



## NON-CONTRACT ROLE DESCRIPTION

JD2987

<b>ROLE TITLE:</b>	Consultant, Infection Prevention and Control	<b>ROLE DESCRIPTION NO.:</b>	00836
<b>DEPARTMENT:</b>	Infection Prevention and Control; or Designated Project	<b>HEABC REFERENCE NO.:</b>	1872791
<b>REPORTING TO:</b>	Director, Infection Prevention and Control; or Designated Director	<b>HSCIS CODE:</b>	04099
<b>CLASSIFICATION:</b>	NCEM/Range 8	<b>JOB CODE:</b>	04099AK

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director, Infection Prevention and Control or designate, the Consultant, Infection Prevention and Control (IPAC) works collaboratively within a team of infection prevention and control professionals to provide leadership in the development, implementation and evaluation of organizational Combined Quality System (CQS). The Consultant works across the organization, utilizing capacity building strategies to enhance the skills, abilities resources and commitment required to develop and implement a strong foundation for the provision of quality care.

The Consultant works in partnership with operational and clinical leaders across Island Health on IPAC initiatives.

The Consultant collaborates, and will support the IPAC Practitioners in collaborating with regional programs on reprocessing, education, purchasing of products and medical devices, construction, developing policies and procedures, outbreak management, environmental service liaison and makes recommendations for systems improvements. Acts as the crucial IPAC link with senior leaders, IPAC Practitioners, front line workers, health care professionals and other staff at all levels of Island Health and other Health Authorities, the Provincial Ministry of Health and external organizations.

The Consultant is responsible for the oversight and effective utilization of IPAC staff by maintaining schedules, associated coverage, managing and monitoring attendance and other related work-life indicators, and evaluating IPAC staff performance.

Travel is a requirement of the position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

### DUTIES AND RESPONSIBILITIES:

1. Directs activities of direct and indirect reports by approving and assigning work schedules and overtime; managing performance standards; evaluating staff performance to improve individual and organizational performance, takes corrective action and make recommendations on disciplinary action. Interprets and applies the various collective agreements for unionized staff, including representing the Employer in labour relations matters and determining the disposition of grievances.
2. Coaches and mentors team members to use appropriate change management and quality improvement tools.
3. Leads, empowers and collaborates with project teams and working groups to achieve program goals and objectives, and fosters team and consensus building. Builds productive working relationships with a wide variety of groups and individuals and fosters open communication with team members.
4. Develops implementation plans including education modules for IPAC team and stakeholders when new IPAC policies, procedures, and processes are introduced.

5. Acts as an Infection Prevention and Control practice expert and role model by demonstrating leadership and promoting excellence in clinical practice based on recognized standards of practice.
6. Provides guidance to Island Health leadership and staff by providing information, recommendations and proposed solutions on IPAC issues. Provides advice for strategic planning, operational planning, quality improvement planning, standards of practice and workplace health and safety.
7. Collaborates with key stakeholders and end users to facilitate and support the concept of shared accountability for IPAC practices and processes.
8. Promotes the importance of quality improvement and patient/client/customer confidentiality and applies best practices to ensure optimum continuum of care and service delivery.
9. Collaborates with other provincial IPAC Leaders and Educators in the development, implementation and maintenance of a quality improvement system that supports and monitors IPAC practice.
10. Participates in provincial/national/international working groups or committees as required such as the Provincial Infection Control Network (PICNet) and collaborates with Community Hospital Infection Control Association (CHICA) that provides guidance on IPAC standards.
11. Participates in the development, implementation and maintenance of a delivery and evaluation framework to provide baseline and ongoing assessments of IPAC policies and procedures. Identifies policy gaps and prioritizes the development of policies and required procedures based on standards of practice and proven IPAC guidelines.
12. Provides input into budgetary impacts on the implementation of IPAC standards and leads new initiatives that support improvement efforts to be fiscally aware of the impact of new IPC standards.
13. Maintains own continuing education with respect to clinical knowledge and expertise.
14. Performs other related duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a Bachelor's degree in a related health discipline and five (5) years' recent related infection prevention & control experience in a health care environment including progressive administrative responsibilities.

### **Skills And Abilities**

- Membership/certification with a relevant registering association and post-basic education in infection prevention and control or epidemiology required.
- Thorough knowledge of Infection Prevention and Control services, techniques, principles and practices.
- Strong leadership and people management skills with the ability to motivate and delegate.
- Demonstrate Island Health's Values (Courage, Aspire, Respect & Empathy)
- Strong systems-thinking, critical analysis, problem solving and decision making skills.
- Proven strong written and verbal communication skills and good presentation skills.
- Demonstrated ability to develop effective working relationships and collaborate with key stakeholders across a wide range of groups.
- Demonstrated, strong team-building and coaching/development skills.
- Demonstrated ability to successfully educate adult learners including the development of in services, lesson plans, competency testing, and orientation using different delivery methods based on students' strengths.
- Evidence of ability to successfully manage and support change through negotiation and facilitation.

Ability to lead in the support, development and education of Island Health policies and procedures related to Infection

- Prevention and Control.
- Ability to find creative solutions to problems and to develop alternative strategies to support quality improvement initiatives.
- Ability to define own continuing education needs and maintain competency through reading literature, management development, seminars and available educational offerings.
- Computer proficiency in areas such as patient information, surveillance, and office suite software.
- Self-directed with effective organizational, time management and prioritization skills.
- Physical ability to perform the duties of the position.
- Valid BC Drivers License.