



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: INFECTION PREVENTION AND CONTROL COORDINATOR

Division:	Clinical Operations	Supervisor:	Director of Clinical Operations
Job Code:	CLN-005	Classification:	FT, Administrative Exempt
Wage Scale:	E-04 (\$50,631 to \$78,546)	Effective Date:	12/20/2022
Hours/week:	40+	Revised Date:	12/20/2022

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Reporting to the Director of Clinical Operations (DCO), the Infection Prevention and Control Coordinator (IPCC) acts independently and in collaboration with organizational leadership and staff to oversee the broad development, implementation, monitoring and reporting on UICSL's infection prevention/control, employee health and clinical safety programs and initiatives.

This position serves as our local subject-matter expert on regulatory, government and accrediting agency requirements for effective infection prevention and control and employee health programs at UICSL. The IPCC works across departments to align organizational policies and practices with these standards and coordinate with supervisors to maintain employee health files. Serving as the Chair of the Infection Prevention, Control, and Safety Committee (IPCS), the IPCC researches and leverages outside resources to align internal processes with complex issues regarding infection control, COVID-19 and public health mitigation, and safety as needed. In addition to leading and assisting with departmental efforts to collect, analyze, and act on systems data to establish goals and plans, the IPCC also functions to summarize and present infection control and safety information for UICSL. To this end, the IPCC trains staff annually and as needed on related tools and goals for UICSL, including the annual Infection Prevention and Control Program (IPCP) and employee health requirements.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES



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- Develops, administers, and monitors the day-to-day implementation of organizational Infection Prevention & Control and Employee Health programs including organizational surveillance and the development, maintenance, revision and coordinated approval of policies and procedures for these functions and the corresponding tools used.
- Serves as the Chairperson of UICSL's Infection Prevention, Control and Safety Committee (IPCS) and as an active member of other committees as assigned.
- Guides and provides direct input into the establishment of annual risk assessments and corresponding program and organizational goals based on program intent, operational and environmental analysis, and prior year performance and incidents.
- Coordinates and engages monthly, quarterly and annual surveillance and environment of care rounds/review(s) in accordance with accreditation standards (e.g. AAAHC, CMS, IHS, etc.) and State Licensure requirements and reports findings to UICSL's IPCS Committee as required.
- Coordinates the development and implementation of all employee health initiatives and programs.
- Serves as a Survey Liaison with IHS, AAAHC and the State of Utah for UICSL's infection control and employee health programs.
- Coordinate COVID-19 or other infectious disease mitigation strategies including but not limited to testing, contact tracing and vaccination.
- Assists the Quality Assurance and Performance Team in conducting mock surveys and/or performance improvement projects to gauge program effectiveness and improve patient safety as well as compliance with regulatory requirements.
- Provides training and education to medical staff, employees, leadership, and the Board of Directors on infection control and employee health topics as required, including initial orientation and annual modules for accreditation compliance.
- Establishes and maintains the accuracy of UICSL's employee health database.
- Performs retrospective and concurrent review of specific focused studies (including disinfection and safe handling processes, environment of care and other studies) requested by medical staff, departments, leadership, and committees.
- Identifies and examines patterns and variance for selected performance indicators relating to focused studies and assists with the implementation of quality improvement initiatives for UICSL staff as required.
- Participates in data extraction and preparation for submission of required data analysis and conclusions to oversight and/or accrediting bodies, including to the DCO and Executive Leadership Team (ELT) for monthly, quarterly, and annual reporting.
- Communicates with external agencies as needed for reportable issues (e.g. outbreaks and emergency response coordination) and relays critical issues to the DCO in a timely manner.
- Maintains current knowledge of pertinent laws, standards, trends, tools, and techniques to maximize infection control and safety program effectiveness, including maintenance of applicable professional credentials through continuing education, as required.
- Perform other duties as assigned and agreed to with the DCO or the Executive Director.



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MINIMUM QUALIFICATIONS

Education: <input type="checkbox"/>	A bachelor's degree in public health, epidemiology, or a related field.
Experience: <input type="checkbox"/>	1-3 years of experience as an Infection Prevention and Control coordinator or specialist.
Certifications/Licensure: <input type="checkbox"/>	N/A
Other: <input type="checkbox"/>	Familiarity with APIC and Infection Preventionist training

PREFERRED QUALIFICATIONS

Education: <input type="checkbox"/>	A master's degree in public health, epidemiology, or a related field.
Experience: <input type="checkbox"/>	3-5 years of experience as an Infection Prevention and Control coordinator or specialist.
Certification/Licensure: <input type="checkbox"/>	a) Certified in Infection Prevention and Control (CIC)
Other: <input type="checkbox"/>	b) Current RN licensure
	c) Experience working in healthcare and/or a tribal facility
	d) Experience with accreditation and survey processes

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of infection prevention & control principals, employee health, and best practices.
<input type="checkbox"/>	Knowledge of public health initiatives, community awareness strategies, and adult learning principles
<input type="checkbox"/>	Knowledge of COVID-19 prevention, mitigation and response plans
<input type="checkbox"/>	Evidence of competency with common office software (e.g., Microsoft Word/Excel, internet programs)
<input type="checkbox"/>	Evidence of competent verbal and written communication skills appropriate to the position
<input type="checkbox"/>	Evidence of competency with organization, time management and prioritization behaviors
<input type="checkbox"/>	Evidence of competency with developing policies and procedures
<input type="checkbox"/>	Evidence of competency with electronic health records and employee databases
<input type="checkbox"/>	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
<input type="checkbox"/>	Demonstrates dependability, reliability, and a willingness to accept responsibility
<input type="checkbox"/>	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
<input type="checkbox"/>	Demonstrates characteristics of interpersonal effectiveness and conflict resolution
<input type="checkbox"/>	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence



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WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position require an awareness of technical details and the ability to problem solve programmatic issues as needed. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance. There are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*



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Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statues mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY:	Alan Barlow, Executive Director	SIGNATURE:	
APPROVED BY:		NEXT REVIEW:	December of 2024



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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided the content of the **Infection Prevention and Control Coordinator** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:

Employee Name (Print)

Employee Signature:

Date: