



POSITION DESCRIPTION

Employee Health Program Manager

Reports to: Director of Patient Safety and Quality Nursing Administrator

Position Status: Exempt

Supervises: No one

Effective Date: 7/1/2025

GENERAL SUMMARY

The Employee Health Program Manager is responsible for planning, directing, and coordinating Employee Health activities across Northwest Kidney Centers to ensure a safe environment for patients, healthcare providers, and visitors. This role serves as an expert consultant on Employee Health issues and oversees Exposure Control and Employee Health outcomes to ensure compliance with federal, state, and local regulations, as well as industry guidelines such as CDC, NHSN, and APIC. The manager develops and implements educational programs related to employee health throughout the organization.

DUTIES AND RESPONSIBILITIES

1. Program Development and Oversight

- Develops and implements standards and strategic plans to control and reduce the risk of infectious diseases among staff.
- Creates and revises evidence-based, organization-wide Infection Prevention and Employee Health policies and procedures.
- Develops, implements, monitors, and evaluates the annual Infection Prevention Plan.
- Conducts Risk Assessments and ensures successful implementation of the NKC Infection Control Plan.
- Oversees the accuracy and completeness of the Employee Health database.
- Develops and manages Exposure Control Plans in collaboration with the Infection Preventionist and Clinical Directors.

2. Surveillance and Compliance

- Performs targeted surveillance and analyzes trends in infectious outcomes among patients, staff, and visitors.
- Implements interventions and performance improvement activities based on surveillance data.
- Ensures compliance with regulatory standards from agencies such as OSHA, CMS, CDC, and WA State Department of Health.
- Reports communicable diseases to Public Health departments and other authorities in a timely manner.
- Monitors construction and renovation projects and participates in planning and pre-occupancy activities.

3. Education and Staff Engagement

- Responsible for Employee Health education curriculum for staff orientation.
- Provides annual infection prevention in-services and education for all staff.
- Implements and educates staff on safe practices to prevent exposure to infectious diseases such as Hepatitis B/C, HIV, MRSA/VRE, Ebola, and C. Diff.
- Collaborates with units to develop and monitor infection control plans related to QAPI, audits, CMS, and improvement projects.
- Supports and promotes NKC plans, programs, initiatives, and employee activities.

4. Representation and Collaboration

- Acts as a liaison between NKC and local Public and Occupational Health Departments.
- Represents the organization on internal and external committees and meetings.
- Collaborates with departments and services to improve employee health outcomes

5. Other Responsibilities

- Other duties as assigned

JOB CONDITIONS

- Must be able to communicate effectively in English via telephone, writing, and in-person.
- Work is performed in office environments, dialysis units, physician offices, and community settings.
- Requires valid Washington driver's license and insured personal vehicle for frequent travel between clinics.
- Physical activities include standing, walking, stooping, kneeling, reaching, lifting, and repetitive hand motions.
- Must be able to lift/move objects up to 25 pounds occasionally and up to 10 pounds frequently.
- Requires strong visual acuity and proficiency in Microsoft Office and clinical software programs.

CUSTOMER SERVICE STANDARDS

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 (consideration for current NKC employees in a BSN program). MSN preferred.
- Minimum three (3) years' experience in Employee Health/Infection prevention.
- Minimum two (2) years of management or supervisory experience in a clinical setting.
- Experience in dialysis environment preferred.

LICENSING/CERTIFICATION:

- Washington State RN license
- 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 Employee Health and 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.
- Knowledge of ESRD Conditions for Coverage and infection control guidelines.
- Ability to interact effectively with all levels of NKC staff and public health services.
- Effective written and verbal communication skills.
- Demonstrates behaviors aligned with NKC values.
- Ensures infection prevention program meets budgetary requirements.
- Leads quality initiatives using LEAN methodology and RCA processes.
- Maintains annual continuing education focused on infectious 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

CNO/VP of Patient Care Services

Date

Senior Director, People and Culture

Date

EMPLOYEE SIGNATURE

I acknowledge that I have received and reviewed a copy of the job description:

Employee Signature

Date