



وزارة الصحة
Ministry of Health

General Directorate of Infection Prevention and Control (GDIPC)

The Job Description for the Coordinators
of Infection Prevention and Control at
the Regional Health Directorates

January . 2024

Job Title	Director of Infection Prevention and Control Department
Direct Reporting	General Directorate of Infection Prevention & Control
Qualifications	
<ul style="list-style-type: none"> • Bachelor's degree in medicine, dentistry, nursing, public health, microbiology, or relevant specialties. • Accredited certificate in infection Prevention and Control (Diploma and above). • Training courses in infection Prevention and control are preferred. 	
Experience	
Minimum of 2 years in the field of infection prevention and control.	
Competencies	
<ol style="list-style-type: none"> 1. Good knowledge of all rules, regulations, and instructions applicable in the Ministry of Health. 2. English proficiency. 3. Ability to make decisions, analyze and evaluate challenges effectively. 4. Ability to lead with excellent verbal and written communication skills. 5. Empowering employees and developing their capabilities. 6. Highly skilled in the development, implementation, and evaluation of training programs for all divisions of the department. 7. Coordination skills, organization, and distribution of tasks. 8. The ability to work individually and collectively. 9. Ability to work under pressure. 10. Proficiency in using computer and its applications (Microsoft). 11. Ability to write reports. 12. Time discipline and ability to manage time. 13. Good listening, understanding and awareness of situations. 14. Strong work ethics. 	

Duties and Responsibilities

1. **Supervising the region's key initiatives developed to prevent and control healthcare-associated infections:**
 - 1.1 Works with the GDIPC and all hospital leaders to identify opportunities for improvement and implement best practices and strategies to prevent and control healthcare associated infections, and develop corrective action plans, as needed.
 - 1.2 Supervises the implementation of specific improvement projects such as CRRS, CAUTION and CAPS.
2. **Supervising healthcare-associated infection prevention and control processes:**
 - 2.1 Supervises the process of prioritizing needs related to the workforce, equipment, and supplies.
 - 2.2 Identifies the roles and responsibilities of the employees within the department.
 - 2.3 Directs the coordinators within the department to supervise the investigation of healthcare-associated infections processes in all healthcare facilities in the region.
 - 2.4 Directs the coordinator of outbreak management to deploy and supervise the Rapid Response Team (RRT), per the direction from the Ministry of Health.
3. **Supervising the development of the department's plans:**
 - 3.1 Supervises preparing the department's annual plan.
 - 3.2 Identifies indicators for HAIs and compliance rates.
 - 3.3 Coordinates the collection and analysis of HAIs data in the region.
 - 3.4 Creates appropriate reports and graphical presentations and regularly presents findings to relevant authorities.
 - 3.5 Prepares a written annual infection control report and share it with the GDIPC.
4. **Facilitating education, training, and research activities:**
 - 4.1 Supervises the assessment of education and training needs of the employees.
 - 4.2 Coordinates with the GDIPC to enroll employees in the GDIPC training programs.
5. **Maintaining compliance with the regulatory bodies:**
 - 5.1 Has up-to-date knowledge of all policies and mandatory requirements of the regulatory bodies including the Ministry of Health.
 - 5.2 Shares reports of notifiable infectious diseases with the Ministry of Health.
 - 5.3 Implements all instructions issued by the GDIPC.

Description	Name	Signature	Date
Prepared By:			
Reviewed By:			
Approved By:	Dr. Khalid Hamdan Alanazi		

Job Title	Coordinator of the Surveillance Program
Direct Reporting	General Directorate of Infection Prevention & Control
Qualifications	
<ul style="list-style-type: none"> • Bachelor or Diploma in IPC, infectious diseases, public health or relevant specialties. • Training courses in infection prevention and control are preferred. 	
Experience	
Minimum of 1 year in the field of infection control.	
Competencies	
<ol style="list-style-type: none"> 1. Good knowledge of all rules, regulations, and instructions applicable in the Ministry. 2. English proficiency. 3. Ability to make decisions, analyze and evaluate problems effectively. 4. Ability to lead with excellent verbal and written communication skills. 5. Empowering employees and developing their capabilities. 6. Highly skilled in the development, implementation, and evaluation of training programs for all departments of the hospital. 7. Skills in coordination, organization, and distribution of tasks. 8. Ability to work individually and collectively. 9. Ability to work under pressure. 10. Proficiency in using Computer and its application (Microsoft). 11. Ability to write reports. 12. Time discipline and ability to manage time. 13. Good listening, understanding and awareness of situations. 14. Strong work ethics. 	

