

**Job Class Profile: Infection Control Registered Nurse****Pay Level:****NS-31****Point Band:****893-943**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	6	3	4	5	6	6	3	4	
Points	280	100	19	19	150	130	124	64	43	929

**JOB SUMMARY**

The Infection Control Registered Nurse provides administrative, surveillance and consultative work in planning, developing, co-ordinating and administering an Infection Control Program at designated sites under a regional health authority. Work involves planning, organizing, implementing, evaluating the infection control program to ensure the program is carried out properly, effectively and efficiently throughout the region and educating stakeholders regarding infection control practices.

**Key and Periodic Activities:**

- Provides surveillance of healthcare or industry practices to identify problem areas and determines any necessary interventions; gathers related data (i.e. reviews lab reports and patient charts, communicates with facilities and units), inputs data into various report documents for analysis; provides education and training to program areas requiring changes; evaluates and reports on data.
- Reviews needs for education and training; develops, organizes, and delivers infection control education to staff, patients, and the community through either formal presentations or one on one counselling. Delivers formal presentations to staff during orientation or community group activities, and evaluates training requirements.
- Provides consultation and expertise to a variety of stakeholders on infection control practices based on an in-depth knowledge of infection control and best practice research.
- Investigates infection control outbreaks, conducts literature and internet research related to epidemiological studies and best practices; reviews and monitors statistical data, calculates infection rates, critically appraises significance of findings, and makes recommendations to address outcomes of outbreaks and/or changes in practice(s).
- Coordinates infection prevention and control (IP&C) activities; communicates with managers/administrators regarding suspicious outbreaks of infection; evaluates and provides advice and guidance.
- Participates and provides nursing services to immunization clinics including administering vaccinations and collecting data.
- Provides patients and their families with education literature and counselling on infection control topics.
- Attends and participates in department and committee meetings (i.e. regional waste management, regional infection control, etc.), and where applicable, provides input into policy and procedures.
- Evaluates the use of newly developed infection prevention technology or products for safety

### Key and Periodic Activities:

- and cost-effectiveness; and meets with sales representatives or attends in-services on products (i.e. wound care, swab collection kits, etc.).
- Books rooms, equipment and vehicles, types and distributes letters/emails, and records minutes of regional and staff meetings.

## SKILL

### Knowledge

#### General and Specific Knowledge:

Knowledge of:

- Infection prevention and control regulations and guidelines
- Sterilization/decontamination, microbiology 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: 3 - 4 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 appropriate

questions during investigations of suspected infection, provide routine and complex information and direction to staff, health professionals, government representatives regarding infection control practices, and gather information from healthcare employees, patients and their families; provide care/comfort/nurturing to patients; coach and mentor students; motivate and convince staff to adopt infection control guidelines; gain the cooperation of others and collaborate to complete work, instruct/teach/train staff, caregivers, or health providers; facilitate groups; provide expert advice and counselling to all stakeholders, and deal with patients and their families who may be upset. Skills are most frequently used to provide expert advice to stakeholders, and make formal presentations to impart infection control information to interested parties.

- Communications occur with a range of contacts including employees within the immediate work area, and department for coordination, planning, and delivery of services, patients and their families to discuss infection control practices, students, manager, government representatives, professional advisors/associations, and executives for consultation, direction or communicating program activities, and providing updates on issues. There may be contact with sales representatives to test or evaluate products.

## 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, posters, paper, equipment, laptop, information sheets, and projector). Occasionally, these objects are up to 25 lbs (i.e. boxes of resources, pamphlets, display boards, moving furniture to set up rooms), 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. Regularly stands to give presentations and walks to different areas of buildings for surveillance of infection practices and/or to teach infection control practices to staff. Occasionally drives between sites and buildings.
- Uses fine finger movements when working with the computer mouse.

