

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 5601720**

**Assistant Director Nursing 1 (Infection Control), M-1**

Brief Description of Class

The Assistant Director Nursing 1 (Infection Control) is a registered professional nurse that manages the control and tracking of infectious diseases in the Department of Corrections and Community Supervision (DOCCS). The incumbent organizes and implements a system to monitor compliance with Departmental policy regarding evaluation, diagnosis, treatment, and follow-up of cases of infectious disease.

Distinguishing Characteristics

*Assistant Director Nursing 1 (Infection Control):* manages the Infection Control Unit and promotes communication and cooperation between groups concerned with infection control both inside and outside of the Health Services Division; provides administrative supervision to Registered Nurse Supervisor 1 and Registered Nurses 3 (Infection Control).

Related Classes

Registered Nurses 3 (Infection Control) are registered professional nurses who administer infection control and prevention programs in State facilities, including inpatient, outpatient, and community-based settings, where care and treatment services are provided to individuals. Incumbents develop infection control assessments and plans; develop and provide education and training programs for individuals and staff; and act as liaison to and consult with various departments, disciplines, and staff responsible for infection control services and local, State, and federal agencies to ensure compliance with established standards, policies, and regulatory requirements.

Illustrative Duties

*Assistant Director Nursing 1 (Infection Control)*

Monitors the incidence and prevalence of tuberculosis by maintaining a Central Office registry of confirmed and suspect cases.

- Correlates list with the Department of Health's (DOH) Central Office tuberculosis registry every month.
- Coordinates contact investigations for each active case of tuberculosis.
- Produces a summary report for each contact investigation.
- Coordinates Departmental contact investigations with the activities of State and county DOH staff.
- Collaborates with State and county DOH staff to investigate each case of tuberculosis disease occurring within the Department.
- Coordinates and monitors tuberculin skin testing of individuals and staff.
- Periodically analyzes and reports on the progress and results of this testing.
- Reports unusual incidences of tuberculosis disease or skin test conversion to the Assistant Commissioner.
- Creates and manages a tracking system to ensure continuous therapy and follow-up for individuals under treatment for tuberculosis disease.
- Implements, coordinates, and maintains an effective system to ensure continuity of care for individuals with an infectious disease returning to the community from DOCCS system of care.
- Assists in the maintenance of the HIV infection surveillance system.
- Works with administrative staff of the Division of Health Services to collect and analyze HIV surveillance data.
- Coordinates preventive measures against the transmission of blood-borne infections, including education of staff and individuals against Hepatitis B virus.
- Maintains a database on activities of deployed Blood Exposure Response Teams.
- Detects, analyzes, and corrects problems in the infection control system.
- Makes written recommendations to the Assistant Commissioner regarding the establishment or modification of Departmental or Divisional policies relating to infection control.

Manages the Infection Control Unit.

- Provides supervision to the Central Office Infection Control supervisors and their subordinates.
- Develops programs for the recruitment, retention, and performance evaluation of Infection Control staff.
- Manages time and attendance issues, travel expenses, and other personnel issues of the infection control staff.
- Participates in budget planning for the Infection Control Unit.

Participates in the development of forms and policies to improve the communication of information needed for infection control.

- Works cooperatively with other health staff to achieve Departmental objectives. Provides information about the operation of the Infection Control Unit to facility administrative and medical staff and works cooperatively toward mutual objectives.
- Provides mandated information about communicable diseases to State and county departments of health.
- Regularly links communicable disease databases with these agencies.
- Works with these agencies to develop efficient data collection and analysis practices.
- Works with the Division of Parole to ensure that a discharge plan is completed by the release date for all individuals leaving the DOCCS system with a communicable disease.
- Upon notification from the Division of Parole, informs facilities about individuals returning to the Department with a communicable disease.
- Responds to or refers all inquiries from other organizations according to Departmental policy, e.g. referring all inquiries from the media to the Department's Office of Public Relations; referring all inquiries from legislators or their agents to the Deputy Commissioners Office; referring all inquiries about labor/management issues to the Deputy Commissioners Office; and answering other requests as much as possible.
- Provides the Assistant Commissioner with periodic written reports on any joint activities undertaken with organizations outside the Division of Health Services.

- Establishes and maintains liaison with community providers treating individuals from DOCCS with infectious diseases.

### Minimum Qualifications

#### *Assistant Director Nursing 1 (Infection Control)*

Promotion: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; one year of service of service as a Registered Nurse 3 (Infection Control).

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 12/2022

KAB