Duties and Responsibilities

1. Ensures the dissemination of the issued GDIPC guidelines of the Surveillance Program to all healthcare facilities.
2. Supervises the implementation of the Surveillance Program plans and projects.
3. Coordinates, documents and implements meetings recommendations with the GDIPC according to specified timelines.
4. Holds meetings with the Surveillance Program coordinators in the clusters.
5. Follows up the surveillance program and monitors the rates of HAIs in the region.
6. Follows up the implementation of corrective plans targeting high rates of HAIs.
7. Follows up the compliance indicator for implementing preventive bundles in order to prevent the occurrence of infections.
8. Raises the scientific level of knowledge of the specific definitions of HAIs in the healthcare facilities.
9. Registers the targeted healthcare facilities in the electronic platform, follows up and verifies the process and output of the surveillance data.
10. Conducts validation visits to the hospitals to ensure the smooth functioning of the program's operations and data results.
11. provides technical support to the hospital based on the results of data analysis in the HESN+ system on a periodic basis and submits reports after the visits.
12. Supervises the implementation of the recommendations of the central visits, submits the corrective action plan, and follows up its implementation.
13. Issues periodic and exceptional reports and submits them to the authorized person.
14. Implements all instructions issued by the GDIPC.

Description	Name	Signature	Date
Prepared By:			
Reviewed By:			
Approved By:	Dr. Khalid Hamdan Alanazi		

Job Title	Coordinator of IPC Programs
Direct Reporting	General Directorate of Infection Prevention & Control
Qualifications	
<ul style="list-style-type: none"> • Bachelor or Diploma in IPC, infectious diseases, public health or relevant specialties. • Training courses in infection prevention and control are preferred. 	
Experience	
Minimum of 1 year in the field of infection prevention and control.	
Competencies	
<ol style="list-style-type: none"> 1. Good knowledge of all rules, regulations, and instructions applicable in the Ministry. 2. English proficiency. 3. Ability to make decisions, analyze and evaluate problems effectively. 4. Ability to lead with excellent verbal and written communication skills. 5. Empowering employees and developing their capabilities. 6. Highly skilled in the development, implementation, and evaluation of training programs for all departments of the hospital. 7. Skills in coordination, organization, and distribution of tasks. 8. Ability to work individually and collectively. 9. Ability to work under pressure. 10. Proficiency in using Computer and its application (Microsoft). 11. Ability to write reports. 12. Time discipline and ability to manage time. 13. Good listening, understanding and awareness of situations. 14. Strong work ethics. 	

Duties and Responsibilities

1- Organizing programs applied in all healthcare facilities, including:

- 1.1 Ensures the distribution and adherence to the guidelines and technical specifications issued by the GDIPC and the educational and explanatory materials, as well as the regulating circulars.
- 1.2 Commits to the annual plans and follows the performance indicators approved by the GDIPC.
- 1.3 Ensures periodic monitoring and evaluation of program performance.
- 1.4 Commits to implement all instructions issued by the GDIPC.

2- Supervising the implementation of all infection control programs in all healthcare facilities through:

- 2.1 Coordinates, documents and implements GDIPC meetings recommendations meetings according to timetables.
- 2.2 Holds meetings with program coordinators in health clusters.
- 2.3 Ensures communication with the program coordinators and evaluators via official emails, phone calls, or communication groups to follow up the workflow and receive inquiries around the clock.
- 2.4 Conducts hospitals visits to support, develop and ensure the application of the infection prevention and control procedures and submits periodic reports.
- 2.5 Supervises implementation of the training programs, provides support when needed and prepares the approved-GDIPC scientific materials.
- 2.6 Ensures quality of the infection prevention and control products approved by the GDIPC coordinates with the health cluster in the regard.
- 2.7 Approves the periodic reports and submits them.

