

Position Description | Infection Prevention Coordinator

REPORTING	
Reports To	Clinical Services Manager
Direct Reports	None

PURPOSE
To support the compliance of infection prevention practices and act as a resource person for infection control information.

SKILLS	
Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> • A registered health professional. • Previous surgical or perioperative experience. • Ability to work effectively within a multidisciplinary team. • Ability to prioritise workload and meet set timelines, whilst working under minimal supervision. • Ability to be creative, innovative and flexible when approaching issues within the hospital setting. • Excellent communication and customer service skills. • Computer literate. • Prepared to undertake appropriate training in infection control. 	<ul style="list-style-type: none"> • A background in infection prevention. • A background in change management activities. • Previous audit training

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KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • General Manager • Clinical Team • People & Culture Operations Manager • Health & Safety Coordinator • Support Services Team Leader
External	<ul style="list-style-type: none"> • Surgeons and their PA's • Anaesthetists • Contractors • Equipment and medical supply representatives • Patients and their Family/Whānau • Education providers • MercyAscot nursing end education staff

KEY ACCOUNTABILITIES

Management of Infection Control Programme	<ul style="list-style-type: none"> • To ensure that the Infection Prevention programme is effectively managed. <ul style="list-style-type: none"> ○ Ensure Infection Prevention standards are aligned with current NZS8134 Standards ○ Provide feedback on any Infection Prevention trends, incidents and improvements to all staff ○ Coordinate the Infection Prevention Committee and organise quarterly meetings and maintain minutes. ○ Provide input into the development of the Infection Control programme and Protocols. ○ Develop and support continuous Quality Improvement related to Infection Prevention activities at an organizational level to assist, evaluate, analyse and improve work processes and outcomes ensuring the participation of all employees. ○ Contribute to the Ministry of Health Infection Prevention certification process. ○ Contribute to organisation wide projects related to Infection Prevention. ○ Act as a resource and reference person for staff seeking to implement Infection Prevention activities. ○ Ensure the Risk & Quality Committee is provided with current and relevant information relating to Infection Prevention. ○ Coordinate all internal auditing processes related to Infection Prevention in conjunction with the Quality Manager and make recommendations as appropriate. ○ Review and sign off all Infection Complication reports and investigate as appropriate. ○ Identify and liaise with the Clinical Nurse Educators regarding training and education as required.
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Internal & External Stakeholders	<ul style="list-style-type: none"> • Develops and promotes positive working relationships with all internal and external stakeholders. <ul style="list-style-type: none"> ○ Liaise effectively and constructively with attending specialists, Company Representatives and Education providers. ○ Build relationships with external nursing and educator groups including Northland DHB and Mercy Ascot
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. • Upholds and promotes the Company values, house rules, policies and procedures. • Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.
Personal Development	<ul style="list-style-type: none"> • Meet requirements for registration with the NZ Nursing Council or appropriate regulatory body. • Maintain a personal assessment and development program to ensure clinical and Infection Prevention knowledge is kept up to date. • Participate in the Kensington Private Hospital performance appraisal system. • Undertakes Infection Prevention training as appropriate to this position. • Attends Health N2 (Te Tai Tokerau) Network Meetings where possible. • Keep abreast with National Infection Prevention campaigns (ie: Hand Hygiene N2, ACC Programmes).

DELEGATED AUTHORITIES

- None.

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