



**TOBAGO REGIONAL HEALTH AUTHORITY  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Infection, Prevention and Control (IPC) Officer</b>
<b>Department</b>	<b>Quality</b>
<b>Reports to</b>	<b>Manager, Quality (or designated Officer)</b>
<b>Head of Department</b>	<b>Manager, Quality (or designated officer)</b>
<b>Supervision Provided to</b>	<b>Infection Prevention and Control Nurses, Clerical Assistant</b>

**JOB SUMMARY**

The Infection Prevention and Control (IPC) Officer is responsible for the leadership, development, coordination, and monitoring of infection prevention and control programs across the Tobago Regional Health Authority. The incumbent ensures compliance with national health regulations, accreditation standards, and institutional protocols to safeguard patients, staff, and visitors from healthcare-associated infections (HAIs) and communicable diseases. The officer will be a member of the organization's Infection Prevention and Control Committee.

**RESPONSIBILITIES**

- Develop, implement, and regularly review the institution's Infection Prevention and Control Plan.
- Lead and coordinate surveillance programs to monitor healthcare-associated infections and antibiotic resistance trends.
- Oversee outbreak investigations, response protocols, and provide timely recommendations and reports to leadership.
- Conduct Regular visits to healthcare facilities to ensure compliance with IPC standards.
- Audit and monitor infection control practices across all departments to ensure compliance with IPC standards.
- Develop and deliver IPC education and training programs for clinical and non-clinical staff.
- Advise leadership and clinical teams on the selection and use of personal protective equipment (PPE), disinfection practices, and isolation precautions.

- Ensure all IPC-related policies and procedures are aligned with current legislation and global best practices.
- Serve as liaison with public health agencies, infection control networks, and regulatory bodies.
- Prepare reports for accreditation and licensing audits and represent the IPC unit during assessments.
- Collaborate with multidisciplinary teams to support hospital-wide quality improvement and patient safety initiatives.
- Chair the Hospital Infection Prevention and Control Committee Meetings.
- Monitor staff health and safety in the workplace along with members of the Occupational Safety and Health (OSH) Department.
- Perform research to upgrade the quality of Infection Prevention and Control service.
- Consult with other members of the Quality department.
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/DHWSP, Registering Board/Association and the TRHA.
- Performs other related duties as assigned.

#### **ACCOUNTABILITIES**

- Continuity of patient care
- Maintaining professional registration/licensure
- Engaging in continuing professional development in order to enhance knowledge, skills and values needed for safe effective practice
- Personal actions or omissions relating to own clinical practice and advice given to members of the team
- Disclosure and non-disclosure of information

#### **AUTHORITIES**

- To liaise with intra and inter-departmental representatives
- To challenge in a respectful and diplomatic way, any intervention which fails to deliver a quality service to external and internal patients/clients

#### **SPECIAL REQUIRMENTS**

- Must be available to work overtime, public holidays, night shifts and weekends as required (Sunday to Sunday).
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- In-depth knowledge of infection prevention standards and health regulations.

- Expert practitioner in designated speciality.
- Expert knowledge of infection control principles, epidemiology, and healthcare regulations.
- Strong leadership and decision-making skills.
- Proficiency in surveillance systems and health data analysis.
- Effective interpersonal skills with the ability to influence and educate at all organizational levels.
- Superior analytical and problem-solving abilities to analyze and interpret complicated, highly technical information and utilize the knowledge to develop, present and implement a detailed work plan to address complex issue.
- Knowledge of the ICN Code of Ethics for Nurses
- Knowledge of current trends in nursing
- Knowledge of communicable diseases and vaccination.
- Good oral and written communication skills
- Good Management skills.
- Ability to take personal accountability to identify, respond to and act on service needs, maintaining a focus on the patient/stakeholder
- Ability to understand and value individual differences and to consider these differences when working with others
- Ability to maintain a level of sensitivity and flexibility for the diverse needs and perspectives of others
- Ability to manage multiple priorities and work collaboratively in a multidisciplinary team.
- Attention to detail and a proactive approach to risk mitigation.
- The ability to work with others and establish relationships through trust, feedback and demonstrating mutual respect, acknowledging that learning to work with and for others is an active, co-evolutionary process.
- ICT skills - Proficiency in the use of Microsoft Office Suite; ability to search inter and intranet.
- Excellent inter-personal skills.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor of Science in degree in Nursing, Public Health, Microbiology, or related field from an accredited educational institution.
- Certification in Infection Prevention and Control is required.
- Training in Quality Management or Occupational Health
- Advance training in Epidemiology will be an asset
- Minimum of five (5) years of relevant experience in a healthcare environment.
- At least two (2) years in a specialized infection prevention and control role or public health setting.
- Proven experience with regulatory compliance, training delivery, and data analysis.
- Any equivalent combination of training and experience.