3- Follows up the supervisory and self-evaluation programs through:

- 3.1 Ensuring the training levels and qualifications of the evaluators who are nominated for the process of supervision, evaluation and usage of the evaluation tools.
- 3.2 Conducting supervisory evaluation visits according to the schedule and submitting reports to the GDIPC through the infection control platform within a maximum period of 3 working days.
- 3.3 Analyzing data and determining rates and standards shown in the infection control platform to identify points of improvement, build projects and initiatives, predict any future events and submit periodic reports.

- 3.4 Ensuring the quality of the supervision and evaluation by reviewing and analyzing reports, conducting field visits and submitting reports to the concerned.
- 3.5 Supervising the improvement plans implemented by the healthcare facilities.
- 3.6 Monitoring the implementation of the central visits recommendations and submitting the improvement plan within a maximum of 10 working days from the date of sending the report.
- 4 - Raises the level of the evaluators of the supervision and evaluation programs through:
 - 4.1 Monitoring the auditors performance by phone communication, analyzing their data in the (Power-BI) program, identify their weak points and work to improve them.
 - 4.2 Adopting an ongoing training program to train auditors on the correct methods of evaluation of the infection control standards in the healthcare facilities.
 - 4.3 Exchanging experiences among auditors during and after the evaluation visits.
 - 4.4 Holding meetings with the supervisory program evaluators to discuss the performance and results of the reports. Then sending the feedback and recommendations to the GDIPC.

5- Upgrades the Self-assessment programs through:

- 5.1 Accreditation of the self-assessment program coordinators nominated by the health clusters.
- 5.2 Ensuring periodic follow-ups of the registration.
- 5.3 Analyzing data, determining the rates of compliance to the infection control standards through the infection control platform, identifying improvement points and submitting the periodic reports.
- 5.4 Ensuring the quality of the assessment by reviewing and analyzing reports, conducting visits based on their results if necessary, and submitting reports to those who are concerned.
- 5.5 Training of the supervisors of the self-assessment programs in the cluster on data collection methods and evaluation tools.
- 5.6 Coordinating with the coordinators of the self-assessment programs to discuss the results of the evaluation, submit recommendations to the healthcare facility for implementation within the specified period, and support improvement opportunities when needed.

6- Supervises the electronic platform for data entry and analysis:

- 6.1 Ensuring that the auditors are entering the data into the approved electronic system, correctly.
 - 6.2 Training the auditors and coordinators on the electronic system and relevant methods.
 - 6.3 Providing accounts and accesses to the evaluators of the self-assessment programs after completing the approval process.
- 7- Ensures the progress of the central projects and initiatives related to the infection prevention and control in the healthcare facilities.

8- Follows up the projects of the IPC products to provide, maintain, and distribute infection prevention and control devices that have been approved and provided by the GDIPC to the healthcare facilities, through:

- 8.1 Raising the region's need for the IPC devices and equipment.
- 8.2 Distributing the devices and equipment to the in-need hospitals.
- 8.3 Training the responsible personnel on using the devices.
- 8.4 Raising the need to change HEPA filters to the email Hepa.ch@moh.gov.sa or through the PIN system and supervising the process.
- 8.5 Monitoring the use of devices.

9- Supervises the central sterilization projects and coordinates with the concerned departments:

- 9.1 Coordinating with the health cluster and provide technical advice when implementing any projects at the cluster and healthcare facility level.
- 9.2 Participating in the tender and award committees and technical committees for projects and express technical opinions according to specialization in coordination with the health cluster.
- 9.3 Participating in following up and receiving projects in the region's facilities as directed for central projects in coordination with the health cluster.
- 9.4 Following up with the healthcare facilities to ensure that the operations and usage of the IPC devices and equipment are compliant with the regulations set by the central projects.
- 9.5 Providing support when needed in coordination with the health cluster.

