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## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b> | INFECTION PREVENTION AND CONTROL COORDINATOR |
| <b>DEPARTMENT:</b>     | ACUTE CARE                                   |
| <b>CLASSIFICATION:</b> | NURSE IV                                     |
| <b>UNION:</b>          | MNU  |

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## REPORTING RELATIONSHIPS

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| <b>POSITION REPORTS TO:</b>  | MANAGER OF INFECTION PREVENTION & CONTROL |
| <b>POSITIONS SUPERVISED:</b> | NOT APPLICABLE                            |

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## POSITION SUMMARY

Reporting to the Manager of Infection Prevention & Control, the Infection Prevention and Control (“IPC”) Coordinator works closely with others in the infection control, health services and support programs in the development, implementation, coordination and evaluation of IPC strategies for the Interlake-Eastern Regional Health Authority. Responsibilities include the following in relation to IPC: coordinating surveillance activities; organizing outbreak management; acting as a resource internally and externally; providing IPC education and recommendations for construction and design projects. The incumbent is an active member of the multidisciplinary regional environmental and infection control teams and functions. The position of Infection, Prevention and Control Coordinator functions in a manner consistent with and supports the missions, vision and values of the Interlake- Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Participates in formulating and operationalizing the IPC program’s purpose and functions.
- Participates in the ongoing development, implementation, evaluation of the regional IPC program and other programs as it relates to IPC.

- Ensures ongoing maintenance of a surveillance program for nosocomial infections, including data collection, analysis, interpretation and reporting.
- Initiates appropriate investigation and infection control precautions and coordinates ongoing activities for outbreak control in consultation with the medical officer of health.
- Ensures reporting of communicable diseases as required.
- Develops and implements regional policies and procedures in accordance with IPC best practices, federal and provincial regulations, standards and guidelines.
- Acts as the IPC resource/program liaison, providing direction to staff, physicians, other programs and services and agencies as required.
- Provides recommendations related to IPC for regional construction and design projects.
- Participates in an occupational health program as it relates to IPC.
- Contributes to the development, delivery and evaluation of the region's orientation and ongoing education plans related to IPC.
- Contributes to the development and maintenance of a database of IPC activities.
- Undertakes organizational development activities and special projects as directed by the Manager, Education and Infection Prevention & Control.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in Nursing required.
- Suitable combination of education and experience may be considered.
- Current active registration with the College of Registered Nurses of Manitoba required.
- Member of Community & Hospital Infection Control Association – Canada (CHICA-Canada)
- Current certification in infection control or eligibility to obtain same.

**REQUIRED KNOWLEDGE:**

- Current knowledge of epidemiological principles, statistics, microbiology, and infectious diseases and demonstrated ability to integrate this knowledge into practice required.
- Demonstrated knowledge of principles of adult education and teaching and learning strategies.
- Demonstrating knowledge of the principles of continuous improvement & risk management.

**EXPERIENCE REQUIRED:**

- Minimum of five years recent nursing experience, including two years in acute care required.
- Minimum of two years IPC experience required.
- Proficiency with MS Windows and all MS Office applications.

**SKILLS/COMPETENCIES:**

- Ability to adapt and apply knowledge/skills in a variety of environments.
- Effective leadership skills, including problem solving & organizational skills.

- Ability to work and make decisions both independently and interdependently.
  - Effective verbal and written communication skills, with individuals and groups.
  - Evidence of ongoing professional development.
  - Valid Manitoba Driver's license
  - Good physical and mental health to meet the demands of position.
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
May 2018  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources \_\_\_\_\_  
Date

*Positions descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*