How many hours per week/month do you allow for an Infection Control Nurse to do tracking, auditing, training, etc.? What is your average census

<table>
<thead>
<tr>
<th>Brown</th>
<th>Brown County’s Infection Control Nurse averages 2-3 hours per week.</th>
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<tbody>
<tr>
<td>Green</td>
<td>Average census is 120. The nurse will spend about 4 hours per week tracking, four hours/month doing audits. One hour per month training. More time is spent during flu season and whenever there is a pattern.</td>
</tr>
<tr>
<td>Kenosha</td>
<td>Our infection control nurse works two days per week (16 hours) as the infection control nurse. We have 154 beds with an average census of about 150. We just increased her hours recently. Previously, she was only working 8 hours a week on infection control (and some weeks not even that!).</td>
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<tr>
<td>Marathon</td>
<td>10-12 hours per week. 230 residents.</td>
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<tr>
<td>Outagamie</td>
<td>Our Infection Prevention Nurse is fulltime and spends, on average, 8 hours per week doing those tasks. The time invested increases as we prepare for the influenza season or if we have an outbreak. Our average census is 194.</td>
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<tr>
<td>Ozaukee</td>
<td>Our average census is 155; we have a FT Infection Control Nurse. Also acts as our Wound care Nurse. See Job Description below.</td>
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<tr>
<td>Rock</td>
<td>Our Infection Control Nurse is also our In-service Nurse. She is allowed to monitor/designate her own hours spent from her full time FT between her assigned duties.</td>
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<tr>
<td>Sheboygan</td>
<td>Our ADC is 135. The infection control nurse is also responsible for MDSs and care conferences, etc for half the house. Her counter part who is responsible for the other half of the house is our Certified Wound Care nurse. For each of these nurses we haven’t carved out how much time is allotted. That need varies according to the needs of the residents at the time. Certainly if we had an outbreak or a need to quarantine, she would be putting far more time into infection control for a while. But, those are episodic events and not the daily norm of surveillance, tracking and trending.</td>
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<tr>
<td>Trempealeau</td>
<td>We have two infection control specialists within the organization – one works a day a week in our main building/community (145 beds and 62 community) and one day a month in a 37 bed SNF and 8 unit RCAC.</td>
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<tr>
<td>Vernon</td>
<td>An average of one hour per week for 98 beds with an average census of 82.</td>
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<tr>
<td>Winnebago</td>
<td>On average, I have approximately 5-8 hours a week to complete tracking/surveillance and auditing. The time needed increases if there is a concern such as a community outbreak. As for myself, and most other IC Preventionists, I “wear a lot of hats” and have multiple other duties. There are various other staff members that assist in gathering data for IC surveillance. I hope this is helpful. Nancy Xiong, RN Manager/ Infection Preventionist</td>
</tr>
</tbody>
</table>
**JOB TITLE:** Infection Preventionist  
**INCUMBENT:**  
**CLASSIFICATION CODE:**  

<table>
<thead>
<tr>
<th>DATE: 11/1/13</th>
<th>DEPARTMENT: Lasata</th>
<th>DIVISION: Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE GROUP: Management</td>
<td>FLSA STATUS: Exempt</td>
<td></td>
</tr>
<tr>
<td>PAY SCHEDULE: Non Represented</td>
<td>PAY RANGE: 108</td>
<td>EEO CATEGORY:</td>
</tr>
</tbody>
</table>

**POSITION SUMMARY:** (Describe the general nature and level of work performed by this position.)

Coordinates the Infection Control Program to ensure compliance with Federal and State codes. Assists in employee education, Quality Assurance, employee/resident immunizations. Monitors resident infections and isolation needs.

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

*40% - Ensures compliance with Infection Control standards and policies by: coordinating resident isolations, precautions and line lists; evaluates, monitors and reports infectious outbreaks as required by law or code; coordinates and monitors employee/resident immunizations; monitors employee illness reports; ensures proper equipment sanitation and use; ensures employees follow procedures properly. Reviews clinical documentation daily.

*30% - Chairs the Infection Control Committee, coordinates infection control related QAA audits and routine tours of the facility to review the physical plant and to observe employee isolation/infection/sanitation protocols and procedures. Prepares monthly and quarterly reports as required. Attends morning report daily.

*20% - Oversees management of routine wound rounds. Assists all departments in reviewing and drafting policies related to isolation/infection/sanitation standards, and acts as a consultant to all departments as needed.

*10% - Teaches, educates and assures all employees are competent, understand and can demonstrate isolation/infection/sanitation policies and procedures. Communication with residents and responsible party as it pertains to isolation precautions and facility guidelines.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports directly to the Director of Nursing
SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Does not directly supervise but acts in a consultant/liaison capacity for all managers/employees in all departments related to infection/sanitation issues.

Authority to discipline staff for non-compliance as needed.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements: (Include certificates, licenses and/or registrations required.)
High School degree or equivalent required.
Current and active RN license in the State of WI.
Must become Wound Care Certified within 1 year.

Experience Requirements:
Minimum of 3 years experience as a nurse in a long term care setting.
Active and current knowledge of health care infection control and sanitation standards.

Knowledge, Skills and Abilities:
Outstanding oral communication and teaching skills and good written communication and computer skills.
Able to think, make decisions and complete tasks independently.
Knowledge of nursing practices and standards in a long term care setting.
Able to stand, bend, sit, squat, and lift, carry and push equipment.
Knowledge of federal and state nursing home regulations.
Must have regular and prompt attendance.
Flexibility of schedule; may include occasional weekends, holidays and nights.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
Typical business office environment and medical-patient care environment.
Tolerant of smells, noise, variances in temperature and lighting levels.
Tolerant of disruptive and challenging residents.
Requires periodic night and weekends hours.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals:
Department Head: ___________________________ Date: ________________
County Administrator: _________________________ Date: ________________