

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Quality Improvement Coordinator *(Previously Infection Control/QI-Safety Specialist)*

Department: Health and Wellness Center

Hourly Rate: \$28.00

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Assistant Clinic Administrator

Posting Date: In-House

Opens: January 30, 2024

Closes: February 6, 2024, at 4:30 pm

Posting Date: Public

Opens: February 8, 2024

Closes: February 22, 2024, at 4:30 pm

Posting Date: **Public**

Opens: February 26, 2024

Closes: Open Until Filled



Summary: The purpose of this position is to provide the incumbent with tasks, duties, and area of responsibilities to manage and assist/delegate within the Bad River Health & Wellness Center (BRHWC) regarding designing infection control, quality improvement and safety standards and prevention programs that will reduce the risk of:

- a) Communicable disease transmission among employees and patients/clients during delivery of health care services to the Bad River community.
- b) Workplace accidents or incidents that are potentially dangerous to staff, patients, and visitors to the BRHWC.
- c) Establishment of quality improvement standards via policies and procedures and staff training to seek compliance with various accrediting sources (CMS, IHS, AAAHC, Tribal, State and Federal) or credentialing/licensing bodies.
- Infection control and prevention is a set of practices designed to reduce transmission of communicable diseases among patients, health care workers, and visitors in a variety of health care settings. Such practices include hand hygiene, use of personal protective equipment, environmental cleaning and disinfection, waste management, cough etiquette, and other engineering and work practice controls that help reduce infectious disease transmission.
- Provide the BRHWC staff with management and training which comply with the regulations issued under the Occupational Safety and Health Act (OSHA). These regulations cover various workplace safety hazards and require employers to take specific actions to minimize those hazards. An OSHA checklist for healthcare facilities will be utilized via a series of "yes" or "no" questions that an organization can use to determine its state of compliance.
- Provide the BRHWC staff with the management of a Quality Improvement initiative which in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Study-Act, which is focused on activities that are responsive to community needs and improving population health.
- Ensure that all BRHWC staff are aware of, trained and meet or exceed the policies and procedures requirements as specified by the BRHWC Policies and Procedures regarding compliance to Infection Control, Quality Improvement and Safety.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Infection Control

- Advises Administration of current prospective occupation health hazards and recommends plans of action to alleviate problems.
- Manages and edits the Infection Control policies/procedures and schedules regular meetings for review of issues.

- Keeping current regarding new developments in the field of infectious disease. Provides health consultation to employees on matters of communicable disease.
- Ensures adherence to infection control procedures for the handling of all patients' blood and body fluids and all materials soiled with blood and/or body fluids.
- Defines practices to reduce the risk of transmission of airborne infectious agents; disseminates information to employees.
- Maintains statistics on nosocomial infections within the facility, observing and reporting any trends or potential problems.
- Provides consultation to all departments in matters relating to the cause, mode of transmission, treatment, and prevention of infectious disease.
- This position requires special skills and knowledge in fields of infection control, health education and counseling, and environmental health.

Safety

- Conducts safety meetings, audits, and inspections to ensure compliance, evaluate performance, identify corrective action, and implement follow up assessments.
- Plans, implements, and conducts preventative care, safety, and compliance training programs.
- Plans, implements, manages, and maintains comprehensive environmental safety & health programs on premises or at project site locations.
- Provides project management team with guidance on health and safety and confirm project site fulfills industry, local, state, and federal guidelines, and regulations.
- Collaborates with management to develop an Emergency Action Plan and serve as primary contact for project site injury and incident notification, investigation, and case management.
- Maintains a written log of safety inspection activities, reports, and correspondence.

Quality Improvement

- Designs/participates in quality/performance improvement and patient safety activities related to infection prevention and control (e.g., mini root cause analysis for HAIs (healthcare associated infections), failure mode and effects analysis, plan-do-study-act).
- Responsible for gathering and evaluating clinical data from the organization.
- Analyzing data for patterns and trends in care delivery.
- Discovering the root causes for specific patient care trends.
- Training and educating the organization's staff to promote good quality practices and ensure compliance with all applicable laws and regulations.
- Working with the BRHWC organization leadership and staff to create policies and procedures that ensure good quality care and minimize harm to the patient.
- Keeping up to date with all federal and state laws and regulations.
- Constantly performing follow-up evaluations of data and organizational performance to ensure consistent improvement.
- Oversee the organization's reporting of patient care benchmarks and measurements to federal and state authorities.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- A degree (1 to 4+ years) in Nursing, Microbiology, Public Health Epidemiology, Medical Technology, Biology or Safety required. (Nursing applicants must maintain WI licensure as a certified medical assistant CMA, licensed practical nurse LPN or registered nurse RN; Medical Technology applicants must be ASCP registered).

- Has a minimum of two years 'experience in infection prevention, OSHA safety or quality improvement and control experience in a hospital/clinical based setting. Demonstrates knowledge of the principles of healthcare epidemiology and infectious diseases.
- Demonstrates competence in investigation, documentation, and mitigation of outbreaks.
- Ability to assist in gathering and organizing data, drawing conclusions, and presenting scientific-based recommendations to a diverse audience.

Preferred:

- Membership in APIC (Association for Professionals in Infection Control and Epidemiology).
- Experience working with Six Sigma, LEAN Quality QI-Health Care or value-based health care initiatives.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must be able to be bondable under the tribe's insurance carrier.
- Must be able to perform assigned duties independently and with limited oversight.
- Must have basic knowledge of office equipment, including facsimile machine, scanning units and other essential equipment necessary to perform daily administrative functions.
- Must possess knowledge of word and spreadsheet applications and other essential office applications.
- Must possess good computer skills, including data entry, ability to access and retrieve data.
- Attention to detail and implementation of a quality assurance standard to eliminate errors in data or information is critical.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Must possess strong oral and written communication.
- Must be able to communicate effectively with supervisor and coworkers.

Reasoning Ability:

- Must possess good decision-making management, interpersonal, and interpretation skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:
Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861

Application material may also be emailed to:
HRmanager@badriver-nsn.gov and HRassistant@Badriver-nsn.gov