



Director of Nursing & Infection Prevention Position Description Outpatient Medical Center, Inc.

Salary range based on experience, qualifications and averages for similar FQHC work in Louisiana

General Description

Under the general supervision of the CMO and COO the director of nursing is responsible for supervising and directing all nursing responsibilities in OMC clinics currently located in Natchitoches, Leesville, and Tallulah. The Director of Nursing is also responsible for nursing leadership duties in the QA/QI program, preparing clinical procedures and guidelines for review by QA and/or the Chief Medical Officer and Medical Director, performing all competencies and staff trainings as necessary to assure quality of nursing care and for compliance with JC and other regulatory guidelines, monitor and assure the compliance of all nursing duties related to in-clinic medications, laboratory quality controls, vaccine temperature requirements. Identifies problems and takes corrective action according to OMC policies. Maybe required to provide direct care during staffing shortages. Other nursing leadership related duties as assigned.

The OMC Infection Prevention Nurse is responsible for assuring compliance with healthcare standards for preventing and controlling the spread of infectious diseases in a clinical setting through a variety of activities including, but not limited to: developing plans, training coworkers on infection control practices and standards, educating patients and public partners, investigating infection control complaints and concerns, assist the CMO in evaluating infection control risks and implementing interventions, provides reports to QA committee per QA/QI program, organizing and implementing school and community vaccination and/or testing campaigns, etc.

Essential Functions

A. Director of Nursing

- Responsible for supervising and directing all nursing responsibilities in OMC clinics currently located in Natchitoches, Leesville, and Tallulah in accordance with all OMC policy and procedures.
- Responsible for nursing leadership duties in the QA/QI program, preparing clinical procedures and guidelines for review by QA and/or the Chief Medical Officer and Medical Director.
- Performs all competencies and staff trainings as necessary to assure quality of nursing care and for compliance with Joint Commission and other regulatory guidelines.

- Monitors and assures the compliance of all nursing duties related to the inventory, checking of in-clinic expirations, medications and supplies, laboratory quality controls, vaccine temperature requirements, etc.
- Investigates and identifies patient care complaints and problems and takes corrective action according to OMC policies.
- Provides direct care as needed and during staffing shortages.
- Other executive assignments and nursing leadership duties as assigned.

B. Infection Prevention

- ***Developing plans and programs for infection prevention;*** Assisting CMO to distribute and collect medical clearance questionnaire; Performs FIT testing of N95 masks for employees; assist CMO in carrying out efforts to assure the availability of PPE supplies.
- ***Training co-workers*** on infection prevention and control practices and standards, Implements ongoing training sessions to ensure constant implementation of infection control practices. Implementing educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices
- ***Educating patients*** and public partners, implementing educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices
- ***Reporting infectious disease*** risk and concerns to clinic leadership; Assist the CMO in evaluating infection control risks and implementing interventions, Investigating infection control complaints and concerns and monitors practices and procedures for compliance; Monitors the execution of preventative measures and providing guidance to staff; Conducts departmental surveillances. Maintain record of activities and complaints for compliance with JC and HRSA
- ***Provides reports*** to QA committee per QA/QI program, participating in committee meetings, in-service education programs and quality improvement initiatives as assigned.
- ***Organizing and implementing*** school and community vaccination and/or testing campaigns, Conducts community outreach (ex: COVID testing, Flu clinics, etc.); under standing orders and oversight of CMO, serves as leader of outreach team efforts.
- Other executive assignments and nursing leadership duties as assigned.

Knowledge, Abilities and Skills

Knowledge sufficient to thoroughly understand the diverse objectives and functions of OMC in order to provide nursing leadership in a manner that maximizes the performance of the various departments and programs.

Skill in decision making and problem solving; maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines; and excellent and written and verbal communication.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic, and professional backgrounds, work effectively with managers, co-workers, members of the public and professional groups, manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude, consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member, function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; work towards goals and objectives of Strategic Health Plan; follow OMC policies and the mission, vision, and Guiding Principles of OMC; receive constructive feedback; and be available to accept new assignments to meet disaster-related OMC responsibilities.

This individual has knowledge and understanding of modes of cross contamination, infection prevention practices, and general safety procedures beneficial throughout the organization. Ability to maintain up to date knowledge of standards and regulations in accordance to infection control, regulatory safety, and universal precaution. Basic knowledge of standard of Joint Commission, CDC, and HRSA. Openly and accurately communicates with administration, healthcare professionals, site managers, and clinical staff. Clear, concise and persuasive writing accompanied with excellent presentation skills. Proficient use of basic office software including, Microsoft Word, Excel and PowerPoint. Ability to communicate effectively both verbally and written. Ability to understand nursing theory and practices. Ability to maintain good working relationships with staff and medical personnel. Ability to implement basic education principles and teaching tools.

Minimum Requirements

- Licensed Registered Nurse in the State of Louisiana
- At least one year of prior supervisory skills in an administrative capacity or 3 years of experience as a charge nurse
- Current CPR Certification

Preference given to nurse with a job-related master's degree and/or FQHC experience (at least one year)

Special Requirements

- Must have reliable transportation and be willing to travel between OMC facilities if needed. Routinely business hours except when performing special outreach projects and for extenuating circumstances.

****** Approved by the OMC CEO on March 28th, 2025***