



OUTPATIENT MEDICAL CENTER, INC.

JOB DESCRIPTION / EVALUATION (All Functions)

Employee Name _____ **Anniversary Date** _____

Job Title Name Director of Nursing and Infection Prevention

90-Day ____ **Annual** ____ **Transfer** ____ **Promotion** ____ **Review Period** ____ to ____

Demonstrates understanding of the role in:

MANDATORY REQUIREMENTS MET:	<u>YES</u>	<u>NO</u>
HAZARDOUS MATERIALS/OSHA REQUIREMENTS		
SAFETY (FIRE, FACILITY, ETC)		
INFECTION CONTROL		
EMERGENCY PLANS		
FOLLOWS DRESS CODE		
PROFESSIONAL ATTITUDE		
OBSERVES CONFIDENTIALITY		
COMPLETES WORK TIMELY		
EQUIPMENT		
SECURITY		
REGULAR ATTENDANCE		
PARTICIPATES IN EDUCATIONAL OPPORTUNITIES		

Explanation:

The following statements describe the primary duties and requirements of this position and are not intended to be an exhaustive list of all responsibilities, duties, or skills required.

JOB SUMMARY:

A. Position Title: Director of Nursing and Infection Prevention

Under the general supervision of the Chief Executive Officer, (CEO) Chief Medical Officer (CMO), and Lead Nurse Practitioner the Director of Nursing is responsible for supervising and directing all nursing responsibilities in OMC clinics currently located in Natchitoches, Leesville, and Tallulah, and School Based Clinics. The Director of Nursing is responsible for nursing leadership duties in QA/QI program, in preparing clinical procedures and guidelines for review by QA and/or the Chief Medical Officer and Medical Director, all competencies and staff training as necessary to assure quality of nursing care and for all compliance and Joint Commission and other regulatory guidelines, monitor and assure the compliance of nursing duties related to in-clinic medications, laboratory quality controls, Louisiana Department of Health vaccine requirements. Identifies problems and takes corrective action according to OMC policies/procedures. Maybe required to provide direct care during staffing shortages/call-ins. Other nursing leadership related duties 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 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 DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

A. Director of Nursing:

The Director of Nursing provides strategic and operational leadership for nursing and clinical support services. This role is responsible for ensuring safe, efficient, patient-centered, culturally responsive, and high-quality care across clinic sites of OMC.

- Monitors and assures the compliance of 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 including staffing shortages or call-ins or scheduled vacations.
- Other executive assignments and nursing leadership duties as assigned.

B. Administration and Collaboration

- Prepare and manage nursing department budgets, supply utilization, equipment needs, and staffing projects.
- Monitor inventory, medical supplies, emergency equipment, medication storage and clinical equipment maintenance.
- Serve as a member of the leadership team and participate in organizational planning, policy development, and performance improvement activities.
- Collaborate with the Chief Medical Officer, Chief Executive Officer, Lead Nurse Practitioner, Quality Director, Human Resources, and site leadership on clinical operations and strategic priorities.
- Prepare reports, dashboards, and presentations related to nursing operations, staffing, quality metrics, compliance, and patient safety.
- Represent the organization in meetings with community partners, regulatory agencies, and external stakeholders as assigned.

C. Infection Prevention

- a. **Developing plans and programs for infection prevention;** Assist CMO to distribute and collect medical clearance questionnaires and carry out efforts to assure the availability of PPE supplies.
- b. **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.
- c. **Educating patients** and public partners, implementing educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices.
 - d. **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 surveillance. Maintain record of activities and complaints for compliance with JC and HRSA.
 - e. **Provides reports** to QA committee per QA/QI program, participates in committee meetings, in-service education programs and quality improvement initiatives as assigned.
 - f. **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.
 - g. Other executive assignments and nursing leadership duties as assigned.

JOB RELATIONSHIP: Nursing

REPORTS TO: Chief Medical Officer (CMO), Lead Nurse Practitioner (LNP)

SUPERVISORY RESPONSIBILITIES: Certified Medical Assistants (CMA) and Licensed Practical Nurses (LPN)

QUALIFICATIONS:

1. **EDUCATION:**
Graduated from an accredited school of nursing
2. **LICENSES, REGISTRATION AND/OR CERTIFICATIONS REQUIRED:**
Licensed Registered Nurse- State of Louisiana
At least one (1) year supervisory skills in an administrative capacity or three (3) years of experience as a charge nurse
Current CPR Certification
3. **Job Knowledge, Skills & Abilities:**

Knowledge to thoroughly understand the diverse objectives and functions of OMC 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 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 with infection control, regulatory safety, and universal precautions. Basic knowledge of standards 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 by 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.

4. **PHYSICAL DEMANDS:** Prolonged periods of standing, walking, sitting during patient care and documentation. Frequent bending, stooping, and reaching during physical exams and procedures.

5. **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

6. **WORK HOURS:**

The normal work period consists of 80 hours/two weeks; sometimes more hours, sometimes less hours, or as needed to provide departmental coverage according to patient demand. ADON will work full-time at the health center hours of operation unless otherwise approved by the Chief Executive Officer.