

<b>Position Title</b>	<b>Infection Control Coordinator</b>
<b>Job Summary</b>	The purpose of the Infection Control Coordinator (ICC) is to provide the overall management and coordination of the practice’s infection control and safety activities to ensure 100% compliance. Both the Occupational Safety and Health Administration (OSHA) <sup>i</sup> and the Centers for Disease Control and Prevention (CDC) <sup>ii</sup> support the designation of an Infection Control Coordinator (ICC) for dental healthcare settings.
<b>Principal Requirements and Responsibilities</b>	
<b>Advocate and Communicate</b>	
	The successful candidate will need to demonstrate a keen interest in infection control issues and the delivery of safe dental care. The individual will promote a culture of safety and ensure that all members of the dental team have constant opportunity to voice concerns about and suggest improvements in office safety.
	The individual will have excellent verbal and written skill sets to communicate with patients in a friendly manner regarding safety procedure practiced in the office and promptly address questions from patients regarding questions or concerns.
	The candidate will be familiar with relevant OSHA requirements, CDC recommendations and state-specific laws and regulations to act as an infection prevention and safety resource for personnel and administration to: <ul style="list-style-type: none"> <li>• facilitate site-specific infection prevention and safety training for new personnel and refresher training at least annually for all personnel;</li> <li>• ensure that the janitorial staff has received proper training related to personal protection during office cleaning procedures.</li> </ul>
<b>Plan and Administrate</b>	
	The individual will have experience with and/or interest in reviewing existing policies and standard operating procedures within their organization in the following areas: <ul style="list-style-type: none"> <li>• Prepare, review, and update the written infection prevention/exposure control plan, hazard communication program, personnel health program and other safety procedures for the office.</li> <li>• Develop protocols that provide step-by-step procedures to follow in practicing patient and practitioner infection control and safety.</li> <li>• Identify knowledge gaps in adhering to infection control and safety procedures, to assess the need for training and/or retraining of dental health care personnel.</li> <li>• Maintain related permits, licenses and other documents.</li> </ul>
<b>Organize and Manage</b>	
	<ul style="list-style-type: none"> <li>• Ensure adequate and appropriate products, devices and supplies are available to implement the infection prevention and safety program.</li> <li>• Coordinate the exposure prevention and post-exposure management and medical follow-up program. <ul style="list-style-type: none"> <li>○ Maintain preparation for occupational exposure response</li> </ul> </li> <li>• Manage the sterility assurance program and aseptic management of all reusable patient care items.</li> <li>• Manage the Radiation Hygiene Program</li> <li>• Oversee the Regulated Medical and Hazardous Waste Program</li> <li>• Manage the Hazards Communication Program</li> <li>• Manage the Emergency Preparedness and Response Program <ul style="list-style-type: none"> <li>○ Maintain preparation for Medical Emergency Response</li> </ul> </li> </ul>

<b>Organize and Manage (continued)</b>	
	<ul style="list-style-type: none"> <li>○ Ensure that a Dangerous Persons Response procedure is in place</li> </ul>
<b>Monitor and Document</b>	
	<p>Monitor compliance through observations, checklists and other methods</p> <ul style="list-style-type: none"> <li>• Continually review infection control, hazardous materials, and other office safety regulations.</li> <li>• Conduct and document routine evaluations of the office infection prevention and control program to determine compliance with site-specific policies and SOPs as well as relevant laws, regulations and recommendations.</li> </ul>
<b>Required Knowledge, Skills and Abilities</b>	
	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written</li> <li>• Excellent interpersonal skills and able to work as a collaborative team member</li> <li>• Detail oriented with good organizational and administrative skills</li> <li>• Basic understanding of microbiology</li> <li>• Familiarity with the modes of potential disease spread in a dental facility</li> <li>• Familiarity with federal, state and local infection prevention, control and safety regulations and guidelines</li> <li>• Familiarity with products and equipment used with infection control and safety procedures</li> </ul>
<b>Minimum Education and Experience</b>	
	Formal dental assisting and/or dental hygiene and/or dental therapist training desirable. Associates degree or undergraduate degree preferred. High school degree and on-the-job training within the dental office setting acceptable along with documented continuing education in infection control and safety in dentistry.
<b>Equipment Utilized</b>	
	Must be familiar with operation of dental equipment and materials utilized in preparation for, and during, clinical dental procedures.
<b>Physical Demands and Work Environment</b>	
	<p>The dental infection control coordinator (ICC) works within a dental health care setting (e.g., private practice dental office, community health center, hospital dental program, dental educational institution, etc.).</p> <p>ICC wear protective eyewear, facemasks, overgowns and gloves to protect themselves and patients from infectious diseases when in the clinical setting. They may work closely with other members of the dental team to perform chairside clinical tasks that require bending for extended periods of time.</p>
<b>Essential Functional Support</b>	
	<ul style="list-style-type: none"> <li>• The ICC will be supported with essential initial and continuing education and training in order to fulfill the ICC coordinator’s roles and responsibilities.</li> <li>• The ICC will be supported in maintaining active membership in the Organization for Safety, Asepsis and Prevention (OSAP) and will be afforded the opportunity to participate in training programs to ensure credible and current knowledge and resources.</li> <li>• The ICC will be given sufficient time to perform the Infection Control Coordinator defined roles and responsibilities in addition to whatever other responsibilities the person may have within the dental office.</li> </ul>
<b>Salary:</b>	Commensurate with experience

<sup>i</sup> OSHA’s Hazard Communication Guidelines for Compliance states, “In order to have a successful program, you must assign responsibility for both the initial and ongoing activities that have to be undertaken to comply with the rule. Early identification of responsible employees and their involvement in developing your action plan will result in a more effective program design. OSAH’s written models for the Bloodborne Pathogen’s Exposure Control Plan and the Hazard Communication program indicate that the name of the person responsible for each of the major parts of the stands is required. This could be the employing dentist or the Infection Control Coordinator.

<sup>ii</sup> CDC. Guidelines for Infection Control in Dental Health-Care Settings – 2003. Morb Mortal Wkly Rpts 2003; 52(no RR-17):3.