



## **POSITION DESCRIPTION**

### **Infection Prevention Manager**

Reports to: Patient Safety & Quality Director

Position Status: Exempt

Supervises: No one

Effective Date: 10/16/23

### **GENERAL SUMMARY**

Provides oversight of the comprehensive Infection Prevention/Control program throughout Northwest Kidney Centers (NKC), designed to improve patient safety by minimizing the risk of transmission of healthcare-associated infections with medical procedures, equipment, and devices. The IP Manager designs, plans, implements, and directs exposure control measures to ensure NKC follows federal, state, local regulations, and industry guidelines such as CDC, NHSN, APIC to ensure staff/patient/visitor compliance. The IP Manager applies sound epidemiologic principles, including risk stratification, to identify target populations, analyze trends and risk factors, and develop and evaluate prevention and control tactics for application based on strategies and priorities of NKC. The IP Manager develops and implements programs to coordinate educational efforts regarding infection prevention and has the oversight of infection related issues for all dialysis modalities.

### **DUTIES AND RESPONSIBILITIES**

1. Develops, coordinates, and collaborates on activities and infection control measures which prevent and control the spread of infectious diseases with a focus on improving key infection-related quality metrics in alignment with the ESRD Quality Incentive Program (QIP).
2. Performs targeted surveillance, including analysis and trending of infectious outcomes in patients, healthcare providers and visitors; based on this data, and ensures implementation of interventions and performance improvement activities to decrease the risk of healthcare associated infections.
3. Has budgetary oversight for the Infection Prevention Program for NKC. Provides advice and guidance to organizational leaders regarding work related health and safety issues.
4. Promotes, develops, and maintains infection prevention standards that align with current advisory recommendations that meet local, state, and federal regulations.

5. Responsible for investigation of clusters and outbreaks of epidemiologically significant organisms; collaborates and communicates with state and local health departments in investigation of diseases with public health impact. Provides oversight for accurate NHSN reporting and meeting CMS data validation requirements.
6. Ensures any patient communicable diseases are reported to Public Health departments and other appropriate authorities in a timely manner. Acts as a liaison between NKC and local Public Health Departments, in alignment with WAC 246-101-10, and others regulatory bodies to improve the health of the communities we serve.
7. Utilizes electronic tools and established protocols to conduct daily surveillance, and/or perform epidemiologic investigations, related to healthcare-associated infections, epidemiologically significant organisms and/or related infection control/prevention concerns; collects, compiles and reviews/analyzes surveillance data to promote safe and quality care to patients, NKC employees, and visitors through prevention and control of infections.
8. Oversees organization-wide Infection Prevention policies, procedures, and protocols. Develops, implements, monitors, and evaluates annual Infection Prevention Plans/Risk Assessments. Ensures implementation, monitoring, and success of NKC Infection Control Plan.
9. Oversees and leads organization-wide vaccines clinics for NKC staff and patients.
10. Serves as a resource in the ongoing effort to minimize the risk of infection to patients and staff by oversight and implementation of the yearly flu campaign for patients, staff, and physicians.
11. Implements and educates, provides oversight, monitoring, and evaluation of safe practices to prevent exposure to Hepatitis B, Hepatitis C, HIV, MRSA/VRE, Ebola, C. Diff., etc.
12. Oversees development of education programs about infection risk, prevention, and control for clinic staff and about workplace hazards for clinic and non-clinical staff.
13. Leads quality improvement and LEAN initiatives related to infection prevention. Utilizes the RCA process to systematically identify the root cause of any infection related issues and partners with operational leaders to provide problem solving and corrective action to remove variability.

14. Co-chairs Infection Control Committee. Collaborates with managers in the development and monitoring of infection control plans that relate to QAPI, Monthly and Quarterly Infection Audits, CMS, or Network improvement projects/deficiencies.
15. In conjunction with the Pharmacy Manager, develops and implements an antibiotic stewardship program.
16. Actively supports and promotes NKC plans, programs, and initiatives, as well as employee activities.

### **JOB CONDITIONS**

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment, clinical dialysis unit, physician offices, other healthcare organizations, and other community settings. Must have transportation available and requires a valid Washington driver's license and the use of a properly licensed and insured personal vehicle for on-demand travel between clinics (mileage is reimbursed).

Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires a high-level of hand-eye coordination. Must have strong visual acuity to read, inspect information on monitors, inspect technical documents, and to work extensively with data on a PC.

Physical requirements include the ability to lift/move objects weighing up to 25 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required.

Staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

### **EDUCATION AND EXPERIENCE**

BSN required. MSN preferred. Minimum three (3) years' experience in infection prevention. Minimum two (2) years of management or supervisory experience in a clinical setting. Experience preferred in dialysis environment.

### **LICENSING/CERTIFICATION:**

Washington State RN license

Infection Control Certification required at hire.

Basic Life Support (BLS)

Must have a valid Washington State Driver's License, proof of insurance and ability to travel to all NKC's facilities.

### **ADDITIONAL REQUIREMENTS:**

Knowledge of ESRD Conditions for Coverage related to Infection Control, Kidney Disease Outcomes Quality Initiative related to access infections, International Society for Peritoneal guidelines as related to peritonitis and access infections, recommendations of the CDC and Prevention, WA State Department of Occupational Safety and Health (DOSH), Occupational Safety and Health Administration (OSHA), WA State Workers Compensation, and Association for Professional Infection Control and Epidemiology guidelines.

Ability to interact effectively with all levels of NKC employees and public health services at local counties, state, and national levels: CDC and regulatory bodies (OSHA, DOSH).

Effective written and verbal communication skills.

Must demonstrate behaviors in alignment with NKC values.


Must ensure the infection prevention program meets budgetary requirements.

Leads quality work through demonstrated initiatives and LEAN process methodology. Demonstrates standardization through RCA process.

Must maintain annual continuing education with emphasis on infections disease and prevention.

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.**

### **REVIEW AND APPROVAL**

DocuSigned by:  
  
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Chief Nursing Officer

10/17/2023

Date