



<b>Agency:</b>	Patient Safety Authority (83)	<b>Job Title:</b>	Infection Prevention Program Coordinator
<b>Type of Job:</b>	Non-civil service/Management	<b>Type Position:</b>	Perm/FT
<b>Work Hours:</b>	8:30 a.m. –5:00 p.m.	<b>Work Location:</b>	Home Based
<b>Reports to:</b>	Director of Innovation and Strategic Partnerships	<b>Supervisor Position:</b>	N

## JOB DESCRIPTION

### Summary/Objective:

The Infection Prevention Program Coordinator assists the Authority with improvement of patient safety in Pennsylvania by initiating, developing, implementing and monitoring new and existing infection prevention initiatives throughout Pennsylvania. The Infection Prevention Program Coordinator reports to the Authority's Director of Innovation and Strategic Partnerships.

### Essential Functions:

1. Actively support and promote the Authority's mission, vision, and programs.
2. Oversee the development, implementation, and monitoring of the Authority's Healthcare-Associated Infections (HAI) Plan.
3. Coordinate all aspects of the HAI Advisory Panel, including membership, communication, and utilization.
4. Plan and manage all HAI education, including webinars, regional events, and statewide programs (e.g., CE approval, event coordination, budgeting).
5. Develop and maintain relationships and coordinate efforts with key leaders in external organizations, including the local/state health departments, nursing home associations, hospital associations, and relevant professional organizations.
6. Monitor and improve program performance and effectiveness (e.g., reporting on metrics, improving operations and systems, streamlining work processes).
7. Actively identify new opportunities for program development and growth and implement new programs when approved (e.g., coordinating and overseeing grant work).
8. Carry out the following duties as needed and as assigned by the Director of Innovation and Strategic Partnerships:
  - o Conduct analysis on facility HAI report data sets maintained by the Authority and identify trends and issues associated with this data.
  - o Author articles for publication in the PA Patient Safety Advisory and external publications.
  - o Serve as a resource for Pennsylvania healthcare facilities, including calls and visits for consultation and education.
  - o Develop, implement, lead, and monitor collaborative and other activities within Pennsylvania healthcare facilities focused on infection prevention and reduction.
9. Maintain, develop, and submit documents and reports as required by requested deadlines.
10. Interact with infection preventionists, patient safety liaisons, project managers, analysts, and other Authority personnel as necessary.
11. Perform related work and carry out other responsibilities that serve the infection reduction objectives of the Authority as assigned by the Director of Innovation and Strategic Partnerships or the Executive Director.



**Standard Competencies:**

1. Learning orientation
2. Organizational skills
3. Thoroughness
4. Teamwork orientation
5. Collaboration skills
6. Communication proficiency (verbal and written)
7. Staff/Client focus
8. Discretion

**Minimum Experience/Training:**

1. Registered Nurse, BSN required. Current active Pennsylvania license.
2. Current Certification in Infection Control (CIC) required.
3. FAPIC designation preferred, but not required.
4. Minimum of 10 years' experience in Infection control in acute care.
5. Experience in program coordination/management strongly preferred.
6. Familiarity with NHSN, PA-PSRS, and NEDSS.
7. Working knowledge of Microsoft Office applications.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk and reach with hands and arms. At times, this job may require lifting boxes of materials, computer/audio-visual equipment and transported via a handcart.

**Hours of Work:**

Some flexibility of hours is allowed, but the employee must work 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

**Travel:**

Occasional day travel is required. Some out-of-area and overnight travel is also expected.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**Signatures:**

This job description has been approved by all levels of management:

Executive Director: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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