

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.

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- Develop, interpret and assist with implementation of infection prevention and control policies and protocols.
- Communicate infection prevention and control information and data to various committees and healthcare workers across the organization as assigned.

Percent of time: (% ___)

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

<https://doi.org/10.1016/j.ajic.2018.04.210>.

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:

Bubb, T., Billings, C., Berrel-Cass, D., Bridges, W., Caffery, L., Cox, J., Rodriguez, M., Swanson, J., Titus – Hinson, M. APIC professional and practice standards. *Am J of Infect Control* 2016; 44(7), 745 – 749.