Description	Name	Signature	Date
Prepared By:			
Reviewed By:			
Approved By:	Dr. Khalid Hamdan Alanazi		

Job Title	Coordinator of the Outbreak Management Program
Direct Reporting	General Directorate of Infection Prevention & Control
Qualifications	
<ul style="list-style-type: none"> • Bachelor or Diploma in IPC, infectious diseases, public health or relevant specialties. • Training courses in infection prevention and control are preferred. 	
Experience	
Minimum of 1 year in the field of infection prevention and control.	
Competencies	
<ol style="list-style-type: none"> 1. Good knowledge of all rules, regulations, and instructions applicable in the Ministry. 2. English proficiency. 3. Ability to make decisions, analyze and evaluate problems effectively. 4. Ability to lead with excellent verbal and written communication skills. 5. Empowering employees and developing their capabilities. 6. Highly skilled in the development, implementation, and evaluation of training programs for all departments of the hospital. 7. Skills in coordination, organization, and distribution of tasks. 8. Ability to work individually and collectively. 9. Ability to work under pressure. 10. Proficiency in using Computer and its application (Microsoft). 11. Ability to write reports. 12. Time discipline and ability to manage time. 13. Good listening, understanding and awareness of situations. 14. Strong work ethics. 	

Duties and Responsibilities

1. Supervises the implementation of the outbreak management program activities and monitors the application of the guidelines.
2. Builds the outbreak and rapid response team that is composed of qualified members for conducting hospitals visits according to the mechanism approved by the GDIPC.
3. Makes sure that all the guidance manuals, educational materials, training programs and courses, technical specifications regulations, circulars and directives that approved by the GDIPC are received by the clusters and health care facilities.
4. Prepares an annual plan for the outbreak management program compatible with that of the GDIPC, including monitoring the progress of the program, indicators, and training.
5. Follows up, monitors, completes outbreak data in the electronic system and reports the results on a daily basis and even during ordinary or official holidays.
6. Follows up the reports of emerging and re-emerging diseases, that are received from all healthcare facilities and completes data through the electronic system on a daily basis and even during ordinary or official holidays.
7. Carries out urgent intervention visits to follow outbreaks according to the guidelines determining the level of the specified outbreaks and when the quality of data and reports becomes low or inappropriate. Then, submits the necessary feedback to the GDIPC.
8. Supervises implementation of the corrective plan and evaluates the infection prevention and control procedures considering the outbreak levels.
9. Supervises the implementation of program projects in the region.
10. Implements training programs directed by the GDIPC.
11. Trains continuously for members of the rapid response teams to deal with new and emerging diseases in the healthcare facilities.
12. Trains the nominated coordinators of the healthcare cluster on how to create, enter data and use of the electronic platform.
13. Assesses the quality of data entry in the healthcare facilities and electronic system and evaluates the performance of personnel responsible for monitoring reports.

14. Encourages coordinators in the healthcare facilities/clusters to enter the data routinely and correctly into the approved electronic system.
15. Handles the cases the of new and emerging diseases reported from the healthcare facilities as directed by the GDIPC.
16. Implements the recommendations of the central visits and supervises the improvement plan.
17. Determines a special schedule for shifting the members of the rapid response team to continuously work throughout the week and even during holidays and official holidays.
18. Commits to effective communication with all relevant parties in a way that serves the interest of the business, including:
 - 18.1 Coordinating periodic meetings with the GDIPC, documenting the meetings, and implementing the recommendations according to a specific timetable.
 - 18.2 Holds meetings with the program coordinators in the clusters, as needed.
 - 18.3 Communicates with the program coordinators in the clusters, facilities workflow through official channels and receive inquiries around the clock.

