

Position Description



1. General Information

Position Title:	Infection Prevention & Control (IPAC) Clinical Nurse Consultant C: Quality and Safety Lead
Division/Department:	Clinical Services, Corporate
Position Reports to:	Infection Prevention & Control (IPAC) Group Manager
Enterprise/Individual Agreement:	Epworth Healthcare Nurses and Midwives Enterprise Agreement
Classification/Grade:	CCC1/CCC2
Location:	Epworth HealthCare (Richmond, Geelong, Freemasons, Eastern & Continuing Care and Support Services)
Employment Status:	Part-time
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	N/A
Key Relationships - internal and external	<ul style="list-style-type: none">• Group Manager, Infection Prevention & Control (IPAC)• Group Director Clinical Services• Executive Director Clinical Services and Chief Nursing Officer• Clinical Nurse Consultants, Infection Prevention & Control (IPAC)• Infectious Diseases Medical Lead• Divisional Leadership Teams (including, but not limited to; Quality Managers, Directors of Clinical Services, Directors of Medical Services and Executive General Managers)• Divisional Preventing and Controlling Infections and Clinical Governance Committee members• Clinical and Non-Clinical Staff• HICMR (Healthcare Infection Control Management Resources), VICNISS Healthcare Associated Infection Surveillance, Department of Health and other External Stakeholders

2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

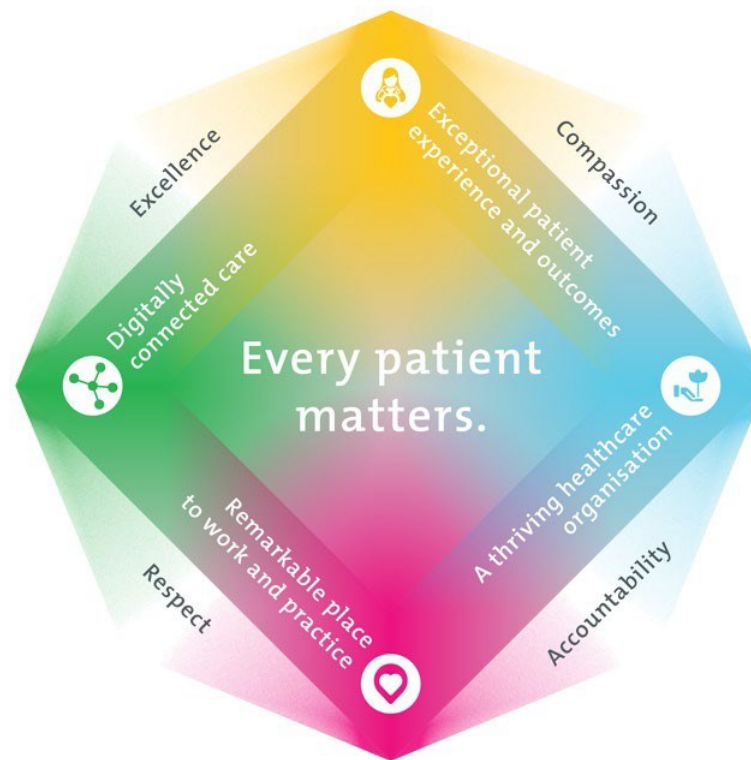
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Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.
A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The Clinical Nurse Consultant C (CCC) will demonstrate competence in domains identified by the Nursing and Midwifery Board of Australia (NMBA). The CCC will practice in accordance with the Epworth HealthCare nursing clinical practice guidelines and the National Safety and Quality Health Service (NSQHS) Standards “Preventing and Controlling Infections Standard”. The CCC is a clinical expert responsible for providing, developing, and coordinating activities related to preventing and controlling infections for their area of responsibility. The CCC provides subject matter expertise and timely advice on Infection Prevention and Control (IPAC) for staff, patients and consumers, at the division/s for which they are responsible.

The CCC will provide expert advice and direction to their areas of responsibility and coordinate the daily activities of CCA and CCBs (where applicable). The Quality and Safety Lead acts as the IPAC lead for quality and safety, ensuring our practices are accreditation-ready every day and consistently align with clinical governance principles, relevant standards, and organisational quality objectives, led and supported by the Group Manager, Infection Prevention and Control.

