



**Northwest Colorado Health  
Casey's Pond Senior Living**

**Staff Development Coordinator/Infection Preventionist**

**General Statement of Duties:**

Responsible for assisting Director of Nursing (DON) in various functions including assessment of clinical education needs and implementing appropriate actions. Serves as the primary Infection Preventionist (IP) for the community. Exempt position.

**Supervision Received:**

Reports to Director of Nursing.

**Supervision Exercised:**

May supervise nursing staff.

**Essential Functions:**

**STAFF DEVELOPMENT:**

- Assists in encouraging, participating and integrating Eden Alternative initiatives by supporting successful aging and person-centered programs and culture.
- Ensures that all employees possess and maintain proper assessment and clinical skills to deliver high quality resident care.
- Identifies strategies to improve nursing performance in clinical practice.
- Creates educational programs to maintain and improve staff competence, skills and expertise by applying evidence-based principles and practices.
- Evaluates staff on educational/clinical skills and tracks competencies for compliance based on federal, state and local regulations and company policies.
- Coordinates monthly nursing and CNA staff meetings under the direction of the DON.
- Plans and assists with the development of instructional modules. Coordinates the implementation of assigned educational topics to support individual development and organization goals.
- Coordinates CPR education and classes.
- Onboards and orients all new associates, including both direct hire and contract staff. Creates, develops and updates educational materials on a regular and consistent basis.
- Oversees mentor program.
- Develops and documents competency assessments and mentoring activities.
- Maintains associate files with required training/competency documents and employee vaccinations. Oversees online training program for staff.
- Assists with creation of clinical orientation for new employees in order to build knowledge, skills development and clinical competence.

- Plans and implements educational activities to support individual development and sets goals to develop skills required.
- Provides feedback regarding staff performance.
- Assists the DON in clinical oversight through on-going supervision and education of staff to ensure the provisions of a continuous high quality of care in the Doak Walker House.

#### INFECTION PREVENTION:

- Ensures compliance with federal and state regulations regarding Infection Prevention Program.
- Develops, maintains and audits a system for preventing, reporting, investigating, and controlling infections and communicable diseases for all residents, staff, volunteers, visitors, and other individuals providing services.
- Serves as fit testing expert ensuring OSHA requirements are met.
- Manages staff and resident flu and COVID vaccinations.
- Ensures residents receive TB testing and pneumonia, shingles and other necessary immunizations.
- Develops an Antibiotic Stewardship Program (see Antibiotic Stewardship Program policy) that includes antibiotic use and recording incidents identified under the IPCP risk assessment and the corrective actions taken by the facility.
- Collects infection data, maintaining records for each case and tracking and reporting to GO committee.
- Conducts rounds, discussing and monitoring infection control practices with staff.
- Ensures current IP policies and procedures in place are accessible by staff including, COVID and Norovirus binders.
- Updates Infection Control GO Cards.
- Worked with Central Supply Coordinator to ensure isolation carts are stocked and isolation supply par levels are met.
- Attend weekly and quarterly CMS, CDPHE and Infection Prevention meetings.
- Creates and updates log of all HAI's
- Coordinates with ADON and LTC Liaison to ensure review all lab results for Multi-drug resistant Organisms (MDRO)
- Responsible for reporting according to federal, state and local guidelines
- Participates in review of quality indicator reports and implements corrective action as necessary to include GO Cards for hospital readmissions.

#### GENERAL:

- In conjunction with other members of the clinical leadership team, sets the expectation for continuous *survey readiness*.
- Assists to ensure effective communication both internally and externally to foster continuity of care.
- Follows current budget guidelines. Demonstrates prudent resource utilization in planning and implementing educational activities.

- Accepts the responsibility of Nurse Manager on Call on a rotating basis with other assigned team members.
- Utilizes sound judgment and experience to solve moderately complex problems in adherence with organizational policies.
- Performs other duties as assigned in line with HIPAA compliance.

**Education:**

Education as required to obtain state nursing license (LPN or RN).

**Experience:**

Minimum of 3 years relevant experience in geriatric/long-term care.

**Requirements:**

1. CO Nurse License, RN or LPN.
2. CPR Instructor certification required.
3. Possess Infection Prevention certification or obtain within 3 months
4. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
5. Current immunization history, after job offer and before starting job.
6. TB screening upon hire and annually per agency policy.

**Skills:**

1. Ability to stand, walk, sit, feel, reach, bend, stoop, crouch, talk, hear, and see.
2. Ability to lift, carry, push, and pull up to 50 lbs.
3. Excellent interpersonal and communication skills for interacting with residents, guests and fellow employees.

**Knowledge:**

1. Has working knowledge of electronic medical records/resident charting systems.
2. Possesses extensive knowledge of a distinct skill or function and a thorough understanding of the organization and work environment.
3. Has working knowledge of a functional discipline.
4. Basic typing and computer skills are essential, preferably in a Microsoft Windows environment.
5. Has an overall understanding of the organization, work environment and process.
6. Must have working knowledge of facility emergency procedures including fire and disaster drills.

**Abilities:**

1. Ability to follow facility policies.
2. Ability to maintain resident confidentiality and adhere to HIPAA policies.
3. Can deal with families under stress, interrelating to them and communicating effectively.
4. Can elicit information from clients.
5. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.

6. Uses independent judgment to make decisions based on precedents and established guidelines. Solves problems using standard procedures and precedents. Knows when to refer issues to supervisor and when to handle them personally.

**Equipment:**

1. Equipment to be utilized may include vacuum cleaner, wheelchairs, canes, walkers, oxygen tanks, and basic clinical instruments and durable medical equipment.
2. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the facility and are to be used only as directed on product label.
3. Equipment includes multi-line phone system, fax, copy machine, shredder, postage meter, and computer.

**Working Conditions:**

1. Weekend, evening, or night work as needed to ensure shift coverage.
2. This position has been classified as Resident-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Resident-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).
3. Possible exposure to blood-borne pathogens, various drugs, chemical, infectious, communicable diseases or biological hazards.
4. Subject to injury from falls, burns, odors, or cuts from equipment.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.*

I, \_\_\_\_\_ acknowledge that on this date,

(Print Name)

I have received the following job description for my present position.

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

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