



VACANCY POSTING

Vacancy:	Infection Control Coordinator & Employee Health Nurse
Description of Position:	Temporary Full time
Number of Vacancies:	1 Position
Unit:	Corporate & Clinical Services
Employee Group:	ONA
Shift Work:	Yes
Weekend Work:	Yes

Reference Number:	#22-231 T-FT IC/EHS NURSE
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ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting to both the Vice President – Corporate Services, and Vice President - Clinical Services, the Infection Control Coordinator/Employee Health Nurse is responsible for the program management and essential functions of occupational health. The incumbent provides specialist advice and support and service for the management team. The incumbent oversees the Attendance Management Program, WSIB administration, administers employee Return to Work, and assists in implementing health and safety initiatives.

NATURE AND SCOPE OF WORK

INFECTION CONTROL:

- Ensures that policies and procedures reflect the most current research standards and best practices
- Ensures that staff are familiar with the most current policies and procedures
- Participates in program objectives, development and evaluation
- Participates as a liaison with Public Health and the Medical Officer of Health and other regulatory agencies
- Participates as a member of the Infection Control Committee, Joint Occupational Health and Safety Committee (JOHSC), and other relevant hospital committees
- Surveillance and monitoring:
 - Applies current, consistent definitions of nosocomial infections
 - Observes and analyses standards of practice

- Ensures that there are processes in place regarding infection prevention and control
- Develops and implements surveillance plans
- Performs epidemiological studies to identify, investigate, monitor and address outcomes e.g. outbreaks, exposures, changes in practice and reports same in a timely manner
- Collaborates with the Manager of Education & Project Management and Employee Health colleagues in the development of educational tools that relate to infection prevention and control including the preparation and delivery of client centred education orientation and continuing education for persons carrying out activities in the hospital; in-services regarding new trends, equipment, regulations, infectious diseases and procedures on an ongoing basis
- Provides expert knowledge and direction in infection prevention and control related issues to administration, Infection Control Committee, Occupational Health and Safety Committee, community agencies, various medical professionals, support services, local public health and to the community at large
- Possess knowledge of changing legislation, propose and implement changes when required
- Possess membership in relevant professional associations
- Liaise with internal departments and services as required to offer an integrated program

EMPLOYEE HEALTH:

- Employee Health program includes four (4) components:
 1. Health interviews
 2. Immunization program
 3. Health Education
 4. Employee Assistance Program
- A case management approach to occupational accidents will be utilized; an injured worker's case would be managed by the professional who initiated the process at the time the accident was reported
- Oversees occupational accidents and the Workers Compensation Insurance Board (WSIB) claims management program, including the "modified work" program management
- Oversees Attendance Management program, liaise with Cowan Sickness Adjudicator

1. Health Interviews:

- Policy and procedure development for the service
- Determining program objectives
- Liaise with the Public Health Unit and the Medical Officer of Health and other regulatory agencies as required
- Health records maintenance
- Review of illness reports on a daily basis and provide appropriate follow up
- Communication with the physicians
- Confidentiality of records
- Health care of staff during a modified work plan
- Knowledge of changing legislation; propose and implement required changes
- Program evaluation
- Knowledge of current theory in the specialty of Occupational Health
- Participation in continuing education activities
- Liaise with internal departments and services as required to offer an integrated program
- Participation in activities of the Hospital Services Division
- Other functions as required

2. Immunization:

- Policy and procedure development for the service
- Determining program objectives
- Liaise with the Public Health Unit and the Medical Officer of Health and other regulatory agencies as required

- Organize and participate in COVID-19 and Flu Shot Clinics
- Health records maintenance
- Communication with the physicians
- Confidentiality of records
- Knowledge of changing legislation; propose and implement required changes
- Program evaluation
- Participation in continuing education activities
- Liaise with internal departments and services as required to offer an integrated program
- Participation in activities of the Hospital Services Division
- Other functions as required

3. *Health Education Module*

- The Infection Control Coordinator/Employee Health Nurse is responsible for the education program which consists of the same elements described for other modules. This work must be closely coordinated with the Occupational Safety Program (Manager, Systems) and the Hospital's education program; integration of the education will be co ordinated with the Manager of Education & Project Management

4. *Employee Assistance Program*

- Service delivery is provided by an external agency
- Program management remains the responsibility of the Vice President – Corporate Services

QUALIFICATIONS

- Bachelor of Science in Nursing required
- Current Certification of Registration from the Colleges of Nurses of Ontario
- Membership in the Occupational Health Nurses' Association
- Certification in the following areas are preferred, or have demonstrated experience equivalence:
 - Occupational Health Nursing Graduate Certificate
 - Canadian Certification Occupational Health Nursing is an asset.
 - Certification as an Infection Control Practitioner
 - Possesses or is working toward Certification in Infection Control (CIC)
- Effective decision maker and the ability to interact with colleagues, staff and other professionals and the public
- Computer proficient
- Commitment to excellence in professional practice and continuous professional learning
- Demonstrated initiative and accountability
- Demonstrated problem-solving skills and crisis management
- Strong member of the interdisciplinary team
- Excellent time management and organizational skills
- Exceptional communicator demonstrating professionalism and respect
- Able to deal with complex situations effectively
- Maintains good work attendance
- Promotes the Commitment Statement and values of the organization.

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

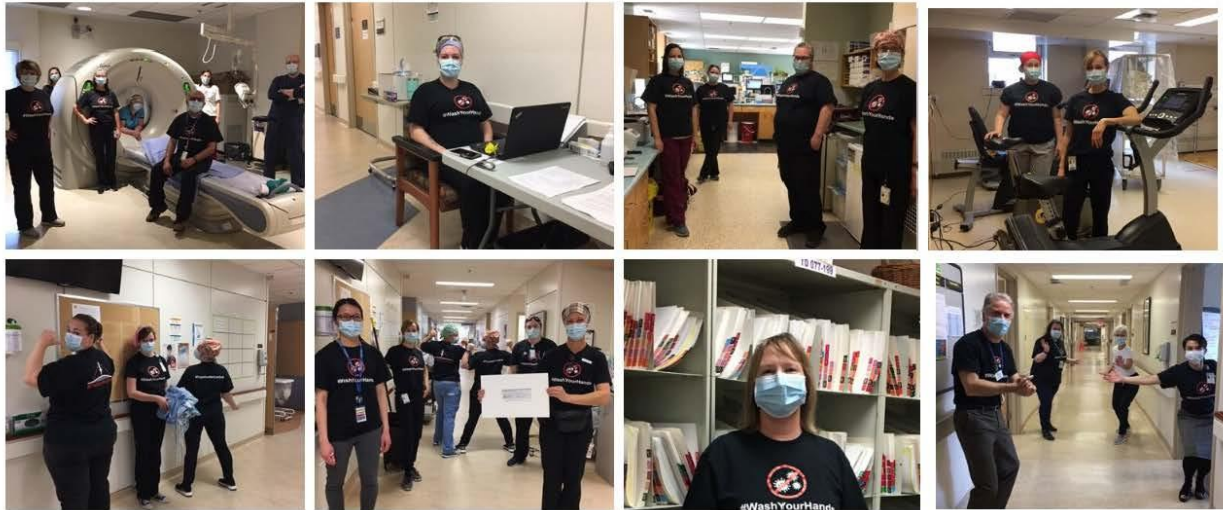
Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at:

hresources@wdmh.on.ca

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process

We appreciate interest from all candidates, however only those selected for an interview will be contacted.



JOIN OUR TEAM

We are #WDMH Proud!

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!

Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit www.wdmh.on.ca.

Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit www.northdundas.com.

