

INFECTION PREVENTION SERIES

| Code No. | Class Title | Occ. Area | Work Area | Prob. Period | Effective Date | Last Action |
|-----------------|---|----------------------|----------------------|-------------------------|---------------------------|------------------------|
| 4804 | Infection Prevention and Control Professional | 01 | 441 | 6 mo. | 03/01/11 | Rev. |
| 4805 | Infection Prevention and Control Coordinator | 01 | 441 | 6 mo. | 03/01/11 | Rev. |

Promotional Line: 342

Series Narrative

Employees in this series implement and/or coordinate activities involving the identification, monitoring, prevention, and control of infectious diseases in a health care facility. Some of their responsibilities include, but are not limited to, the surveillance or investigation of infections in patients or staff, maintaining and compiling data on diseases, efforts to isolate or prevent them, and educational or in-service programs to make people aware of risks related to infection prevention. The work is performed in collaboration with facility staff (such as physicians, nurses, and managers) and in cooperation with outside agencies (such as local, state, or federal public health agencies).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Infection Prevention and Control Professional

4804

Employees at this level implement infection prevention and control activities in a health care facility. They work under the direction of a designated supervisor.

An Infection Prevention and Control Professional typically—

1. conducts ongoing surveillance of infections in patients and, if necessary, staff, using established facility criteria and guidelines from state and federal agencies
2. prepares surveillance data for presentation to facility committees
3. assists the Infection Control Committee with presentation and reports as well as communication of accurate infection prevention recommendations to appropriate persons
4. inspects the health care environment and observes personnel activities to detect possible infection hazards and to evaluate compliance with standards; conducts infection prevention risk assessments
5. monitors and evaluates infection prevention techniques to provide optimal care to patients
6. maintains comprehensive records of infections and drug therapies used to treat them
7. synthesizes infection prevention data, uses and supports automated database systems to maintain surveillance statistics

8. collaborates to analyze and interpret infection prevention findings, identifies and reports changes in the level of infections and/or diseases to appropriate staff (i.e., administration , medical, or staff services)
9. conducts investigation and surveillance of suspected infection outbreaks and/or exposures, reports findings to infection prevention team and supervisor, and implements recommended risk reduction strategies
10. assists with the review, planning, development, implementation, and evaluation of policies and procedures pertinent to infection prevention and control measures and principles in collaboration with other disciplines and departments (such as nursing)
11. participates in developing, revising, and conducting educational and in-service programs related to infection risks and prevention and infection prevention policies, procedures, and methods
12. monitors placement of patients on admission in regards to isolation precautions in order to ensure optimal prevention of infection
13. coordinates necessary follow-up to notify a health care worker and their supervisor of unprotected exposure to an infectious or communicable disease
14. notifies health department authorities of reportable communicable disease
15. reviews cases where an infection associated with health care is a potential liability
16. provides direction to lower-level support staff (such as medical records practitioners and new employees)
17. provides input into infection prevention aspects of product selection and evaluations
18. supports the goals of the infection prevention program
19. communicates infection prevention information to team members and supervisory staff in a timely manner
20. works with the supervisory staff and infection prevention team to prioritize workload based on infection risks and medical center needs
21. attends and participates in health care committees
22. performs other related duties as assigned

Level II: Infection Prevention and Control Coordinator**4805**

Employees at this level are responsible for the infection prevention program of a health care facility. They work under administrative direction of more senior personnel.

An Infection Prevention and Control Coordinator typically—

1. plans and directs the activities of the infection prevention staff to attain the goals and objectives of the facility's infection prevention program in compliance with regulatory agency's policies, procedures, and standards
2. evaluates the effectiveness of the program and recommends modifications to meet the program's objectives
3. supervises departmental staff
4. directs and alters surveillance assignments as required by clinical situations
5. generates verbal and written reports to health care staff on both a scheduled and as-needed basis
6. analyzes and evaluates reports on infection prevention data and/or problems in order to identify trends and implement intervention programs
7. communicates with officers of the facility's infection prevention committee on a regular basis to keep them informed and to consult on strategies for investigation or surveillance activities
8. coordinates the administrative affairs of the infection prevention committee (such as the agenda, minutes, and the preparation of reports). In performing these duties, they are also responsible for the distribution of relevant infection prevention committee information to the appropriate persons, departments, or committees
9. coordinates and conducts studies on the occurrence of organisms or clusters of infections
10. provides recommendations on the selection of materials and/or equipment that could reduce the risk of infection or that could pose an infection risk to patients or staff
11. collaborates with and participates in related facility management programs (such as quality management, and risk management) to enhance the effectiveness of the programs in improving patient care
12. collaborates with health service and assists in the development of employee health programs to ensure that the infection prevention program and employee health programs are working together to meet the infection needs of the medical center and its visitors, patients, staff, and students
13. evaluates, develops and implements educational programs to prevent infections among medical center visitors, patients, and staff
14. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Infection Prevention and Control Professional****4804**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in a field directly related to infection control (such as nursing, medical laboratory science, medical technology, biology, epidemiology, or public health.)

OR

- (B) **Current** license or registration certification in the State of Illinois as a Medical Technologist, Registered Nurse, or Clinical Laboratory Scientist.

OR

- (C) **Current** certification in Infection Prevention and Control (CIC) by the Certifying Board of Infection Control and Epidemiology, Inc.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of basic principles of infection prevention
2. Knowledge of the principles of epidemiology
3. Knowledge of biostatistics
4. Ability to communicate and interact effectively with health care facility personnel
5. Ability to exhibit practical expertise in order to implement intervention strategies
6. Ability to negotiate as appropriate
7. Ability to work with automated systems
8. Ability to interpret and evaluate data
9. Ability to prepare valid reports
10. Ability to prepare and present training programs
11. Ability to learn patient care procedures
12. Ability to do on-site evaluations
13. Administrative skills (i.e. communication, negotiation, leading groups, implementing change, reinforcing policies)

Level II: Infection Prevention and Control Coordinator**4805**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **Current** certification in Infection Prevention and Control (CIC) by the Certifying Board of Infection Control and Epidemiology, Inc.
2. Two (2) years (24 months) of work experience performing duties comparable to those listed in the Infection Prevention and Control Professional.
3. One (1) year/12 months of work experience with responsibilities of program evaluation and oversight.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of standards and requirements for infectious disease prevention
2. Knowledge of principles of epidemiology
3. Knowledge of biostatistics
4. Oral and written communications skills
5. Ability to apply management principles and techniques
6. Supervisory ability
7. Ability to develop and implement short- and long-range goals and objectives