The CCC will assist with the development, implementation, and monitoring of evidence-based systems to prevent, manage, and control infections and antimicrobial resistance in order to reduce harm for patients, consumers and members of the workforce. The CCC will contribute to mitigating the risk of infection by identifying infections and implementing actions to prevent their ongoing transmission. This is achieved through workforce immunisation, surveillance of healthcare-associated infection and outbreak management. The CCC promotes and educates the workforce on all facets of Infection Prevention and Control (IPAC) (e.g. hand hygiene, aseptic technique and the use of personal protective equipment).

The CCC practices independently and interdependently, assuming accountability and responsibility for IPAC data collection for assigned portfolios. Flexibility, innovation and a philosophy of safety and patient centered care are key values within the IPAC team.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Infection Prevention and Control Systems <ul style="list-style-type: none">• Where Manager is absent, provide Group leadership and expert advice.• Effectively organise work, to achieve identified goals and priorities, within agreed timeframes and as directed by the Manager.• Coordinate all IPAC activities within responsibility areas	<ul style="list-style-type: none">• Effectively works with relevant teams related to quality and safety within the IPAC service• Adhere to Epworth Policies, Protocols and Procedures (PPP) and utilise a risk-based approach when providing consultative advice on IPAC-related activities.

<ul style="list-style-type: none"> • Coordination of IPAC-related incidents/events including, but not limited to: Occupational Exposures, outbreak events. • Undertake investigation of all IPAC-related incidents escalated via Incident Management System (Riskman). • Proactively identify infection prevention and control risks, hazards and implement risk mitigation strategies and/or lead quality improvement projects/activities • Oversight and active participation in the IPAC surveillance plan, and audit and indicator plan, ensuring activities and audits are performed/reported/completed as scheduled. • Monitor audit compliance, as per audit and indicator plan, develop action plans and liaise closely with the division/s of responsibility to encourage and monitor improvement. • Assist with risk assessment and application of risk mitigation strategies for any activity on-site with the IPAC risk, including but not limited to, construction and/or redevelopment works. • Plan and deliver orientation, training and education sessions (including in-services and/or planned education activities) to various staff groups • Contribute to compliance with NSQHS Standard 3 Preventing and Controlling Infections through quality improvement initiatives, identifying and managing IPAC hazards/risks. 	<ul style="list-style-type: none"> • Utilise accepted channels to flag of infection control risks and utilise effective communication to inform key stakeholders, including but not limited to: iPM, RL6, PFM. • Document and communicate appropriately regarding infection prevention and control risks, ensuring engagement with key stakeholders. • Surveillance plan activities and investigations are completed within the relevant systems and timeframes. • Adherence to audit and indicator plan, ensuring audits and action plans are completed within the required timeframes and results distributed to appropriate stakeholders. • Educational programs are developed and implemented as per agreed upon frequencies. • Assist with informed consent for blood and body fluid exposures and ensuring Epworth PPP are adhered to. • Timely reporting, investigation and (where appropriate) escalation of incidents and risks
<p>Clinical Governance & Quality Improvement Systems</p> <ul style="list-style-type: none"> • Clinical Governance Leadership: Collaborate with Clinical Governance Team to support the embedding of Epworth's Clinical Governance Framework across IPAC services, promoting a safety-first culture, consumer partnerships, workforce competency, clinical effectiveness, and risk management. • Standards & Compliance: Act as the subject matter expert for NSQHS Standard 3 and relevant Australian Standards (e.g., AS 5369:2023); coordinate audits, gap analyses, and compliance reporting to ensure 	<ul style="list-style-type: none"> • Meets reporting deadlines • Ensures effective identification, investigation, management, monitoring and reporting of infection prevention risks and adverse staff/patient events. • IPAC-related incidents/issues escalated in a timely manner, ensuring best outcomes.

ongoing accreditation readiness.

- **Policy & Procedure Oversight:** Develop, monitor and review policy documents and assess implementation, ensuring alignment with legislation, best practice, and organisational objectives.
- **Education & Capability Building:** Provide professional support and education to IPAC team; develop and deliver infection prevention training programs to build capability and maintain competency.
- **Data & Reporting:** Oversee surveillance program data and ensure timely, accurate reporting of clinical indicators; liaise with external bodies (e.g., VICNISS, Department of Health) for mandatory reporting; provide regular and ad-hoc reports as required.
- **Project & Change Management:** Lead quality improvement initiatives and projects related to infection control; support the implementation of new standards and technology solutions for monitoring and compliance.
- **Continuous Improvement & Research:** Drive evidence-based research and continuous quality improvement initiatives aimed at improving infection prevention practices and patient outcomes
- Attendance and reporting at divisional and Group level meetings on all IPAC indicators and activities within the division/s of responsibility, as required and within acceptable timeframes

