

JOB ACTION SHEET INFECTION CONTROL GROUP SUPERVISOR

Position title: Infection Control Group Supervisor

Job classification code required:

Required Job Skills: Ideally Infection Control Professional or Infectious Disease Physician. If not available, then a Medical Epidemiologist

Module: Disease Containment Branch

You report to: Disease Containment Branch Director

You supervise (if activated): N/A

Mission

The primary goal of the Infection Control Group Supervisor is to make infection control recommendations that will minimize the spread of infectious disease. These infection control recommendations will be developed using analyzed surveillance data and other available resources and may or may not cover personal protective equipment, cleaning and disinfection of equipment or the environment, treatment, prophylaxis, isolation, quarantine, decontamination, work restriction, health monitoring for workers, community activity restrictions, and evaluation tools.

Initial Actions

- D R A F T
- Sign-in to Staff Roster.
 - Report to and receive assignment from your supervisor.
 - Put on picture ID badge and vest (if provided).
 - Read entire Job Action Sheet.
 - Introduce self to all staff assigned to team.
 - Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet.
Clarify any questions or concerns with assigned supervisor prior to starting work.
 - Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
 - Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
 - Review message form instructions, if provided.

Specific Job Actions

- Attend Disease Containment Branch/Group Supervisor meetings.
- Obtain briefing from the Disease Containment Branch Director.
- Review the Infection Control Group module of the Infectious Disease Emergency Response Plan and the appropriate Appendices and/or Annexes.
- Brief or meet as needed with Infection Control Responders about the situation and objectives for the operational period.
- Review assignments with Infection Control Group Responder(s).
- Assign Infection Control Group Responders tasks including but not limited to research, guideline development, recommendation development, or production of infection control-related educational materials.
- Advise Infection Control Group Responders on which strategies are most effective.
- Supervise Infection Control Group activities, assign responsibilities, orient and train staff and serve as a resource for all staff in the Infection Control Group.
- Provide oversight and guidance to Infection Control Group Responders (e.g. answer questions, address problems, make decisions consistent with the Branch operational objectives, and determine which problems, requests or questions need to be forwarded up the chain of command).
- Ensure that assigned personnel and equipment get to and from their assignments in a timely and orderly manner.
- Request additional personnel for the Infection Control Group if needed.
- Coordinate technical consultation with adjacent Groups.
- Keep Branch Director informed of situation and resources status.
- Keep Disease Containment Branch Director informed of hazardous situations and significant events.
- Review epidemiological and surveillance information, make recommendations for healthcare workers self monitoring for signs and symptoms of disease in consultation with Epidemiology and Surveillance Branch, and Isolation and Quarantine Group Leader.
- Identify policy implications of all infection control recommendations and guidelines prior to submitting them for approval.
- Review and approve all infection control recommendations and guidance appropriate prior to submitting them to the Disease Containment Branch Director for approval.

- Coordinate infection control response with hospital Infection Control Professionals and other agencies as needed by providing technical consultation on approved infection control recommendations.
- Provide technical consultation services to health care providers regarding approved infection control recommendations, or assign personnel to this task if needed.
- Prepare the Infection Control Group Situation Status Update and Recommendations for Infection Control for the next operational period and submit them to the Disease Containment Branch Director for approval.

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

D R A F T