



POSITION DESCRIPTION

POSITION TITLE:	INFECTION CONTROL SUPPORT ASSOCIATE (ICSA), LONG TERM CARE (LTC)
DEPARTMENT:	INFECTION PREVENTION & CONTROL
CLASSIFICATION:	INFECTION CONTROL SUPPORT ASSOCIATE (ICSA)
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL NURSE 4 INFECTION, PREVENTION & CONTROL – LONG TERM CARE
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of site leadership and receiving IP&C clinical leadership and direction from the Regional Nurse 4 Infection Prevention & Control LTC and working within the Mission, Vision, Values and Strategic Direction of the hiring organization, the ICP 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 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 position of Infection Control Support Associate, Long Term Care functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

MAJOR RESPONSIBILITIES:

Clinical/Infection Prevention and Control

- Performs ongoing risk assessment of site programs and practices as they relate to IP&C. Escalates issues to Regional IP&C LTC Lead(s) 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 IP&C LTC Lead(s).
- 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 disease 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
- Advises 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 Health & Safety IP&C safety matters, as it relates to staff and notifies Occupational and Environmental Safety and Health/site leadership.
- Collaborates with site/facility leadership and staff to support Workplace Safety and Health audits and assessments, attending quarterly meetings to support IP&C needs, as appropriate.

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.

Performance Improvement and Implementation

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

Safety

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

Other

- Complies with all relevant facility, regional, and provincial policies, procedures, standards, operational directives/procedures and other guidance documents.
- Provides cross coverage for IP&C positions within the hiring organization as required.
- Performs other duties and functions related to this job description not exceeding stated skills and capabilities as requested
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

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. 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 an asset.
- Current registration in good standing with professional licensing body required.
- Certification in Infection Control from Certification Board of Infection Control and Epidemiology, Incorporated preferred.
- Obtaining and maintaining membership with IPAC Canada required as a condition of employment.

REQUIRED KNOWLEDGE:

- 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.

EXPERIENCE REQUIRED:

- Minimum 2 years' experience in a clinical health care 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:

- 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.
- Demonstrated knowledge and skill in the use of relevant computer software applications, including Microsoft Office.
- Valid Manitoba drivers license and access to a vehicle required. Must be able to travel within the applicable geographic area (SDO specific) to fulfill the duties of this position.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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/organization, may be required to provide IP&C services at multiple sites, provide cross-coverage for IP&C colleagues.
- May encounter individuals with aggressive behaviour.
- 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.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

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. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: April 2022
Date

Revised: August 2022
Date

Approved by: _____ Date _____
Regional Manager/ Supervisor

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Regional Lead, Human Resources Date

Position 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 position 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.