Sample Job Description for the Infection Preventionist

Job Description

Job Title:  Infection Preventionist

Job Summary:
The Infection Preventionist (IP) is responsible for identifying, investigating, monitoring, and reporting healthcare-associated infections. The IP collaborates with teams and individuals to create infection prevention strategies, provide feedback, and sustain infection prevention strategies.

Qualified Candidate:

Educational and Certification Requirements

•  Baccalaureate degree in nursing, public health, epidemiology, clinical laboratory science, medical technology or related field.
•  Certification in Infection Control and Epidemiology (i.e.: CIC© preferred) or, attainment within ____years after employment

Essential Skills:

•  Analytical
•  Problem solving
•  Collaboration
•  Strong oral and written communication skills
•  Ability to implement evidence-based guidelines
•  Conflict resolution
•  Program and project management
•  Expertise in data collection and analysis, report writing, and data presentation
•  Leadership
•  Familiar with software technologies

Reports to:  ______________________

Job Duties:
(Note the key accountabilities/responsibilities of the job)

1. Program Management:

•  Develop, implement, and evaluate the organizational infection prevention program.
•  Surveillance
•  Develop an annual surveillance plan based on the population(s) served, services provided, and analysis of surveillance data.
•  Utilize epidemiologic principles to conduct surveillance and investigations.
•  Evaluate and modify the surveillance plan as necessary.
2. Design and Deliver Education

- Assess and address learning needs of those served.
- Create educational goals, objectives, and strategies using learning principles and available educational tools and technology.
- Evaluate the effectiveness of educational programs and learner outcomes.

Percent of time: (% ___)

3. Regulatory Requirements

- Comply with regulatory and mandatory reporting requirements at the local, state and federal levels.
- Facilitate compliance with regulatory and accreditation standards.
- Stay current on infection prevention and control regulatory and accreditation standards.

Percent of time: (% ___)

4. Performance Improvement (PI)

- Utilize PI methodology as a means of enacting change.
- Define the scope of the project and select appropriate PI tools to aid in efficiency, reliability, effectiveness and ensure sustainability of the initiative.
- Ensure that customer needs and expectations are considered in the development of and continuous improvement of processes, products, and services.
- Monitor and analyze process and outcome measures to evaluate the effectiveness and sustainability.
- Participate in PI committees, teams and initiatives as indicated.

Percent of time: (% ___)

5. Occupational Health

- Participate in the development/review of occupational health policies and procedures related to IPC.
- Assess risk of occupational exposures to infectious disease.
- Develop (or assist with) rates and trends of occupational exposures.
- Develop (or assist with) immunization and screening programs.
- Apply work restrictions and recommendations related to communicable diseases or following an exposure.

Percent of time: (% ___)
Performance Standards (Job Expectations):

1. Professional Accountability
   - Pursue professional growth and development of required knowledge and skills.
   - Maintain certification and licensure requirements.
   - Establish at least 1 professional goal per year.
   - Advocate for patient safety, health worker safety, and safe practices.
   - Participate in an infection prevention and control professional organization/association (i.e.: APIC).

2. Collaboration
   - Consult and collaborate, as needed, with local, state, and federal public health officials, and community health organizations.
   - Involve multidisciplinary teams to ensure changes are vetted by all stakeholder groups.

3. Leadership
   - Utilize principles of influence, leadership and change management.
   - Bring enthusiasm, creativity and innovation to practice.
   - Work collaboratively with others, providing direction when necessary.
   - Readily share knowledge and expertise.
   - Contribute to the development of less-experienced healthcare providers through education and mentorship.
   - Prepare and deliver infection prevention presentations to external groups.

4. Research and Implementation Science
   - Evaluate (critically) research and evidence-based practices and incorporate appropriate findings into routine practice.
   - Integrate evidence-based practices into policies, guidelines, protocols and educational strategies.
   - Identify barriers for implementation and develop strategies to minimize or remove barriers.
   - Implement strategies to sustain efforts such as audit tools and meaningful feedback.

5. IPC Informatics
   - Be familiar with infection prevention software and other technology.
   - Collaborate with IT to create meaningful electronic reports to enhance infection prevention initiatives.

6. Fiscal Responsibility
   - Consider the financial/safety implications and clinical outcomes when making recommendations, evaluating technology and products, and developing policies and procedures.
   - Use a systematic approach to evaluate costs, benefits, and efficacy.
   - Incorporate fiscal assessments into program evaluations and/or reports.
Develop and maintain departmental budgets.

Reference:

Davis, J., Billings, C., Malik, C. Revisiting the association for professionals in infection control and epidemiology competency model for the infection preventionist: an evolving conceptual framework. American Journal of Infection Control, 46, 745 – 749


Recommendations for Use of the Job Description for Infection Preventionists

Objectives:

- Provide a foundational document to support the development of an organization’s Infection Prevention and Control department.
- Plan and manage the work of the Infection Preventionist and provide role clarity.

This job description was developed to be utilized across healthcare settings.

Suggestions for Use:

- Healthcare leaders may adapt the document to align with their organization’s goals and needs. For example: if the Infection Preventionist does not perform Occupational Health duties, this section can be removed or modified.
- Periodic review of the job description is recommended to maintain its relevance with the evolving healthcare environment and changing job responsibilities.
- Organizations may want to refer to APIC’s Professional and Practice Standards for additional guidance.

Reference: