



EMPLOYMENT OPPORTUNITY

CLASS: 2320 **TITLE:** REGISTERED NURSE
(rg2) [Long Term Care Nursing/Geriatric Nursing]

SALARY: \$3,645 - \$4,788 Biweekly

DEADLINE: November 27, 2009

POSTED: November 13, 2009

JOB DESCRIPTION:

Laguna Honda Hospital and Rehabilitation Center's **Quality Management** unit is accepting applications for **one (1) full-time** position in class 2320 Registered Nurse to function as the **Infection Control Nurse**. **SHIFT:** Monday – Friday 8:00 a.m. – 5:00 p.m.

Laguna Honda Hospital is an 805 bed long-term care facility that provides acute care, skilled nursing care and rehabilitation to the medically complex and chronically ill population of San Francisco. The Infection Control Nurse is an expert and resource to clinical and non-clinical staff and provides oversight that the delivery of patient/resident care services meet infection control and quality and compliance standards of the facility.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

Appointment Type: Permanent and provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service Examination for this job classification to become permanent.

ESSENTIAL DUTIES:

Under the general direction of the Director of Quality Management, the Infection Nurse performs the following essential job functions:

- Performs daily review of Infection Control surveillance reports;
- Monitors microbiology reports;
- Participates in the development, design and implementation of infection control activities;
- Performs infection control rounds to monitor compliance with facility standards and other regulatory requirements;
- Identifies, assesses areas of potential infection risk, communicates with the interdisciplinary team and provides input into the development of resident care plans and unit operations;
- Drafts documents and correspondence related to infection control issues;
- Provides staff education on various infection control practices;
- Acts as a liaison between Licensing and Certification office and the facility;
- Assist in the development, coordination and implementation of corrective action plans;
- Coordinates and participates in case reviews and root cause analysis;
- Records and types the minutes of infection control committee meetings;
- Assists in maintaining and developing infection control data bases;
- Analyzes and compares hospital wide and/or departmental policies and procedures and regulatory requirements for consistency and compliance with local, State and Federal regulations;
- Assists in the development of hospital wide policies and procedures;
- Participates in various on-site and off-site hospital committees (performance improvement, safety, BBP

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Safe Device Committee, San Francisco Infection Control Working Group and Immunization Coalition, etc.);

- Performs other related duties as assigned/required.

MINIMUM QUALIFICATIONS:

1. Possession of a valid California Registered Nurse License; **AND**
2. Six (6) months of long term care experience.

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

Cardiopulmonary Resuscitation (CPR) Certificate Requirement / Provision:

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate issued by the American Heart Association is required as a provision to employment for all positions. Eligibles who do not possess such a certification may participate in this examination process and be appointed to a position(s), but will be required to obtain the certificate within two (2) weeks of hire date and maintain validity throughout length of employment. A photocopy of the valid Cardiopulmonary Resuscitation (CPR) Certificate must be provided to the appropriate supervisor of the appointment within the allotted time frame. Failure to demonstrate/show proof of possession of valid certification within two (2) weeks of hire date and throughout length of employment may result in dismissal and/or termination of employment.

DESIRED QUALIFICATION(S):

- Two (2) years RN experience in an acute care hospital, skilled nursing facility, clinic, home health agency, or other health care setting within the last five (5) years
- One (1) year (within the last three years) Infection Control, Quality Improvement, Risk Management and/or Utilization Management activities experience in a medical/healthcare setting
- Knowledge of long term care regulations and requirements related to Title 22 Skilled Nursing Facilities and Title 42 Requirements for States and Long Term Care Facilities
- Knowledge about the long term care Resident Assessment Instrument and Centers for Medicare and Medicaid (CMS) Quality Indicators and Measures
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint
- Possession of group facilitation skills and experience
- Excellent written and oral communication skills
- Possession of a Master's degree from an accredited college or university with major course work in Nursing, Health Care Administration or a closely related field

APPLICATION PROCEDURE:

Interested individuals must submit a resume and **City and County of San Francisco (CCSF) employment application** to **Regina Gomez, Director of Quality Management 375 Laguna Honda Blvd. San Francisco, Ca 94110 by November 27, 2009**. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. **www.sfdph.org**

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*

HR USE ONLY: JOB CATEGORY 200

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