<ul style="list-style-type: none"> • Advocate for patient safety and quality as a key aspect of clinical decision-making. • Support the coordination of responses to complaints with regard to IPAC issues relevant to quality and safety 	<ul style="list-style-type: none"> • Assist with the collation of data, monitoring and development of Action plans for audits related to Infection Prevention and Control. • Evidence of participation in quality improvement initiatives. • Work collaboratively with Quality Managers to ensure rigorous review and audit of patient outcomes with effective uptake of safety initiatives.
Stakeholder Engagement <ul style="list-style-type: none"> • Develop and maintain effective relationship with staff, VMOs, consumers. • Develop strong and effective working relationships with IPAC team. • Engagement in quality, safety and improvement activities. 	<ul style="list-style-type: none"> • Escalate issues early via appropriate escalation pathways. • Engage key stakeholders in the development, implementation and evaluation of quality improvement projects and other IPAC activities. • Quality, safety and improvement activities are regularly assessed and reviewed for appropriateness and outcomes.
Workforce <ul style="list-style-type: none"> • Coordinate IPAC Clinical Nurse Consultant A/Bs at the site, where applicable. • Observe safe working practices, protecting own and others' health and safety and provide a safe, positive workplace. • Complete mandatory training requirements within acceptable timeframes. • Maintain knowledge and practice relevant to infection prevention. • Provide leadership and support for clinical and non-clinical staff. 	<ul style="list-style-type: none"> • Currency maintained for all mandatory training.
Customer Service <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff. 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets. • Use AIDET principles in all interactions. • Issues are escalated to the manager and resolved in a timely manner.

<ul style="list-style-type: none"> Communicate with clear and unambiguous language in all interactions, tailored to the audience. Build customer relationships and greet customers and patients promptly and courteously. Actively seek to understand patients' and their family's (customers) expectations and issues. 	
Safety and Wellbeing <ul style="list-style-type: none"> Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace. Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan. 	<ul style="list-style-type: none"> Adhere to and role-model infection prevention and control/personal hygiene precautions. Implement and adhere to Epworth OHS policies, protocols and safe work procedures. Mandatory training completed at agreed frequency.

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential <ul style="list-style-type: none"> Current registration with Nursing and Midwifery Board of Australia via AHPRA Current and satisfactory Police Check Current and satisfactory Working with Children Check Postgraduate qualifications in Infection Prevention and Control or Public Health (or working towards) Desirable <ul style="list-style-type: none"> Current nurse immunisation certification (or working towards) Completion of HIV and Hepatitis Pre and Post Testing Discussion Course or Blood Borne Virus Course Hand Hygiene Educator with NHHI Certificate III or IV in Sterilisation Services
Previous Experience	Essential <ul style="list-style-type: none"> A minimum of 2 years of post-graduation clinical experience as a clinical consultant in the specialty of Infection Prevention and Control

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	<ul style="list-style-type: none"> • Extensive experience as an IPAC consultant within hospitals, covering a variety of settings within the hospital environment • Demonstrated experience in leading quality and safety initiatives and/or projects in infection prevention and control. • In-depth knowledge of NSQHS Standard 3 and accreditation processes. • Knowledge in the application of Infection Prevention and Control (IPAC) Standards • Ability to assist with the development of others by providing professional support and education <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrated ability to negotiate, resolve conflict and handle sensitive and complex issues • Proven ability to drive standardisation and continuous improvement across multiple sites • Demonstrated knowledge of operating theatre practices and principles, including reprocessing of reusable medical devices
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Skills in relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions • Excellent communication skills in both written and verbal forms • Strong computer literacy • Ability to prioritise in a timely and effective manner, with a focus on risk • A commitment to patient experience and outcomes • Awareness of limitations of knowledge and expertise and escalation in a timely fashion, with a focus on risk
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	<p>Essential</p> <ul style="list-style-type: none"> • A strong work ethic, with the ability to work under pressure • Ability to successfully manage multiple issues simultaneously • Initiative, motivation, and self-confidence with the capacity to communicate clearly • Possess process improvement and analytical skills • Ability to work effectively within different teams • Ability to work within a self-directed and resourceful manner, whilst remaining within scope of service and scope of practice • Practices within the ethos of the Epworth HealthCare Values and Behaviour

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
September 2019	Nov 2025	Group Director Clinical Services

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____