

## **Goodland Regional Medical Center**

### **Job Description**

<b>Job Title:</b>	Employee Health Nurse
<b>Classification:</b>	Non-Exempt/Hourly
<b>Reports To:</b>	Compliance Officer/ Risk Manager
<b>Position Type:</b>	Part-Time
<b>Hours Worked/Shift:</b>	Monday-Friday (flexible schedule)
<b>Date Last Reviewed:</b>	August 3, 2023

**Summary:** Provides direct and indirect nursing care for GRMC employees, contract employees and non-employee groups, with particular emphasis in occupational health. Utilizes established protocols and current standards of care to meet the wide variety of health care needs of the GRMC employee population. This position works with all levels of the organization.

#### **Essential Functions:**

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines.

1. Works closely with Management, Human Resources, and Safety Coordinator to ensure that all health and safety standards are met to safeguard the health and wellbeing of employees.
2. Completes Employee Health visits per organization policy and department protocols.
3. Provides safe, competent, and efficient nursing care for minor injuries.
4. Monitors employee work-related illness and injury trends working closely with Infection Control Coordinator, Human Resources, and Safety Coordinator to develop, assess and implement strategies to prevent work-acquired injury or illness and expedite return to work.
5. Performs Bloodborne pathogen exposure assessment, treatment and follow up.
6. Responsible for preventative screening programs (e.g., TB gold testing, Hepatitis B, MMR (Measles, Mumps and Rubella), Varicella, and other immunizations) and other surveillance programs designed to identify and monitor risks to the employee's health.
7. Administer vaccinations and screenings to ensure compliance with occupational health standards and regulations.
8. Perform communicable disease exposure follow-up.
9. Identifies and refers employees with personal health needs to the MD, NP, or personal physician when appropriate.
10. Act as an advocate for the rights of employees by ensuring access to preventative health and safety measures.

11. Provides orientation and training for employees in the areas of employee health and wellness.
12. Identify potential health risks in the workplace, such as exposure to chemicals, ergonomic issues, and physical dangers.
13. Create and put into action health and safety programs and policies to reduce workplace risks and encourage employee well-being.
14. Conduct routine health checks and screenings to track employees' health and detect job-related health concerns.
15. Deliver health education and training programs to employees on topics like injury prevention, stress management, and ergonomics to foster a culture of safety.
16. Maintain confidential, secured, and precise health records for employees, adhering to legal and ethical requirements.
17. Stay current with state and federal occupational health requirements for healthcare workers (OSHA, NIOSH, CDC (Centers for Disease Control), and KS state law).
18. Communicates and promotes the nature and purpose of Employee health programs to employees and management.
19. Fosters positive public relations for the organization, internally and externally with all customers.
20. Establishes a customer friendly environment that treats patients and families with respect and dignity and reflects positively on GRMC's mission, vision, and values.
21. Maintains a good working relationship with staff, medical providers, and all hospital service areas.
22. Participation in in-service training and other professional development opportunities as assigned by GRMC management.
23. Performs all other duties as may be assigned by management staff.

**Competencies:**

1. Basic knowledge of anatomy, physiology, and medical terminology.
2. Friendly and professional bedside manner.
3. Multi-tasking skills.
4. Effective oral, written, and reading communication skills.
5. Understands legal implications of patient care.

**Position Qualifications:**

**Minimum Education:** Graduate of an approved LPN or RN program with verification of graduation required.

**Minimum Experience:** Minimum of four years healthcare experience.

**Certifications/Licensures:** Active nursing license in the state of Kansas or Compact Multi-State License. Current BLS or CPR certification. National Incident Management System (NIMS) Training ICS 700, 800, 100 and 200 and Active Shooter training.

**Working Environment:** Majority of work time spent sitting in departmental confines; some movement about office and other departments, as necessary.

**Physical Demands: \*\***

<b>Stand:</b>	Frequently	<b>Lift/Carry:</b>		<b>Push/Pull:</b>	
<b>Walk:</b>	Frequently	0-10 pounds:	Frequently	10-25 pounds:	Occasionally
<b>Sit:</b>	Frequently	10-20 pounds:	Occasionally	25-50 pounds:	Never
<b>Squat/Kneel:</b>	Occasionally	20-50 pounds:	Never	50-100 pounds:	Never
<b>Bend:</b>	Occasionally	50-100 pounds:	Never	100+ pounds:	Never
		100+ pounds:	Never		

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

**I have received, read, and understand this job description for my position at GRMC.**

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_



An affiliate of CommonSpirit Health

## Goodland Regional Medical Center Job Description

<b>Job Title:</b>	Infection Control Coordinator
<b>Classification:</b>	Non-Exempt/Hourly
<b>Reports To:</b>	Compliance Officer/Risk Manager
<b>Position Type:</b>	Part-Time
<b>Hours Worked/Shift:</b>	Monday – Friday (flexible schedule)
<b>Date Last Reviewed:</b>	August 3, 2023

**Summary:** Responsible for preventing and managing healthcare-associated infections within healthcare settings. Develop and implement infection control protocols, monitor compliance with hygiene practices, and educate healthcare staff and patients on infection prevention measures. Safeguarding patient safety and preventing the spread of infectious diseases in hospitals and other healthcare facilities and responding to outbreaks and potential threats. Reviews sterilization and disinfection techniques and recommends changes as needed. Provides related education to staff. Needs to be familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

