NURSING SERVICES -
POSITION DESCRIPTION

POSITION TITLE: Infection Control Coordinator

JOB CATEGORY: Nursing

QUALIFICATIONS:
Bachelor Degree in Nursing/Diploma in Nursing with appropriate years of experience as per Minister’s Cabinet decree # 10 (1975) and/or decree # 9 (1975).

Preference to be given to nursing staff with specialty training/education in infection control.

Maintains valid registration in Country of Origin and in UAE.

ACCOUNTABLE TO: Director of Nursing

REPORTS TO: Chairperson of Infection Control Committee

ORGANIZATIONAL RELATIONSHIP:
Collaborates with multidisciplinary healthcare team members.

1. POSITION SUMMARY
1.1 To perform a variety of professional duties involved in the prevention and control of nosocomial infections.
1.2 To plan, develop, direct, implement and evaluate infection control activities throughout the facility.

2. KNOWLEDGE, SKILLS, ABILITIES
2.1 Knowledge of data collection techniques.
2.2 Proficient in oral/written communication.
2.3 Ability to develop and present educational programs.
2.4 Ability to make evaluative judgments.
2.5 Knowledge of nursing theory and practice.
2.6 Word processing and/or data skills.
2.7 Understanding of the diverse cultural customs and religious beliefs of the clients.
2.8 Ability to communicate effectively in English.
2.9 Arabic language is desirable.
3. RESPONSIBILITIES
3.1 Conducts regular rounds in all hospital departments to discuss, monitor and follow the infection control practices with staff personnel.
3.2 Collects data on nosocomial infections from all hospital departments and maintain records for each case.
3.3 Conducts continuous surveillance to detect the source of infection for prevention purposes.
3.4 Takes culture swabs regularly from high risk areas to hospital laboratory, obtains the microbiology culture results from the hospital laboratory and reports positive findings to responsible persons.
3.5 Follows and investigates the incidences of nosocomial hospital infections, generates reports and forwards copy of the reports to the chairperson of Infection Control Committee and Director of Nursing.
3.6 Ensures the availability of place and supplies required for isolation.
3.7 Implements educational programs to provide staff with knowledge and skills regarding infection control practices and preventive measures to provide a safe environment for clients and employees.
3.8 Monitors the implementation of preventive measures, provides guidance to staff and counsels them as per the need.
3.9 Participates and assists in the organization of regularly scheduled hospital Infection Control Committee meetings.
3.10 Prepares monthly statistical data for presentation in the hospital infection control meetings.
3.11 Reports hospital infection outbreaks to the chairperson of infection control committee and Director of Nursing.
3.12 Reports any hindrances to implement the infection control practices.
3.13 Collaborates with CSSD staff in all matters related to sterilization and infection control practices.
3.14 Ensures the staff are free from infectious diseases.
3.15 Participates in continuous quality improvement initiatives, in-service education programs and unit meetings as assigned.
3.16 Initiates emergency, safety practices and fire safety measures as necessary.
3.17 Maintains appropriate MOH Nursing Competencies in line with Federal Department of Nursing Competency Guidelines and continues personal professional development.
3.18 Performs other job-related duties assigned.
I have read and I understood my Position Description. I understand that these responsibilities may be modified to meet arising needs in the health facility.

Signature:___________________________            Date:_______________

Employee

Name (Print): ________________________

Employee

Facility Name:
Approved by:
Signature:
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