



POSITION DESCRIPTION

POSITION TITLE: Infection Control Support Associate **DEPARTMENT:** Long Term Care
CLASSIFICATION: Infection Control Support Associate **APPROVED BY:** Regional Lead–Community & Continuing Care
Long Term Care
UNION: MGEU Professional Technical **DATE APPROVED:** September 16, 2022

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Health Services – LTC Administration and Regional Nurse 4 - Infection Prevention & Control - Long Term Care

POSITIONS SUPERVISED: None

POSITION PURPOSE

Under the direction of site leadership and receiving Infection Prevention & Control (IP&C) clinical leadership and direction from the Regional Nurse 4, Infection Prevention & Control–Long Term Care (IP&C- LTC) and working within the Mission, Vision, Values and Strategic Direction of Southern Health-Santé Sud, the Infection Control Support Associate (ICSA) performs key responsibilities including:

- Implements, monitors, and evaluates site’s adherence to provincial and regional IP&C policies, procedures, and operational directives and implements actions to ensure consistency of practice and compliance.
- Directs staff and oversees timely implementation of recommended IP&C measures.
- Communicates and collaborates regarding IP&C issues with site management and regional IP&C leadership.
- Ensures compliance with established provincial and regional infection control surveillance in Long Term Care (LTC).
- Provides IP&C guidance including: routine practices and additional precautions, sterilization, disinfection and cleaning processes, outbreak management, construction, renovation and maintenance activities including preventative measures for resident safety, and consultation with workplace health safety personnel on staff issues associated with prevention and control of communicable disease transmission.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the Mission, Vision and Values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Performs ongoing risk assessment of site programs and practices as they relate to IP&C.
- Escalates issues to Regional Nurse 4, IP&C-LTC and site leadership as appropriate.
- Provides expert IP&C knowledge and direction to facility staff and leadership.
- Ensures implementation, compliance and monitoring of all IP&C policies, procedures and operational directives as directed by the Regional Nurse 4, IP&C-LTC.
- Assists staff in decision-making and problem solving as it relates to IP&C.
- Communicates IP&C concerns or issues as they relate to individual residents and families.
- Promotes the practice of IP&C through ongoing communication and visibility in resident, staff and public areas.
- Provides ongoing surveillance of targeted healthcare associated infections utilizing surveillance definitions and methodologies in accordance with regional and provincial direction.
- Reviews analyzes and interprets diagnostic/lab results appropriately.
- Responds appropriately to diagnostic/lab results of epidemiologic or public health significance
- Assesses clinical status and infectious diseases diagnoses to determine appropriate IP&C measures.
- Identifies possible outbreaks, initiates appropriate investigation, and directs IP&C measures in collaboration with stakeholders in a timely manner.
- Advices on and monitors IP&C assessment of residents on additional precautions.
- Ensures timely outbreak management and control measures and related communication and site support. Adheres to established regional and provincial processes.
- Collaborates with site/facility leadership and staff to conduct IP&C audits and risk assessments and establish risk reduction strategies as appropriate.
- Provides information and direction on IP&C to site staff as required/requested.
- Reviews content of other program's educational material to ensure IP&C content is accurate.
- Identifies Occupational Safety & Health IP&C safety matters, as it relates to staff and notifies Occupational and Environmental Safety & Health/site leadership.

Technology

- Utilizes available software to develop and maintain electronic records of all surveillance activities.
- Utilizes available electronic resources appropriately to gather, validate, and document IP&C data; develop, generate, and distribute IP&C reports, documents and files; and communicate, maintain calendars, and prioritize tasks.

Safety

- Adheres to all safety and health regulations and safe work practices as per Occupational and Environmental Safety & Health.
- Identifies safety concerns to stakeholders as appropriate.
- Collaborates to rectify safety concerns with stakeholders as appropriate.
- Maintains competency with safety practices.

Performance Improvement and Implementation

- Implements IP&C improvement opportunities as directed by the Regional Nurse 4, IP&C-LTC.
- Participates as a team member to plan, evaluate, implement and measure the success of quality improvement objectives as the site(s).

Professional Self Development

- Evaluates own professional needs, establish personal goals, and is responsible for on-going continuing education and professional development.
- Attends and participates in relevant education programs, conferences, and workshops to increase professional competency.
- Participates in IPAC Canada.
- Strives for IP&C certification following 1 year of practice (and re-certification every five years) through the Certification Board of Infection Control and Epidemiology Inc.
- Maintains competencies.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
2. Biannual performance conversations.
3. Adherence to Professional Standards of Practice and Code of Ethics.
4. Performance will be measured against the above-identified essential functions and basic duties.
5. Practice congruent with SH-SS core values, strategic plan, policies/procedures and guidelines.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate degree in a health-related field with focus in direct clinical care, microbiology, epidemiology or public health. Completion of an IPAC Canada endorsed Infection Prevention and Control Course. The successful candidate will be expected to complete course within 1 year of hire, if not already completed.
- Certification in Infection Control from Certification Board of Infection Control and Epidemiology, Incorporated preferred.
- Current registration in good standing with professional licensing body required.
- Obtaining and maintaining membership with IPAC Canada required as a condition of employment.

KNOWLEDGE REQUIRED:

- Knowledge of the key roles and responsibilities of IP&C.
- Knowledge of the Personal Health Information Act (PHIA).
- Knowledge of microbiology, infectious disease, applied epidemiology and biostatistics
- Demonstrated knowledge of IP&C competencies.
- Demonstrated knowledge and skill in the use of relevant computer software applications, including Microsoft Office.

EXPERIENCE REQUIRED:

- Minimum 2 years experience in a clinical health setting, OR experience and training in microbiology and infectious diseases, epidemiology, or diagnostics.
- Previous work experience in the field of IP&C preferred.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to function effectively and collaboratively as a member of a multidisciplinary team to achieve identified objectives.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to function effectively in a self-directed, independent manner with limited supervision.
- Demonstrated ability to prioritize, interpret and respond appropriately to multiple concurrent activities.
- Complies with all relevant facility, regional and provincial policies, procedures, standards, operational directives/procedures and other guidance documents.
- Provides cross coverage for PCH IP&C positions within SH-SS as required.
- Performs other duties and functions related to this job description not exceeding stated skills and capabilities as requested.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.

WORK CONDITIONS:

- Fast-paced environment.
- Contact with the public, patients/residents/clients and other members of the healthcare team.
- May be required to sit or stand for extended periods of time.
- Depending on site, may be required to provide IP&C services at multiple sites, provide cross-coverage for IP&C colleagues.

- Many encounter individuals with aggressive behavior.
 - No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per MGEU Professional Technical Collective Agreement Salary Scale.

Job 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.