### Concentration

- **Visual** alertness is required when performing skin testing or giving immunization injections, 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), reading written text, reading and responding to emails, performing research on the internet, developing reports and communications related to infection control practices or services, analyzing information, and completing reports.
- **Auditory** concentration is required to listen and provide information to stakeholders (i.e. staff, patients, etc.) in person, on the telephone or conference calls, and to be able to provide appropriate feedback, and to give presentations and be able to answer questions.
- **Other sensory demands** include the sense of smell to detect certain infectious diseases (i.e. wound infection), and touch is required to palpate skin when reading a Tuberculosis (TB)Test.
- **Repetitive** tasks which require alertness occurs when administering multiple immunization and

vaccination screens, when providing advice and/or direction to staff, 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), when high-risk patients are admitted, or when laboratory testing indicates that more than one patient in an area has positive results of an organism.
- Subjected to **time pressures** when there are outbreaks of infectious diseases, pandemic situations requiring halting of normal workflow, when there are requests for advice, guidance, or direction on urgent infection control practices, and to complete reports. Experiences **interruptions** such as requests for information from a variety of stakeholders (i.e. 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 risk of disease transmission.
- There is a 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 reviewing policies and documents, interpreting data of surveillance results, performing calculations of data, and reporting on infection rates and other statistics as they are used as evidence in developing programs and in affecting practice change within the organization.

## Complexity

- Tasks and activities are different/unrelated and require the use of a broad range of skills and a diversity of knowledge.
- Complexity of the position varies. Tasks vary between being repetitive and well defined, to problems that must be defined and practical solutions found. Tasks are regularly different, but related where there are limited guidelines or procedures that exist and a limited opportunity for standardized solutions. Occasionally, tasks require creative problem definition, analysis, and solution development that may be solved in a team setting.
- Typical complexities that are resolved involve management of patients with infectious diseases who need isolation; specifically, trying to find room placements for these patients. Another challenge is educating staff at all levels which often involve coming up with creative ways to reach those who resist these practices.
- 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 or 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 program and/or sites working collaboratively with the coordinator

regarding decisions related to 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, performs outbreak management activities (i.e. closing building to visitors), recommends specific testing of patients with infectious diseases during outbreaks, authorizes placement of patients requiring isolation or discontinuance of isolation, books vehicles for travel, and orders some office supplies.

- Requires prior approval to make changes to policies, procedures or new development or programs that impact other services/department, orders nonroutine office equipment/supplies, for travel claims, and to attend educational conferences.
- Exercises a high degree of independent discretion and judgment in the management of outbreaks within the facilities such as the closure of buildings, posting of signage, advising staff not to report to work or leave work if ill; and maintaining confidentiality of patient and staff information.
- Exercises discretion and judgment 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 recommending isolation for patients with infectious diseases, advising staff on best practices; construction, renovation policies, bed utilization for patients requiring isolation, 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 including patients, as well as 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 the facilities and the health and safety of patients, staff, and the public. If there is an outbreak of an infection, this could result in closure of buildings, 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 on 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 failure to implement precautions on patients who present with an infectious organism, errors made in calculating statistical information related to infection rates, and disclosing information on patient or staff inappropriately. Requires licensure to practice and professional activities are monitored through a professional association.
- Due to the severity of possible outbreaks, problems are typically identified within hours of problem identification and could be detected by the nurse, the coordinator, other nurses, the manager, health providers, or administrators. Resolution may have an impact beyond the short-

term.

### **Development and Leadership of Others**

- There is no supervision of staff.
- Provides on-the-job advice, guidance, and orientation.
- Provides team and project lead roles in that they give expert advice to health professionals, government agencies, community groups, and coordinate related program activities. Also provides education and act as a technical mentor/resource for infection control and works on committees/projects related to program area (i.e. patient safety, regional and provincial infection control, construction and renovation activities, etc.).

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Occasionally, required to assess patients with transmissible diseases (i.e. shingles), administer certain tests, give injections to patients, or to 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 dispose of needles in appropriate sharps containers. When entering construction sites 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, 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, waste, odours, and sharp objects. Regularly exposed to infectious diseases (i.e. TB, Meningitis, etc.).