



EXAMINATION OPEN TO THE PUBLIC

INFECTION CONTROL PRACTITIONER

**ANNUAL \$58,413
SALARY: \$78,938**

**SALARY
GROUP: HC 25**

**APPLICATION CLOSING
DATE: NOVEMBER 21, 2011**

**EXAM
NO: 1107400CJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state facility this class is accountable for coordinating the Infection Control Program and for serving as a liaison between all departments and the Infection Control Committee. In the Department of Public Health this class is accountable for coordinating hospital acquired infection control activities and serving as a liaison to health care facilities regarding infection control.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 21, 2011:

GENERAL EXPERIENCE: Seven years professional experience in direct patient/client care services, medical laboratory work or pharmacy.

SUBSTITUTIONS ALLOWED: (1) College training in biological sciences, nursing or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in biological sciences, nursing, public health or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to undergo immunization for infectious diseases.

WORKING CONDITION: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of infection control with special reference to infections and preventable diseases; considerable knowledge of theories and practices of microbiology, epidemiology, nursing, statistics and public health; interpersonal skills; oral and written communication skills; considerable ability to conduct independent research and evaluate results in the field of epidemiology and infection control.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Infection Control Practitioner, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Infection Control Practitioner cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience coordinating infection control programs/activities in a facility/hospital setting. Describe your experience collecting and analyzing infection data, conducting infection risk assessments, determining surveillance methodology, providing prevention and control measures. Include your experience applying evidenced based practices to reduce infection risks. Describe your ability to develop educational programs for employees and patients that utilize the current standards of practice. Using your knowledge of epidemiological principles, describe how you identify techniques, equipment, supplies, new products and/or specific policies or procedures which may constitute a risk of transmitting infections. Describe what steps you took in reviewing the process for each one identified and to make recommendations for infection prevention measures. List any experience you have dealing with regulatory bodies and standards or guidelines. Explain any quality improvement projects that you have been involved in. **(2)** Experience maintaining records and preparing reports. Describe your experience maintaining records of all patients/clients with infections. Detail your experience writing monthly reports, statistical summaries and analyses of infections, policies and procedures for infection prevention and control, etc. Be specific as to the type and topics of the reports, for whom they were prepared, and their purpose/intended outcome. **(3)** Consultative/Training Experience. Describe your experience serving as a liaison and providing information to departments, agencies, or the public, including experience making presentations. Be specific as to the type, purpose and topics of the presentations and the intended audience. Detail your experience developing and conducting in-service education programs in infection and prevention control and the epidemiology of infectious diseases. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 21, 2011.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by December 23, 2011.** **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.