

# **JOB DESCRIPTION**

**TITLE:** Safety and Infection Control Officer

**FUNCTION:** The Safety and Infection Control Officer is responsible for monitoring and surveillance of all safety and infection control issues. The Safety and Infection Control Officer will oversee the infection control program and ensure that all requirements are met on a timely basis. All safety and infection control training, education and drills held throughout the year will be documented and maintained on this site by the Safety and Infection Control Officer.

## **HAS SUCH DUTIES AS:**

- 1) Plans, implements and evaluates the Infection Control Program.
- 2) Develops, revises and coordinates implementation of Company infection control policies and regulations, include OSHA TB and bloodborne pathogen standards.
- 3) Develops forms and record keeping systems for surveillance activities and prepares appropriate statistical reports from collected data to identify and analyze trends of infections among patients and employees.
- 4) Provides support to Company Operations and Training to include facilitating Company-wide educational programs. Ensures that new Company employees are provided with an orientation and annual infection control training.
- 5) Develops and reviews instructional material for infection control educational programs, and coordinates infection control training.
- 6) Monitors regulatory and accreditation agency standards for changing regulations, standards, guidance and research results.
- 7) Participates in the evaluation of equipment and supplies according to proven infection control criteria and standards.
- 8) Keep current in the field of infection control, including pursuing continuing education credits.

## **POSITION REQUIREMENTS:**

- 1) High school diploma.
- 2) Word processing and computer input.
- 3) Analytical skills required.
- 4) Classroom and equipment coordination.
- 5) Supply acquisition.