

**WORK PROCESSES SCHEDULE
LONG TERM CARE NURSE MANAGEMENT
(INFECTION CONTROL SPECIALTY)
O*NET-SOC CODE: 11-9111.00
RAIS CODE: 1105C**

Description: Provide leadership and management in the skilled nursing environment to minimize infections and ensure staff is following proper precautions to prevent the spread of infection and incorporating appropriate measures to minimize exposure to infections. Incorporate advanced analysis, organizational, and problem solving skills to effectively manage infections for all staff and residents. Incorporate advanced knowledge of quality improvement, change management techniques and motivational theory to ensure quality of care and quality of life is maximized for residents by minimizing exposure to infectious agents.

Term: Competency Based (600 Minimum Hours)

On-the-Job Learning: Apprentices will receive training in the various work experiences listed below. The order in which this training is given will be determined by the flow of work on the job and will not necessarily be in the order listed. The times allotted to these various processes are the estimated times which the average apprentice will require to learn each phase of the trade. They are intended only as a guide to indicate the quality of the training being provided and the ability of the apprentice to absorb this training in an average amount of time. The total term of apprenticeship is indicated below.

Competencies	Approximate Hours (Min/Max)
A. Managing Daily Operations For Infection Control	250-350
1. Suggest and/or initiates quality improvement studies and follow-up needed to minimize infections.	
2. Consult on infections with nursing staff as needed.	
3. Collect data, completing various audits and summarizing results for infections in residents and/or staff.	
4. Prepares and submit reports as required for mandated reportable infections (to state department of health) as well as internal reports for quality assurance purposes.	
5. Respond to concerns about infections in a timely manner.	
6. Educate staff on infection control principles as well as including using quality audits when indicated.	
7. Oversee flu and pneumonia vaccination programs for residents and staff as indicated.	
8. Ensure tuberculosis screening and other infection related policies are current and followed by staff.	
B. Managing Work Teams (infection control committee or team)	200-300
1. Act as liaison between infection control and/or committees.	
2. Provide individuals and/or teams with direction, encouraging, teamwork and collaboration.	

3. Provide consultation to individual and/or infection control team as needed.
 4. Delegate, monitors and directs assignments for infection control activities.
- C. Managing Resources(supplies, equipment, staff, time) 50-150**
1. Update staff on changes in work or workplace related to infection control activities.
 2. Ensure adequate personal protective equipment is available and utilized throughout the facility.
 3. Plan and organize work to ensure timely task completion and work flow.
 4. Make sound, timely decisions with consideration of ramifications.
 5. Analyze issues, prioritize problems and involve appropriate individuals to select plan for resolution, anticipating outcomes and managing consequences.
 6. Develop and maintain department budget efficiently.
- D. Interpersonal Relations(peers, other departments, families, subordinates, physicians) 100-200**
1. Provide formal and informal recognition and rewards for employees for positive performance.
 2. Participate in providing instruction to enhance on the job learning related to infection control.
 3. Work with medical director and physicians to ensure appropriate transmission standards are in place.
 4. Initiate improvement plans needed and supports staff through training and follow up monitoring.
- Total Approximate Hours 600-1000**

**RELATED INSTRUCTION OUTLINE
LONG TERM CARE NURSE MANAGEMENT
(INFECTION CONTROL SPECIALTY)
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Description: The following related training outline identifies subject matter that must be mastered by the apprentice in order to successfully complete the program.

Core Skills	Minimum Hours
A. Managing Daily Operations for Infection Control	40
1. Managing Work Teams (Infection control committee and/or teams, etc.)	
2. Managing Resources (budget, supplies, equipment, staff, time)	
3. Interpersonal Relations (peers, other departments, families, subordinates, physicians)	
B. Quality Curriculum	5
1. Managing Resident Quality and The Survey Process	
2. May also add some specifics related to Federal Regulation Tags here related to Infection Control	
Minimum Hours of Related Instruction	45

Individuals who complete the Long Term Care Nurse Management – Infection Control Specialty on-the-job learning and related instruction components shall receive a “Certificate of Specialization” credential.

Some courses and/or work experience can be credited if completed through other viable work experience.