibility for: reporting core measures and other Infection control or regulatory reporting necessary, Meaningful Use/MIPS reporting, MBQIP, Provider Scorecards for the credentialing process, customer satisfaction/grievance process.
- Regular attendance at the assigned work location is an essential function of the job.



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)		X				
Walk				X		
Bend			X			
Stand					X	
Sit			X			
Drive		X				
Climb			X			
Squat/crouch			X			
Kneel			X			
Push				X		
Pull				X		
Write				X		
Reach			X			
Grip				X		
Crawl			X			
Vision/read					X	
Talk/verbal skills					X	
Hear					X	
Feel/tactile			X			
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date