



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 23-056

POSITION: **Infection Control Program Coordinator** OPENING DATE: **02/27/2023**

NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**

SALARY: **\$41,308.80 - \$55,359.20 P/A**

PAY LEVEL: **07/01 – 07/07**
The salary given will be determined by the qualifications of the appointee.

LOCATION: Corporate Quality and Performance Management,
Commonwealth Healthcare Corporation, Saipan

NATURE OF WORK:

Under the direct supervision of the Systems Infection Control Manager, the incumbent's primary responsibility is to plan, develop, implement and evaluate the infection control program in accordance with current rules, regulations and guidelines that govern such requirements of the Centers for Medicare/Medicaid Services, Centers of Disease Control or other reputable sources to provide maximum protection for patients, personnel, visitors and the community. In collaboration with the Infection Control Surveillance Coordinator and Director of Corporate Quality & Performance Management, the employee is also responsible for supporting hospital system-wide infection control and prevention efforts, performance improvement projects and hospital-wide compliance with regulatory agency regulations, care management initiatives, policies and procedures. The employee is expected to show a great deal of motivation and high energy in a fast-paced and quick learning environment. Punctuality and commitment to the hospital Infection Control Program goals are essential in this role.

DUTIES:

- Evaluates the effectiveness and adherence to Infection Control Policies to identify practices, equipment, supplies and/or new products which constitute a risk or breakdown in infection control measures.
- Designs and conducts educational programs for nursing staff, physicians, patients/families and other hospital staff in proper Infection Control (IC) practices.
- Develop an orientation plan and conduct review classes for hospital employees on the policies, standards and practices of Infection Control relative to their scope of responsibilities.
- Evaluates policies and procedures; provides revisions to support evidence-based practices. Conducts studies relevant to Infection Control Programs.
- Develop and implement appropriate control measures to ensure that care is not compromised for patients requiring isolation.
- Analyzes data collected to institute appropriate remedial measures. Utilizes reporting mechanisms to inform and motivate hospital employees and provides data to the Infection Control Committee and appropriate others.
- On a weekly basis and as circumstances develop, makes environmental rounds throughout hospital and clinics for the purpose of audits, alerting the professional and nursing staffs to possible infections, as well as monitoring compliance with Infection Control Procedures.
- Assists the IC Manager to develop quality improvement initiatives that are data driven. Participate in Quality Assurance and Performance Improvement (QAPI) reporting for key quality indicators identified nationally and within the organization.
- Functions as a consultant/educator within the hospital to develop policies, procedures and guidelines which promote

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optimal health and safety of patients and employees.

- Collaborates with Employee Health Services in establishing and evaluating policies in regard to infection prevention and control, assists in staff investigations of patient to employee and employee to patient cross- infections.
- Collaborates with Infection Control Manager in making recommendations to employees of different hospital departments regarding isolation procedures, environmental cleaning, handling of infectious waste, disinfection, sterilization and in the selection of equipment.
- Reviews and disseminates new information on infection control measures to appropriate individuals or departments within the hospital system.
- Participates in on-going surveillance of known or suspected infections in patients or employees. Included in this role is the ability to educate staff, physicians, patients and families in proper IC practices.
- Acts in conjunction with Infection Control Surveillance (ICS) for detection of outbreaks or other special problems; provides recommendations of activities to control/prevent infection in patients and employees.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree in Nursing, Microbiology or Public Health with knowledge of microbiology, epidemiology, infectious diseases, medical technology and terminology.

Experience: At least three (3) years of experience in healthcare or public health setting. Acute care setting preferred.

Licenses/Certifications: Maintain current license of professional practice by an approved licensing board. Current Basic Life Support (BLS) Provider Certification required. Registered Nurses will be required to have an Advanced Cardiac Life Support (ACLS) Provider Certification arranged by the organization once hired. Certification in Infection Control (CIC) required within one to two years of appointment.

Other: Become a member and maintain active participation in Association for Professionals in Infection Control and Epidemiology (APIC) and/or other nationally recognized associations as required.

KNOWLEDGE/SKILL/ABILITY:

- Demonstrated knowledge of microbiology, laboratory procedures, aseptic technique and epidemiology.
- Extensive knowledge of healthcare regulations and accreditation requirements.
- Knowledge and skill using computer applications such as spreadsheets, online analytic processing tools and statistical functions.
- Demonstrated organizational, problem solving and decision-making skills.
- Excellent communication (verbal/written) skills.
- Be capable of maintaining effective working relationships with patients, family members, consultants, associates, and fellow department heads.
- Ability to effectively communicate (verbal and written); Must be able to deal tactfully with patients, physicians and staff.
- Demonstrated ability to comprehend and utilize scientific data and statistical techniques / methods; screen data results for variations and/or errors, function as liaison, instructor, consultant and coordinator with Hospital departments.
- Ability to organize and manage multiple projects simultaneously.
- Adapts to changes in work environment: asks clarifying questions or provides constructive input in a helpful and respectful manner.
- Ability to be cross trained with other functional areas of focus within the CQPM department.
- Builds and maintains working relationships with leadership, co-workers, and clinical/non-clinical staff.
- Facilitates teamwork; fosters an environment of trust, treats others with courtesy and respect, does not engage in gossip or triangulation.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

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OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Exempt**” or is **NOT** eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*