

The mission of Community Health Programs is to improve the health of people throughout Berkshire County by delivering exceptional compassionate health care.

Job Title: Infection Control/Occupational Health Nurse
Department: Admin
FLSA Status: Exempt
Hours: Full Time
Operationally Reports To: CMO
Direct Reports: None
Updated: August 2021

Summary: The Infection Control/Occupational Health Nurse oversees all infection control and prevention related activities within the organization. This individual will also be responsible for all functions of the employee health program and for providing clinical employee health services at CHP. This person will support CHP's mission, vision, and values and will adhere to compliance protocols as well as CHP's policies and procedures.

Infection Control/Occupational Health Nurse Essential Duties and Responsibilities:

- Establishes establish standard methods of care, utilizing evidence based practice and best practice standards.
- Establish and implement infection control and employee health program, in collaboration with the CMO, CHRO, and appropriate CHP management.
- Develops and maintains policies and procedures related to clinical competencies, infection control and employee health.
- Maintains complete and accurate employee health, clinical competency and infection control records.
- In collaboration with the CMO, CHRO, and the Compliance Officer, ensures compliance with state and federal requirements, accreditation bodies and CHP policies and clinical responsibilities.
- Participates as an integral team member, collaborating with various departments and colleagues, including Safety, Human Resources, Quality Director, Operations, Compliance and others as needed to advocate for employee health and safety.
- Coordinates the development and implementation of all employee health, clinical competency, and infection control initiatives and programs.
- In collaboration with the CMO and CHRO, develops policies and procedures for pre-employment and on-boarding processes for employees.
- Responsible for all pre-employment testing and vaccination processes, annual N95/TB/Influenza/COVID testing and/or vaccinations, and the management of potential blood exposures, employee illnesses and disease outbreaks.
- In collaboration with the CMO, responsible for coordinating the infection control program which includes surveillance; analysis of data; developing reports, policies and procedures.
- Uses epidemiological principles and statistical methods to design, implement and evaluate infection prevention and control strategies.
- Provides consultation and education to staff with respect to Infection Prevention & Control as required.
- Conducts risk assessments at least annually and as needed with consideration of served populations, regional vulnerabilities, relevant statistical data, and new and emerging infectious diseases.

- In collaboration with the CMO, notifies the County and/or State Health Department of any reportable diseases, adhering to all internal county and state procedures.
- Develop and implement continuously improved patient care procedures and control mechanisms relating to quality, compliance and infectious diseases.
- Ensures the infection prevention and control procedures meet all local, state, federal and regulatory standards or guidelines.
- Participates in performance improvement and continuous quality improvement activities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Must have strong computer and research skills to ensure they remain up to date with new developments, best practices and standards of care within the field of healthcare.
- Detail oriented and capable of exploring innovative solutions to solve complex problems and address issues through the use of a combination of delivered and custom-developed tools
- Ability to compile, code and categorize, or verify information/data
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, with excellent verbal and written communication skills
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner
- Attend regular staff meetings and in-services as needed.

Essential Skills and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of three (3) years' experience in healthcare required.
- Current RN license for MA is required.
- Bachelor's degree (BSN) highly desirable but not required.
- Current Basic Life Support (BLS) certification.
- Must be proficient and have a strong working knowledge of Microsoft Office (Outlook, Excel, Word, etc.).

Physical Requirements:

- See ADA form