



**Greater Elgin Family Care Center  
Job Description**

**Job Title:** Quality Assurance/Infection Control Nurse  
**Department:** Operations  
**Reports To:** Clinical Director  
**Prepared By:** Clinical Director  
**Prepared Date:** October 2010; November 2014

**SUMMARY**

Coordinate and implement all aspects of Quality Assurance, Infection Control and Employee Health throughout the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Identifies opportunities for organizational improvement and suggests or develops and implements strategies and activities to successfully address them.

Effectively collaborates with others to design, coordinate and effectively implement quality assurance and performance improvement activities and processes.

Consistently evaluates GEFCC compliance with Joint Commission standards and other internal/external requirements and effectively engages in QA and PI activities that lead to consistent organizational compliance.

Actively attends, leads and supports committee work and organizational outcomes, as directed. Activities will include, at a minimum: Chair Infection Control Committee and attend other committees; manage Employee Health Program and participate in staff training.

Works in close cooperation and collaboration with the GEFCC Medical Director, Safety Manager and Infection Control Committee to implement Infection Control practices.

Develops and engages in Quality Assurance, Performance Improvement activities and Chart Documentation Audit as it pertains to patient care, which results in the continuous quality improvement of patient care and the development of new services

Works in close cooperation with health center staff to manage Employee Health Program.

Reports to all scheduled work sites and shifts on time and fully prepared to engage in all job responsibilities; location of work sites and shifts will change at the discretion of the supervisor.

Engages in all offered trainings, consultations and supervisions made available. Fully and professionally responds to and implements directives and advice offered by all supervisory and training personnel, as well as professionally offered feedback from coworkers.

Perform other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## **EDUCATION AND/OR EXPERIENCE**

Graduate of accredited registered nurse program required; BSN degree is preferable.

R.N. licensure in State of Illinois required.

2-4 years experience working in a Community Health Center preferred.

Excellent communication, including writing skills required.

Strong computer literacy and ability to effectively use various software programs required.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodical, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure/training manuals. Ability to effectively present information and respond to question from groups of managers, clients' customers and general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic concepts of algebra.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited health information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER QUALIFICATIONS**

Reliable vehicle to report to work.

Ability to work late evening hours.

Ability to work some weekend hours.

Pleasant disposition and ability to communicate effectively with co-workers.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl, and taste and smell. The employee may occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Additionally, the employee is occasionally required to work in and/or travel to various communities of different social, economic and ethnic backgrounds. The noise level in the work environment is usually moderate.

QA/IC RN 11.14