

 Oroville Hospital	Job Description for Infection Control/Occupational Health LVN	Department:	Employee Health
		Dept.#:	8660
		Last Updated:	08/08/08 Revised: 06/13/02

Reports To

Infection Control RN

Job Summary

The Infection Control LVN is responsible for ensuring that all personnel and auxillians are compliant with all infection control committee and laws governing hospitals.

Duties

1. Performs skin tests and immunization techniques on employees and auxillians as required by the infection control committee and laws governing hospitals. Reports statistics of surveillance and compliance rates to Infection Control Practitioner. Tracks employee compliance with annual or post exposure screening, reports deficits to both Department Manager and Human Resources Director on compliance.
2. Coordinates new hire screening and follow-up. Completes interview-screening process with new hires and coordinates additional screening as required to ensure employee placement within a job classification.
3. Evaluate employees for return-to-work clearance following absences for three or more assigned working days as defined with the Guidelines for Healthcare workers.
4. Responsible for storage and maintenance of confidential employee health records.
5. Serves as a resource to all levels of hospital staff for information regarding infection control, occupational health, safety, and workers compensation.
6. OSHA 300 record keeping. Responsibility as liaison for workers compensation requests.
7. Reports communicable diseases to Butte County as required.

Qualifications

1. Excellent communication skills with a wide variety of people, both oral and written
2. IBM PC literate: Microsoft Word, Windows, Excel, AS400, and Stix software
3. Ability to maintain confidentiality of personal information and sensitive situations which may arise in both the hospital environment and employee health
4. Ability to multi-task, organize, and remain courteous as a representative of the hospital employee's health service
5. Flexibility in the constant reprioritization of activities is essential

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6. Recent acute care experience and/or medical, office, and clinic nursing experience
7. Current BLS and certification required
8. Current LVN license required
9. IV Therapy certification

Lifting Requirements

Heavy: frequent lifting, not more than 100 pounds (with help) and /or carrying objects weighing up to 50 pounds.