



**Code: 3405**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Public Health

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## **CLASS TITLE: INFECTION PREVENTION SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, functions as a specialized technical advisor managing Healthcare Associated Infection (HAI) prevention and control activities for the Department of Public Health, and performs related duties as required

### **ESSENTIAL DUTIES**

- Establishes and implements policies and procedures relating to HAI prevention and control objectives
- Functions as a specialized advisor to management in defining infection prevention and control objectives and strategies
- Identifies and monitors nosocomial infections by assisting in the surveillance, analysis and investigation of infections
- Manages and responds to known or suspected outbreaks of HAIs in local healthcare facilities
- Conducts on-site assessments of healthcare facilities (e.g., examining infection control practices, reviewing protocols to ensure compliance with state and federal requirements, conducting gap analyses)
- Assists healthcare facilities in the development of mitigation strategies and conducts follow up visits to ensure facilities have resolved practices
- Coordinates HAI program efforts as part of advisory groups, local or multi-jurisdictional responses to complex investigations
- Manages HAI grant deliverables (e.g., establishment of timelines, monitoring of project milestones, development of scope of services, budgets and specifications)
- Provides technical assistance and conducts training sessions for healthcare partners and stakeholders by providing guidance, education, incentive metrics, and technical support in implementing appropriate infection prevention and control measures
- Consults with State and Federal agencies to ensure compliance with infection control and reporting practices
- Compiles on-site assessment and recommendations reports
- Maintains abreast of health regulations, infection control practices, procedures and best practices and national standards.

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Public Health, Nursing, Epidemiology, Medical or Clinical Laboratory Science, or a directly related field, plus four years of work experience in infection prevention and control management, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- Certification in Infection Prevention and Control (CIC)
- A valid State of Illinois driver's license is required

**WORKING CONDITIONS**

- General office environment
- Exposure to extreme and inclement weather conditions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*infection control principles and practices
- \*infection risks related to patient care practices
- \*federal, state and local laws governing infection control
- \*project management principles and practices

Moderate knowledge of:

- \*public health reporting, information system standards and public health data
- \*applicable computer software packages and applications

Some knowledge of:

- applicable federal, state, local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions

- COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- SYSTEM ANALYSIS – Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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