



NURSING SERVICES - POSITION DESCRIPTION

POSITION TITLE: Infection Control Coordinator

JOB CATEGORY: Nursing

QUALIFICATIONS:

Bachelor Degree in Nursing/Diploma in Nursing with appropriate years of experience as per Minister's Cabinet decree # 10 (1975) and/ or decree # 9 (1975).

Preference to be given to nursing staff with specialty training/education in infection control.

Maintains valid registration in Country of Origin and in UAE.

ACCOUNTABLE TO: Director of Nursing

REPORTS TO: Chairperson of Infection Control Committee

ORGANIZATIONAL RELATIONSHIP:

Collaborates with multidisciplinary healthcare team members.

1. POSITION SUMMARY

- 1.1 To perform a variety of professional duties involved in the prevention and control of nosocomial infections.
- 1.2 To plan, develop, direct, implement and evaluate infection control activities throughout the facility.

2. KNOWLEDGE, SKILLS, ABILITIES

- 2.1 Knowledge of data collection techniques.
- 2.2 Proficient in oral/written communication.
- 2.3 Ability to develop and present educational programs.
- 2.4 Ability to make evaluative judgments.
- 2.5 Knowledge of nursing theory and practice.
- 2.6 Word processing and/or data skills.
- 2.7 Understanding of the diverse cultural customs and religious beliefs of the clients.
- 2.8 Ability to communicate effectively in English.
- 2.9 Arabic language is desirable.

3. RESPONSIBILITIES

- 3.1 Conducts regular rounds in all hospital departments to discuss, monitor and follow the infection control practices with staff personnel.
- 3.2 Collects data on nosocomial infections from all hospital departments and maintain records for each case.
- 3.3 Conducts continuous surveillance to detect the source of infection for prevention purposes.
- 3.4 Takes culture swabs regularly from high risk areas to hospital laboratory, obtains the microbiology culture results from the hospital laboratory and reports positive findings to responsible persons.
- 3.5 Follows and investigates the incidences of nosocomial hospital infections, generates reports and forwards copy of the reports to the chairperson of Infection Control Committee and Director of Nursing.
- 3.6 Ensures the availability of place and supplies required for isolation.
- 3.7 Implements educational programs to provide staff with knowledge and skills regarding infection control practices and preventive measures to provide a safe environment for clients and employees.
- 3.8 Monitors the implementation of preventive measures, provides guidance to staff and counsels them as per the need.
- 3.9 Participates and assists in the organization of regularly scheduled hospital Infection Control Committee meetings.
- 3.10 Prepares monthly statistical data for presentation in the hospital infection control meetings.
- 3.11 Reports hospital infection outbreaks to the chairperson of infection control committee and Director of Nursing.
- 3.12 Reports any hindrances to implement the infection control practices.
- 3.13 Collaborates with CSSD staff in all matters related to sterilization and infection control practices.
- 3.14 Ensures the staff are free from infectious diseases.
- 3.15 Participates in continuous quality improvement initiatives, in-service education programs and unit meetings as assigned.
- 3.16 Initiates emergency, safety practices and fire safety measures as necessary.
- 3.17 Maintains appropriate MOH Nursing Competencies in line with Federal Department of Nursing Competency Guidelines and continues personal professional development.
- 3.18 Performs other job-related duties assigned.

I have read and I understood my Position Description. I understand that these responsibilities may be modified to meet arising needs in the health facility.

Signature: _____
Employee

Date: _____

Name (Print): _____
Employee

Facility Name:

Approved by:

Signature:

Review Date: 3 years

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