

## Element Care

TITLE: Infection Control Manager  
JOB FUNCTION: Quality

UPDATED: 6/16/16  
FLSA STATUS: Exempt

### Job Summary:

The Infection Control Manager is responsible for the development, implementation, monitoring and oversight of a company-wide infection control and employee health program.

### Essential Responsibilities:

- Collects and analyzes infection control data from a wide range of resources (database, NG reports, on-call reports, lab results) staff reports, and observation.
- Develops infection trend reports and performs case review on sample of reported infections to ensure accuracy of reporting, and presents information to QI Committee.
- In collaboration with Medical Director and Director of QI and Risk Management, identifies, reports and follows up on communicable diseases per reporting regulations.
- Monitors compliance with OSHA Exposure Control Plan requirements.
- Conducts rounds at Element Care locations in order to monitor compliance with infection control policies and procedures and provides education to staff as indicated.
- Consults with employee health program to include review and analysis of required information on new hires/contracted staff, annual TB tests, staff illness reports, sharps injuries.
- Collaborates on reports on employee health program for presentation to QI Committee.
- Orients newly hired staff to infection control policies and procedures and conducts annual training on infection control for all Element Care staff.
- Develops and implements employee trainings using a variety of education strategies for adult learners to support and reinforce infection control principles.
- Monitors compliance with required/recommended participant and employee immunizations.
- Reviews and revises policies and procedures for infection control.
- Active participant in CMS audit preparation.
- Frequent local travel.
- Other duties as assigned.

### Job Specifications:

- Clinical background – Bachelor's Degree and an active RN license..
- Minimum of 5 years health care experience, 2 years experience in a role with infection control responsibilities.
- Proficiency in MS Office, with emphasis on Excel, ability to use EHR.
- Proven experience and comprehension of basic statistics.
- Excellent analytical skills.
- Organized, excellent verbal and written communication.