



Medical Center  
Specialty Clinic  
Behavioral Health  
Primary Care - Summit Clinic  
Primary Care - Winfield  
Primary Care - Ark City  
Urgent Care  
Midwives

## **Employee Health & Infection Control RN - FT**

### **Employer**

South Central Kansas Health  
6401 Patterson Pkwy,  
Arkansas City, KS 67005  
620-442-2500

### **Job Description**

The Infection Preventionist performs a variety of roles and responsibilities and is responsible for the surveillance, analysis, interpretation and reporting of hospital acquired infections (HAI) and surgical site infections (SSI).

Employee Health duties include but not limited to assessing, and evaluating new hire candidates for infection prevention clearance standards prior to first day of work. Assists ill or injured employees determining if the illness or injury is job-related and guides the employee in completion of initial paperwork.

#### **Responsibilities and Duties:**

1. Responds to emergency situations throughout the facility as necessary.
2. Partners with facility leaders, physicians, local, state, and national agencies on activities related to infection prevention to ensure optimal care to patients and their families.
3. Maintains current broad based knowledge of pathophysiology and disease processes of conditions usually represented on the unit.
4. Ensures the patient care policies and procedures, and patient safety standards are maintained.
5. Participates in investigations of unusual infection outbreaks in conjunction with county/state public health departments.
6. Assists with the effective direction, management and operation of infection prevention and control processes, including education of hospital personnel and consultation with the organization, CDC, and the county and state health departments.
7. Participates in team process improvement.
8. Completes hospital-wide in-services or tests as required throughout the review period.
9. Demonstrates support to other team members and nursing staff to create a system of quality care.
10. Prepares the Infection Control Meeting minutes, agenda, and appropriate reports.
11. Coordinates Hand Washing Surveys with each department.

12. Performs scheduled and PRN environmental rounds.
13. Antibiotic stewardship duties

### **Employee Health Nurse Responsibilities:**

1. New Employee Contacts: Facilitate health screening as indicated in pre-employment physicals. Consult with Employee Health Physician as needed on any abnormal results. Works closely with Human Resources and emails HR when each new employee is cleared to work.
2. Lab Work: Coordinate annual or biannual lab work for employees if needed. Notify employees of results and recommend follow-up with their primary physician if indicated. Notify Employee Health Physician as needed for any abnormal results.
3. Discuss the mandatory Respiratory Fit Test Program with employees annually and during the pre-employment screening.
4. Hepatitis B Immunization: Notify eligible employees when appropriate; provide written and verbal information on the Hepatitis B vaccine. Administer immunization if desired to the employee after obtaining consent. Provide follow-up notification and administration of subsequent doses. Obtain declination signature if individual refuses the hepatitis B Vaccine.
5. MMR Vaccine (measles, mumps, and rubella): Obtain rubella titer on employees, provide MMR Vaccine to all employees whose rubella titer is below immunity level or shows no immunity level. Provide written and verbal information on the MMR Vaccine and inform employee the MMR Vaccine is available at no cost. If employee declines MMR vaccine, declination signature is required.
6. Influenza Vaccination: Publicize program annually and administer vaccine. Provide written and verbal information on the Influenza Vaccine. Administer to eligible employees, volunteers and physicians after obtaining consent.
7. Job Related Injuries: Initiate and complete follow-up of all known injuries. Communicate actions to Human Resource, the CNO, and Risk Management. Notify the business office to let them know if we are billing workman compensation or not. Discuss with employees the Employee Injury Notebook and also the Policy and Procedures of reporting employee injuries. Report injuries to KHA workers compensation using <https://ice.ccmsi.com>. Works closely with the CCMSI adjuster for each injury.
8. Exposures: Help provide follow-up evaluation and action for infectious disease exposure through Infection Control (includes but not limited to TB, incidents related to sharp accidents or other mucous membrane exposure.) Keeps yearly log of any employee needle sticks or body fluid exposures.
9. Work Restrictions: Recommend work restrictions through the Department Head. Communicate employee restrictions to Human Resource as needed. Follow-up on work restrictions with Employee Health Physician and or employee's primary physician, as needed. Discuss work restrictions with employee as needed. Report failure to comply with work restrictions to Human Resource and employee's Team Leader.
10. Reports: Maintain monthly report regarding employee illness/infections as reported by the employee to their Department Head. Submit monthly injury reports to the Risk Manager and CNO. Maintain the OSHA 300 Log. Submit the 300A log electronically each year to <https://www.osha.gov/injuryreporting/> by March 2nd. The 300A log needs to be posted in the hospital and clinics from February 1 – March 2<sup>nd</sup>. Reviews Monthly Employee Health visits as reported in the contract billing report, after making any corrections send to Data Processing in the Business Office.

### **Freedom to Act/Accountability:**

The Infection Preventionist has the freedom to notify staff of required employee health/infection prevention requirements and standards, as well as notify them if they are out of compliance with annual IP standards. The Infection Preventionist has the freedom to make recommendations to medical staff and the CNO regarding infectious disease outbreaks, incidents, or concerns.

### **Privacy and Confidentiality:**

As set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), this position must maintain patient confidentiality in accordance with State and Federal regulations.

Protected Health Information is restricted to a need-to-know basis. Any intentional or unintentional breach of confidentiality will be reported to the HIPAA Privacy Officer and is subject to disciplinary action, up to and including termination of employment.

### **Physical Demands:**


1. Frequent lifting and carrying items weighing up to 30lbs. Unassisted, including assisting patients when required.
2. Combination of sitting, standing, bending, light lifting and walking.
3. Regularly exposed to risk of blood borne pathogens.
4. Exposed to unpleasant elements.
5. Requires the ability to manage stressful situations.
6. Occasional stress from varying demands.

### **Qualifications:**

- Education: Must maintain license by meeting the Kansas Licensing Board's CEU requirements (30 CEU's every 2 years).
- License: RN in the state of Kansas.
- Certifications: CPR; ACLS
- Experience: Minimum three years of general nursing experience
- Other: Must be highly organized, must be able to delegate (and hold accountable) duties to the staff. Must be able to work in a team environment following total quality management principles. Must demonstrate the ability to communicate with employees, administration, and physicians. Is a motivated, independent individual who can organize workload so that all functions are completed appropriately. Has skills in Microsoft Office and ability to navigate the Electronic Medical Record.

### **Working Conditions:**

- Work is typically performed in an office environment. Well lighted, well ventilated, work space
- Regularly exposed to the risk of infectious pathogens. Exposed to unpleasant elements. Subject to varying and unpredictable situations including emergencies and crises

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- Subject to irregular hours.
  - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Apply**

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The SCK application process consists of three forms:

1. General Application 2. Release Authorization 3. Confidentiality Agreement

Please complete ALL THREE forms.

