

**COMPETENCY BASED ORIENTATION  
INFECTION CONTROL COORDINATOR**

<b>Name:</b>			
<b>Preceptor:</b>			
<b>Date:</b>			
<b>Critical Skills</b>		<b>Skills Evaluation</b>	
<b>Competency Statement: Competent to perform infection control duties</b>		<b>Performs Independently &amp; Competently</b>	<b>Needs Additional Training to Perform Competently</b>
<p><b>1. Competency to perform infection control duties:</b></p> <ul style="list-style-type: none"> <li>a. Maintains knowledge of corporate, division and facility infection control policies and procedures</li> <li>b. Coordinates infection control program <ul style="list-style-type: none"> <li>▪ Post op infection rate</li> <li>▪ Surveillance reporting</li> <li>▪ Monthly reporting</li> </ul> </li> <li>c. Provides annual &amp; ongoing education of staff regarding infection control</li> <li>d. Provides quarterly reports to QC, MEC &amp; GB</li> <li>e. Ensures appropriate follow up of employees following an occupational exposure</li> <li>f. Completes annual evaluation of TB status of employees</li> <li>g. In conjunction with administrator, ensures that all employees comply with infection control policies</li> <li>h. Works with staff to analyze patterns/trends to identify and determine if any problems or opportunities for improvement exist</li> <li>i. Attends annual education event on infection control</li> </ul>			
<input type="checkbox"/> <b>I feel competent to perform these skills</b>		<b>Signature:</b>	<b>Date:</b>
<input type="checkbox"/> <b>I would like more training in performing these skills</b>		<b>Signature:</b>	<b>Date:</b>
<input type="checkbox"/> <b>Employee performs independently &amp; competently when performing these skills</b>		<b>Signature:</b>	<b>Date:</b>

**Surgery Center Name**  
**Management of Human Resources**

Section: Position Descriptions  
Title: Infection Control Coordinator-Special Assignment  
Policy# 5.300

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**Position Purpose:**

The Infection Control Coordinator ensures patient safety through the implementation and monitoring of the facility infection control plan

**Reporting Relationships:**

The Director of Clinical Services functions as the facility Infection Control Coordinator,

**Responsibilities:**

1. Maintains current knowledge of infection control standards and practices (AORN, APIC, AAMI, CDC)
2. Coordinates the infection control program
  - Reviews and updates policies and procedures
3. Collects and analyzes infection control data from surveillance activities
  - Summarizes infection rates from physician query results
  - Investigates post operative infections
  - Makes recommendation to improve performance based on collected data/trends
4. Provides annual and ongoing staff education regarding infection control
5. Participates in the Quality Council and provides reports to the QC/MEC/GB.
6. Ensures appropriate follow-up of employee occupational exposures.
7. Completes annual TB skin testing and employee evaluation.
8. Ensures employee compliance with facility policies
9. Attends annual education event on infection control
10. Participates with local infection control professional organization.

I have read and understand the duties, responsibilities, and accountabilities outlined in this job description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_