**Infection Control Coordinator Standard Job Description**

**Classification Title:** Infection Control Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Infection Control Coordinator, under general supervision, coordinates infection control activities including surveillance, policy development and review, training, continued education, research, and other infection control functions, as determined by the Infection Prevention Committees.

**Essential Duties and Responsibilities:**

**40% Infection Control Coordination**

* Investigates clusters of infections, outbreaks, or common colonization of potential pathogenic organisms.
* Maintains adequate records to identify and investigate problems before they become major concerns.
* Monitors patient admissions and placements to ensure optimum control and prevention of infection.
* Inspects the environment and observes activities for the purpose of detecting possible infection hazards.
* Reports them to the Infection Prevention Committees, departments, or services to resolve hazards.
* Identifies, evaluates, and recommends policies and procedures to prevent disease transmission within facilities.

**20% Education and Training**

* Provides ongoing education and training programs to faculty, staff, and students in infection prevention and control.
* Acts as the resident expert in methods to reduce risks of disease transmission and related events, providing information to faculty, staff, students, and the community.
* Participates in continuing education on infection prevention and control to stay informed in each area.

**10% Compliance and Surveillance**

* Maintains compliance with relevant infection prevention regulatory and accreditation requirements.
* Analyzes appropriate surveillance data and uses it to monitor and improve infection prevention outcomes.
* Performs surveillance of nosocomial infections and safety issues, conducting necessary reviews.

**10% Policy Development**

* Assists Infection Prevention Committees with establishing, implementing, maintaining, and updating policies and procedures for infection control.
* Collaborates with all services and departments to develop and update area-specific policies and procedures that support infection prevention principles.
* Recognizes and maintains an awareness of guidelines and recommendations impacting infection control, epidemiology, and safety.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in a health-related field or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of outbreak investigations, surveillance, and statistics.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**