



THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Hospital Infection Control Officer
SALARY SCALE:	Z10-3
DEPARTMENT:	Nursing Services Department
REPORTS TO:	Executive Director Clinical and Diagnostic Services
DIRECT REPORTS:	Registered Nurse; Clerical Officer; Orderly

JOB SUMMARY

Under general supervision is responsible for the planning, developing, directing, implementing and evaluating infection prevention and control activities within the hospital. He or she will supervise the infection control services for patients, visitors and staff.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Manages, identifies and analyzes routine surveillance data throughout the hospital with appropriate clinical groups;
2. Advices on and promotes the wearing and use of suitable and appropriate personal protective equipment including gloves, aprons and masks provided to the health care worker to protect them from contamination with body fluids and substances that are potentially injurious to health;

3. Promotes rigorous hand hygiene regimes to prevent transmission of infection to others and effective skin health management;
4. Liaises with clinical teams on the development of standards, audit and research;
5. Identifies and analyzes health issues and their impact on the patient in the hospital;
6. Supervises, investigations, monitors, develops and implements policies and educates personnel on practices in infection control;
7. Initiates and implements specific performance improvement measures for infection control;
8. Advices and promotes the safe and correct handling of health care produced waste;
9. Serves as a resource to patients and other staff in addressing ethical care issues;
10. Evaluates resources for implementing infection control measures and takes action as appropriate;
11. Advices on appropriate infection prevention and control practice during infection outbreaks to reduce/eliminate the risk of self/cross infection;
12. Integrates findings into an infection control plan for improvement of practice and patient outcomes;
13. Advices on the safe collection and transportation of laboratory specimens thus avoiding potential contamination of all those handling the samples;
14. Advices and promotes the correct handling of sharps to avoid injury and potential infection with blood borne viruses;
15. Serves as a consultant on infection control issues to all medical services;
16. Collaborates with health care teams, recommends and develops new or revised practices and procedures based on currently accepted evidence;
17. Implements infection control strategies in accordance with hospital's policies procedures and recognised standards;
18. Participates in the update and revision of policies directed toward compliance to standards;

19. Assists in problem resolution on infection prevention and control issues as directed by Executive Director Clinical and Diagnostic Services;
20. Initiates and investigates special issues/focus studies to prevent and control infections;
21. Assists the Executive Director Clinical and Diagnostic Services with literature searches, presentation materials and data input to improve outcomes;
22. Initiates, compiles and completes periodic review of departmental infection prevention and control policies as required by Executive Director Clinical and Diagnostic Services;
23. The identification and control of outbreaks;
24. Supports the implementation evidence based practice;
25. Advices all hospital staff on the management of patients with infections;
26. Assists with the education of all hospital staff in infection prevention and control procedures.
27. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Comprehensive knowledge of QEH policy and strategy.
2. Knowledge of incident review and complaints resolution.
3. Knowledge policies and procedures and regulations regarding infection control.
4. Knowledge of supervisory principles and practices.
5. Ability to work well with interdisciplinary teams.
6. Ability to demonstrate leadership, self-directed and rational problem solving skills.
7. Ability to effectively delegate authority.
8. Ability to communicate clearly and concisely verbally and in writing.
9. Ability to clearly and concisely document all issues and procedures relating to infection control.

REQUIRED TRAITS

- Accountability
- Collaboration
- Confidentiality
- Co-operation
- Empathy
- Ethical
- Flexibility and Adaptability
- Integrity
- Meticulousness
- Patience
- Initiative
- Respect

EDUCATION AND EXPERIENCE

(a) Registered Nurse with Bachelor's of Science in Nursing, or post graduate training in Public Health, or certified medical technologist, or a Bachelor's degree in Microbiology or Epidemiology; and

(i) Not less than five years clinical experience in a hospital setting or disease surveillance experience in a public health setting; or

(b) A Registered Nurse with certification in Infection Control and Epidemiology; and

(i) Not less than five years clinical experience in a hospital setting or disease surveillance experience in a public health setting.