

Appendix C

Hand Hygiene Pilot Project On-Site Project Coordinator Role Description

Position Title: On-Site Project Coordinator

Position Summary: This full time contract position will be the main point of contact between the pilot hospital site and the MOHLTC. This position will be tasked with overall responsibility for ensuring the pilot site is adequately prepared for implementation and that feedback and evaluation data is collected and forwarded to the MOHLTC throughout the pilot testing and implementation period.

The on-site project coordinator will engage all areas and levels of the hospital in the Hand Hygiene Pilot Project. The incumbent must be familiar and comfortable with all areas and disciplines within the hospital. The incumbent is responsible to ensure that preparatory activities are completed at the pilot site and the staff required for successful implementation of the campaign are actively and effectively involved.

The on-site project coordinator will have the support of a separate observer – the hand hygiene compliance observer. The hand hygiene compliance observer will have a direct link to the hospital's Infection Prevention and Control team.

Accountability: This position is primarily accountable to the hospital pilot site through a hospital established steering committee.

This position will provide feedback and evaluation data to Ministry of Health and Long Term Care (MOHLTC).

Position Responsibilities: Oversee the testing and implementation of the hand hygiene program within identified units including:

1. Facilitate ethics approval for program within the institution using support of MOHLTC
2. Facilitate access to site and staff for collection of baseline measurements of hand hygiene compliance rates
3. Identify human factors/barriers and develop plan to address prior to testing using the support of MOHLTC
4. Obtain MRSA/VRE rates
5. Use surveys and interviews to assess program impact on awareness of hand hygiene practice
6. Maintain a daily log of activities/ challenges faced related to project implementation
7. Test all materials and processes
8. Raise awareness of campaign
9. Provide regularly scheduled reports to the MOHLTC on

- the progress of the pilot implementation.
10. Organize training sessions and meetings related to the project
 11. Participate in working group meetings with other hand hygiene project coordinators (in person and via teleconference)
 12. Attend training/ information meetings held by MOHLTC

Qualifications/skills:

1. Experience interacting with all areas, disciplines and levels within the facility
2. Demonstrated ability to manage complex planning activities,
3. Demonstrated project management skills
4. Proven education/ training skills
5. Demonstrated negotiation, facilitative and consultation skills
6. Ability to develop partnerships with key stakeholders
7. Demonstrated ability to initiate and model positive change
8. Effective presentation, writing and communication skills
9. Computer literacy including MS Word, MS Excel and PowerPoint
10. Self-motivated and adaptable

Classification:

37.50 hours per week (1950 hours per year).

Contract position for one year.

Travel to Toronto will be required.

Salary Range:

To be negotiated upon pilot site selection