Description	Name	Signature	Date
Prepared By:			
Reviewed By:			
Approved By:	Dr. Khalid Hamdan Alanazi		

Job Title	Coordinator of the Training Program
Direct Reporting	General Directorate of Infection Prevention & Control
Qualifications	
<ul style="list-style-type: none"> • Bachelor or Diploma in IPC, infectious diseases, public health or relevant specialties. • Training courses in infection prevention and control are preferred. 	
Experience	
Minimum of 1 year in the field of infection prevention and control.	
Competencies	
<ol style="list-style-type: none"> 1. Good knowledge of all rules, regulations, and instructions applicable in the Ministry. 2. English proficiency. 3. Ability to make decisions, analyze and evaluate problems effectively. 4. Ability to lead with excellent verbal and written communication skills. 5. Empowering employees and developing their capabilities. 6. Highly skilled in the development, implementation, and evaluation of training programs for all departments of the hospital. 7. Skills in coordination, organization, and distribution of tasks. 8. Ability to work individually and collectively. 9. Ability to work under pressure. 10. Proficiency in using Computer and its application (Microsoft). 11. Ability to write reports. 12. Time discipline and ability to manage time. 13. Good listening, understanding and awareness of situations. 14. Strong work ethics. 	

Duties and Responsibilities

1- Organizing the training programs:

- 1.1 Ensures the dissemination of guidelines and technical specifications, educational and explanatory materials and regulating circulars issued by the GDIPC to all healthcare facilities.
- 1.2 Commits to the annual plans and follows the performance indicators approved by the GDIPC.
- 1.3 Ensures periodic monitoring and evaluation of the program performance.
- 1.4 Holds meetings with the training coordinators.
- 1.5 Releases periodic reports and submits them to the concerned.
- 1.6 Coordinates, documents and implements the GDIPC meetings recommendations according to a specific timetable.
- 1.7 Implements all instructions issued by the GDIPC.
- 2- Identifying the training needs of the healthcare workers in the healthcare facility, as well as in the regions and clusters.
- 3- Supervising the implementation of the training programs by the health clusters, providing support , preparing scientific materials and aligning with the accreditation standards and requirements of the Saudi Commission for Health Specialties and the General Administration for Academic Affairs and Training.

4- Approval of the training programs:

- 4.1 Seeks approval of the training plans and programs.
- 4.2 Seeks approval of the training package, lecturers, scientific materials, and curricula.
- 4.3 Provides the scientific platforms necessary to implementation in the accredited training centers.

5- Accreditation of the trainees.

- 5.1 Announces for the training programs and specifies the terms and conditions along with the target groups.
- 5.2 Selects the candidates depending on the terms and conditions.

6- Commitment to implementing and following up the training programs.

- 6.1 Evaluates the training programs and the trainees.
- 6.2 Ensures periodic follow-ups of the established training programs.
- 6.3 Performs the training programs and certifies the trainees.
- 6.4 Registrars the trainees in the electronic platform of the training programs.

7- Training of the coordinators and evaluators.

- 7.1 Trains the coordinators on using the electronic system and entering data.
- 7.2 Raises the level of the evaluators through conducting continuous training programs.

8- Supervising the Basic Infection Control License Program (BICSL) in all healthcare sectors:

- 8.1 Ensures that BICSL trainers are trained on the program's training process in accordance with the updated training manual approved by the GDIPC.
- 8.2 Evaluates the practical part of the test of the BICSL for the trainers who pass the theoretical part through unified forms and then certifies them, accordingly.
- 8.3 Enters the trainers' data into HESN+ and issues BICSL licenses that are valid for two consecutive years.
- 8.4 Updates the list of the trainers on the HESN+ system, periodically.
- 8.5 Counts the number of the trainers whose licenses have expired.
- 8.6 Ensures the quality of the training and follows up the coverage rate of the intended trainers in each health facility according to the approved formula.
- 8.7 Conducts evaluation visits and evaluates the trainers by using the trainee level evaluation form.
- 8.8 Supervises the implementation of the central visits recommendations, submits reports and follow up the improvement plans.

9- Celebrating the campaigns of the international days:

- 9.1 Announces for the campaigns and determines the target.
- 9.2 Ensures the dissemination of the scientific and educational materials for awareness-raising during the campaigns.
- 9.3 Implements the campaigns of the international days at the healthcare facility level.

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Prepared By:			
Reviewed By:			
Approved By:	Dr. Khalid Hamdan Alanazi		