



Choctaw HealthCenter  
Nursing  
210 Hospital Circle  
Choctaw, MS 39350-6781  
PH: 601.389.4250  
Fax: 601.389.4201

**JOB ANNOUNCEMENT # 225138**

**POSITION:** INFECTION PREVENTION COORDINATOR  
**SALARY:** Grade 15  
**SUPERVISOR:** Director of Nursing Service  
**JOB LOCATION:** Choctaw Health Center  
**TYPE OF EMPLOYMENT:** Regular FullTime/Exempt  
**OPENING DATE:** JUNE 09, 2021 JUN 09 2021  
**CLOSING DATE:** JUNE 23, 2021 OR UNTIL FILLED

**SCOPE OF SERVICE AND EFFECT:**

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of Hwy 16W on the Mississippi Band of Choctaw Indians Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 (+) members of the tribe's population across a 10 county area in central Mississippi. The facility is an 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta and Red Water.

The position of Infection Prevention Coordinator (IPC) is stationed within the Choctaw Health Center at Choctaw, Mississippi. The purpose of the position is to monitor trends in infectious diseases within the hospital, following guidelines established by Centers for Disease Control (CDC), Indian Health Service, Det Norske Veritas (DNV), the State Department of Health, and the Infection Prevention Committee/ Policies and Procedures. The IPC provides Infection Prevention inservice to all departments of the hospital with follow up ensuring Infection Prevention Policy Manual is adhered to. The IPC will work in tandem with the Employee Health Nurse.

The hospital consists of a 20 bed Inpatient Unit, a Primary Care Clinic, and an Emergency Department. Services are provided to the general medical, pediatrics, adolescents, adult and geriatric clients of the Choctaw Health Center.

**DUTIES AND RESPONSIBILITIES:**

1. Maintains records and interprets reports to the Infection Prevention Committee. Conducts special training for hospital personnel in relation to Infection Prevention issues. Conducts Infection Prevention quarterly committee meetings with IP chairman.
2. Provides direct supervision over the Employee Health Nurse and the Central Sterile Technician.
3. Develops, implements and monitors Infection Prevention measures.
4. Reviews daily Inpatient Infection Reports and laboratory culture results for Infection Prevention issues. Provides follow-up to assure all infections receive the appropriate treatment and follow-up.
5. Responsible for the reporting of all reportable infectious diseases to the State Department of Health. Responsible for reporting to NHSN CAUTI, CLABSI, MRSA Bacteremia and C. Difficile infections according to CMS requirements.
6. Maintains policies and procedures of Central Sterile Infection Prevention guidelines in compliance with CDC and DNV. IPC is responsible for all functions of the Central Sterile Supply Department.
7. Attends Quality Assurance/QM meetings as the representative for Infection Prevention. Attends/member of EOC Committee, Pharmacy & Therapeutics Committee, STD & TB Committee, DNV Accreditation Committee.
8. Submits requests for funding for special staff development activities.
9. Develops and utilizes training materials, arranges meeting space and equipment.
10. Must have access to Electronic Health Record for patient information in the performance of their duties and maintain the confidentiality of patient information at all times.
11. Personnel must adhere to a Violence Free, Drug/Alcohol free Workplace, as per NP 3-4.2KKK and Tribal Administration Policy CHO.136-89.
12. Maintains function as Employee Health Nurse with the Choctaw Health Center Employee Health Program to ascertain the presence of infection among Hospital personnel, as needed.
13. Maintains function as an STD/HIV Counselor.
14. A professional working knowledge of the principles of Epidemiology and infectious disease procedures is required to assess the needs of patients and staff.
15. Conducts training sessions concerning Infection Prevention principles, techniques, etc., using as appropriate professional assistance from resources within or outside the facility for all departments.

## **DUTIES AND RESPONSIBILITIES:**

16. Responsible for ensuring that the policies enumerated in the Infection Prevention Manual of the Choctaw Health Center are being carried out properly; including observation of Isolation Precautions to ensure that the proper techniques are being used. Observes sterile techniques, management concepts, safety, personal hygiene, health requirements and work PPE attire of assigned personnel are adhered to.
17. Knowledge of pharmaceuticals, desired effects, side effects and complications of their use is required.
18. Performs all other duties as assigned.

## **SUPERVISION AND GUIDANCE:**

Functions under the direction, guidance, and administrative management of the Director of Nursing Services. The incumbent is expected to exercise a high degree of independent initiative and judgment in the delivery of Infection Prevention.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work is performed in the hospital environment. There is common exposure to contagious disease. There is considerable amount of walking/sitting, and traveling to outlying clinics. The ability to cope with a stress-laden environment is essential.

## **QUALIFICATIONS:**

1. Graduated from an approved NLN Registered School of Nursing.
2. Professional Licensure in the State of Mississippi, without any restrictions.
3. Minimum of 3 - 5 years nursing experience in a hospital setting.
4. Minimum of 1 year of service on a Nursing Committee within the Nursing Department, preferred.
5. Knowledge about Hospital Infection Prevention practices or procedures, preferred.
6. If participating in job-related continuing education/certification, he/she is required to provide service to the facility, for a minimum of one year, after the last CEU/certification attendance.
7. Maintain BLS Certification.
8. Skilled in interpersonal relationships and the ability to effectively communicate with the general public.
9. Preserves confidentiality of patient information in accordance with the Privacy Act.
10. Must have a current working telephone number at all times.
11. Must have reliable transportation and possess a valid Mississippi driver's license and automobile liability insurance. \* **REQUIRED**
12. Successful completion of Criminal Background Investigation and pass the Pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**This position requires licensure and /or certification and qualifies under section V (D) of the Administrative Policy and Procedures whereby a job announcement is not necessary nor does a waiver of the Native American Preference need to be secured for hiring of a non-Indian.**

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350