

**Kutz Senior Living Campus
JOB DESCRIPTION**

To Apply: www.kutzseniorliving.org

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POSITION TITLE: **STAFF EDUCATION and INFECTION CONTROL
Registered Nurse**

HOURS: **40 hrs/ week; Monday-Friday
On-call responsibilities**

RESPONSIBLE TO: **Director of Nursing**

QUALIFICATIONS:

- 1. Graduate of an accredited School of Nursing – BSN preferred. Must have a current, valid RN license in Delaware.**
- 2. Must be able to communicate effectively in the English language verbally and in writing.**
- 3. Must possess current, comprehensive knowledge of nursing theory and practice. Must demonstrate excellent clinical skills and judgment, including comprehensive nursing assessments; safe medication administration, intravenous therapy, enteral feedings, and treatments per infection control standards; and transcribing and implementing physicians orders accurately.**
- 4. Must possess a working knowledge of epidemiology, microbiology, infectious diseases and current OSHA and CDC standards of practice.**
- 5. Must have two years nursing experience. Must have knowledge of Federal and State regulations, laws and guidelines related to skilled nursing.**
- 6. Must possess leadership and supervisory skills and the ability to work collaboratively with professional and nonprofessional personnel.**
- 7. Must possess the ability to plan, organize, develop and implement training programs for a variety of staff, residents and families.**
- 8. Must be able to make independent decisions when circumstances warrant such action.**
- 9. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, regulatory agencies and the general public.**
- 7. Must be compassionate and understanding of the needs of the elderly and disabled.**
- 8. Must support and promote the core vision, mission and values of The Milton and Hattie Kutz Home.**
- 9. Must comply with HIPAA regulations related to confidentiality of all resident care information.**
- 10. Must possess computer skills with proficiency in Microsoft Office.**

JOB SUMMARY: This nurse is responsible for developing and implementing a comprehensive education program for the nursing department that complies with federal, state and facility requirements. He/she will insure staff from other departments meet the required annual training standards. He/she will also administer and monitor the facility infection control program. He/she will oversee the Restorative Nursing program.

RESPONSIBILITIES:

Staff Development:

1. Identify staff education needs.
2. Develop and present in-services.
3. Co-ordinate vendor and outside provider in-services.
4. Complete annual skills demonstration by CNAs and Licensed Staff.
5. Coordinate new hire orientation and mandatory review training.
6. Record and maintain staff in-services.
7. Develop and submit for approval to the Division of Long Term Care Residents Protection continuing education programs for certified nursing assistants.
8. Track continuing education hours for each certified nursing assistant using the State of Delaware database and ensure certifications are up to date.
9. Serve as a liaison between the facility and educational institutions for which Kutz is a clinical site.
10. Provide oversight and supervision to the Restorative Nursing Program and the staff implementing it.
11. Assures residents safety

Infection Control:

1. Plan, develop, implement and evaluate the facility infection control program in accordance with current rules, regulations and guidelines provided by CDC, OSHA and State public health agencies.
2. Maintain and update as needed the facility Infection Control Manual.
3. Interpret infection control policies, in conjunction with the Medical Director, as necessary.
4. Assist all departments in evaluating and classifying routine and job-related functions to ensure that tasks involving exposure to blood/body fluids are properly identified.
5. Monitor the number and types of infections daily. Reports findings to the risk management committee weekly and the QAPI committee monthly.
6. Responsible for Employee Health and facility immunization programs.
7. 8. Maintains infection control equipment and supplies and tracks medical waste disposal.
9. Responsible to notify Public Health Dept. of communicable diseases.

WORKING CONDITIONS:

1. Is subject to exposure to infectious waste, diseases, conditions, etc. including TB,

HIV and Hepatitis B viruses.

- 2. May be subject to the handling of and exposure to hazardous chemicals.**
- 3. Works beyond normal working hours and in other positions temporarily, when necessary.**
- 4. Is subject to call-back during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.).**
- 5. Is subject to hostile and emotionally upset residents, families, personnel and visitors.**

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PHYSICAL REQUIREMENTS:

Performs job in compliance with OSHA standards.

- 1. Ability to lift 70 lbs repetitively.**
- 2. Ability to push 25 lbs repetitively.**
- 3. Ability to pull 25 lbs repetitively.**
- 4. Ability to pivot 100 lbs repetitively.**
- 5. Ability to stand for an 8-hour shift, excluding breaks.**
- 6. Ability to walk for an 8-hour shift excluding breaks.**
- 7. Ability to climb a ladder or step stool occasionally.**
- 8. Ability to crawl occasionally.**
- 9. Ability to reach above shoulder level occasionally.**

DISCLAIMER: This job description is provided as a sample of common job duties performed by individuals assigned this job title. It is not all-inclusive as condition of employment. All employees are required to perform tasks as assigned by any manager, whether included in this description or not. This job description does not form a contract or in any way imply promise of job guarantee or future employment. All employment with The Kutz Home, Inc. is at will as outlined in our employee handbook.