

**County of Los Angeles- Department of Health Services
HARBOR-UCLA MEDICAL CENTER**

Infection Prevention & Control Coordinator: RN I

(INTERDEPARTMENTAL LATERAL TRANSFER)

(Posted 07/15/2015)

DEFINITION:

Responsible for providing support to the Infection Prevention & Control Program at Harbor-UCLA Medical Center. Position requires knowledge of disease processes, work-up procedures, treatment and prognosis, and hospital policies and procedures.

POSITION INFORMATION OVERVIEW: The full-time Infection Prevention & Control Coordinator responsibilities will include, but are not limited to, the following functions:

- Assists in the implementation and monitoring of Harbor-UCLA Medical Center's Infection Prevention & Control Program.
- Assists in hospital-wide and departmental improvement projects related to Infection Prevention & Control.
- Assists the Directors of Infection Prevention & Control in various projects, as requested
- Data entry of healthcare associated infections and National Healthcare Safety Network (NHSN) identified infections to meet legislative mandates.
- Performs clinical patient care review and abstraction of data related to Infection Prevention & Control.
- Participates in committee meetings and educational programs related to Infection Prevention & Control.
- Keeps informed of applicable regulatory requirements, e.g. TJC, Title XXII, etc., and practices in accordance with identified standards.

MINIMUM REQUIREMENTS:

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing.
- Current certification in Basic Life Support (BLS).
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS:

- Excellent attendance.
- Knowledge of MS Office applications and email applications.
- Knowledge of current infection control practices, publicly reported measures and quality improvement initiatives.
- Must have good written and verbal communication skills.
- Self-motivated, detailed oriented, and exhibit ability to work with minimal supervision to meet deadlines in a fast-paced environment.

Qualified Registered Nurses may submit the following: resume with a cover letter, copies of last 2 performance evaluation, and attendance records for the last 2 years to:

Attention: Arlene Malabanan
Harbor UCLA Medical Center
Infection Prevention & Control Department - Box 9
1000 W. Carson Street, Torrance, CA 90509
Email: amalabanan@dhs.lacounty.gov
Tel. # 310 222-3838

RESUMES WILL BE ACCEPTED UNTIL THE NEEDS OF THE DEPARTMENT ARE MET