

**New Richland Care Center  
Job Description  
Nursing Supervisor/ Infection Preventionist**

**Name:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

**Department:** Nursing

**Reports to:** Director of Nursing

**Supervises:** None

**Position Summary:**

This dual role position includes being an evening Nursing Supervisor and Infection Preventionist of the facility. This dynamic position is responsible for two major functions. The managing and oversight of our daily operations in the facility during the evening shift. To ensure the facilities policies and procedures are consistently followed. This also includes the leading, and developing the team of Nurses and CNA's. Managing issues or concerns and attempt to problem solve those issues as they arise. See additional duties listed below for this role. The second major role objective will be to champion and build upon our current infection control program. This would include but not limited to keeping our facility team up to date with the most current evidence based infection control practices. The tracking and analyzing of data for trends and opportunities, antibiotic usage and infection rates are a few examples. See the additional duties for this role listed further below.

**General Position Requirements:**

- This position requires a current RN license to practice in the state of Minnesota and current CPR certification.
- Preferred 2 years of long-term experience.
- Working knowledge of infection control with an expectation to obtain the Infection Preventionist certification within 18 months of hire.
- Demonstration of strong leadership and all forms communication skills.
- Self-driven with desire for continuous learning.
- Comfortable in educating and mentoring others.

**Nursing Supervisor Duties and Responsibilities:**

- Promotes and role models NRCC mission, vision, and values in all situations.
- Assist staff to efficiently utilize staffing resources to meet resident care requirements and other professional responsibilities.
- Provide support, guidance to staff, by providing ongoing timely feedback, verbal and written anecdotes, to staff on their performance.

- Communicate by utilizing verbal, written and interpersonal skills to coordinate activities with health team members.
- Recognizes and assists in facilitating developmental needs of personnel.
- Promotes a positive image of the Care Center through actions and communications, which provide a customer-oriented approach to patient care.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- Working knowledge and ability to assist with MDS assessments as needed.
- The safety of patients and employees is a priority and is demonstrated by following infection-control policies and protocols; enforcing medication administration, and continuous awareness of environmental safety are just a few examples.
- Serve as a resource to staff and Physicians for solving clinical problems.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Represent Care Center administration in their absence.

### **Infection Preventionist Duties and Responsibilities:**

- Oversee antibiotic stewardship for the facility and provide surveillance, investigation and monitoring of the onset and the spread of infection(s). Performs assessments with the infection control processes to prevent outbreaks and reduce the spread of infection.
- Acts as a coach to staff for infection control to prevent and control outbreaks and cross-contamination.
- Develop, implement and maintain nursing home processes and staff education to improve infection outcomes using proven evidence based practices and standards.
- Monitor for compliance that nurses' notes reflect that the infection control plan is being followed.
- Ensure all personnel involved in providing care to the residents are aware of the infection control policies and that policies and procedures are used in administering daily care to the resident.
- Direct the nursing staff to obtain the appropriate data for individual resident's infection status. Analyze the data to determine resident's need for further infection control measures.

- Participate in making recommendations of residents that may require antibiotic/isolation services to the Director of Nursing.
- Perform administrative duties such as completing medical forms, physician orders, reports, evaluations, studies, charting and education, as necessary.
- Participate in surveys (inspections) made by authorized government agencies.
- Evaluate infection reports as required. Assist with analysis of infection reports to determine cause and appropriate action(s).
- Ability to serve on, participate in and attend various committees of the facility as directed and provide data to the Quality Assurance & Assessment Committee.
- Assist in preparing written and/or oral reports of the Infection Control Program and activities to submit to such committee(s).

---

Employee signature

---

Date

---

NRCC Leader signature

---

Date