### **Essential Functions:**

1. Demonstrates behaviors consistent with organizational mission & goals.
2. Demonstrates practices to keep all medical information confidential.
3. Demonstrates behaviors that promote positive patient/staff relations.
4. Comes to work as scheduled; arrives for work on time.
5. Demonstrates proper safety practices in carrying out job duties.
6. Appearance is appropriate to job duties, wears identification on duty.
7. Demonstrates appropriate job competencies.
8. Complies with organizational policies in course of duties.
9. Operates within the budget.
10. Performs other related duties as assigned or requested.
11. Provides Immunizations and titer levels per procedure.
12. Develops a system of policies, procedures, and practices that when successfully implemented, will minimize the risk of transmission of pathogenic microorganisms. The goal is to prevent:
  1. Healthcare-associated infections in patients
  2. Injuries and illnesses in healthcare personnel
13. Monitors patient care for compliance with established standards and investigates known or suspected sources of infections to determine the source and ensure control.
14. Devises action plans to correct negative variances.

Infection Control Coordinator

15. Ensures that goals are compatible with, and enhances the hospital and organization's mission, values, and strategic plan. Provides information to hospital committees and department managers to formulate changes in the policies, procedures and/or processes which could reduce the spread of infection.
16. Interacts with physicians, nurses, department managers, supervisors, and occupational health and other professional/non-professional staff members to provide resource information, resolve infection control problems, and identify new opportunities to improve service and reduce costs.
17. Develops and enforces effectual policies and procedures for the department and hospital that ensures compliance with OSHA (Occupational Safety and Health Administration), CDC (Centers for Disease Control), CMS (Centers for Medicare and Medicaid Services) and other county, state, and federal regulatory agencies.
18. Co-leads Infection Control/Antimicrobial Stewardship/Antimicrobial committee with pharmacy implementing policies, procedures, education to staff and patients.
19. Develops and coordinates the infection prevention and control program throughout the facility.
20. Implements the program by formulating, establishing, and evaluating policies and procedures relating to patient care infection control measures throughout the facility. Performs an annual assessment and develops action plans from the prior year activities.
21. The Infection control coordinator is assigned the daily responsibility of supervising and coordinating the multiple facets of the hospital's Infection Prevention and Control Program.
22. The Infection control coordinator is responsible for implementing and enforcing the policies and procedures related to infection prevention and control and updating as indicated
23. Consults with members of the hospital staff on specific IPC (Infection Prevention and Control) problems and requests all individuals to cooperate with established policy, criteria, or regulations.
24. Collects and analyzes surveillance data and reports findings to the Medical Executive Committee, Infection Control/Antimicrobial Stewardship Committee, Quality Committee.
25. Periodically reviews hospital services in matters of infection prevention and control and consults with administration, department heads, and associates concerning problem areas and hazards.
26. Registers and Reports infection surveillance and control information to external organizations, including but not limited to, County Health Departments, Centers for Disease Control and Prevention (CDC), the National Health and Safety Network (NHSN) and Centers for Medicare and Medicaid (CMS).
27. Participates in planning renovation and construction projects by providing and tracking that Infection Control Procedures are followed and construction/renovation forms are filled out appropriately.
28. Carries out special studies relative to IPC, i.e., GAP analysis, root cause analysis (RCA), emerging pathogen-related prevention programs, SSI (Surgical Site Infection) investigations and outbreak investigations.
29. Leads Environmental Care Rounds-monitoring for infection control breaches and any hazards.
30. Monitors daily lab draws/screenings including but not limited to: CLABSI (Central Line Associated Bloodstream Infection), COVID, RSV (Respiratory Syncytial Virus), Influenza, CAUTI (Catheter Associated Urinary Tract Infections)

31. Provides Education for new employees/current employees that consists of:

- Recognizing and protecting against potential hazards to themselves and other personnel.
- Immunization Status Review
- Follow-up monitoring of exposures to communicable disease
- Emphasis on personal hygiene.
- Monitoring and provision of care to personnel with work-related illness or exposure.
- Promotion of a safe work environment. Education of personnel to prevent injury through ergonomics, body mechanics, appropriate use of PPE (Personal Protective Equipment), safety designed sharps, and non-slip shoes.
- Employee illness guidelines/requirements
- Provision of safety-designed sharps and disposal systems, following the Needlestick Prevention Act.
- Bloodborne Pathogen Standard Implementation
- Respiratory Protection Program

32. Educates on IPC topics and issues.

**Competencies:**

- Strong customer service skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Establish and maintain effective interpersonal skills.
- Ability to read and interpret documents such as safety rules, use and maintenance instructions, and procedure manuals.
- Demonstrate mathematical aptitude
- Ability to analyze and/or synthesize complex or diverse information.
- Ability to use intuition and experience to complement data.
- Proficient in all aspects of Microsoft Suite; Office, Excel, etc.
- Ability to learn and adapt to multiple EHR systems.
- Ability to handle multiple assignments and balance priorities.
- Expresses good judgement and decision-making abilities.
- Work with minimal supervision.
- Ability to adapt to new technologies and troubleshoot technical issues.
- Strong problem-solving skills.

**Position Qualifications:**

**Minimum Education:** Bachelor of Science or Associate Degree Nursing, Healthcare Related Field.

**Minimum Experience:** 4 Years healthcare experience.

**Certifications/Licensures:** Active nursing license in the state of Kansas or Compact Multi-State License. Current BLS or CPR certification. National Incident Management System (NIMS) Training ICS 700, 800, 100 and 200 as well as Active Shooter training.

**Working Environment:** Majority of work time spent sitting in departmental confines; some movement about office and business department necessary.

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