

SINGLE CORPORATE SERVICES

INFECTION PREVENTION AND CONTROL

Job title:	IPC Matron (PHU & IWT)	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Associate Director IPC / Deputy Director Infection Prevention & Control (DIPC)	
Accountable to:	Associate Director IPC / Deputy DIPC	
Pay Band:	8a	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

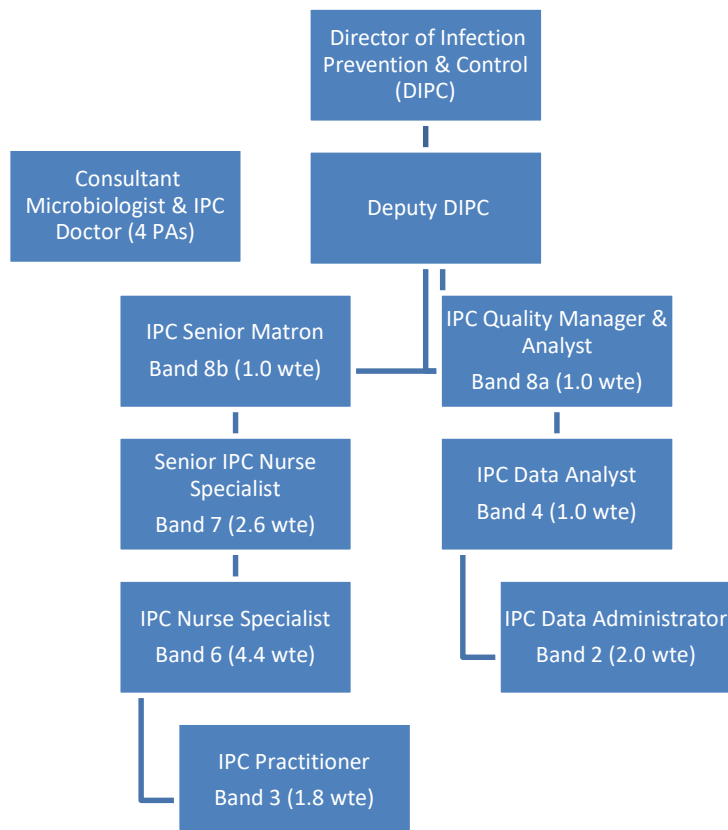
Job purpose

- Liaise and work collaboratively with all grades and disciplines of clinical and non-clinical staff. To provide and receive complex, sensitive or contentious information where persuasive, motivational, negotiating, training, empathetic or reassurance skills are required.
- Responsible for ensuring the Trust complies with all national regulations relating to decontamination of equipment and the environment, water safety and building projects.

Job summary

- To be responsible for the Operational Management of the Infection Prevention Team through a clear agreed strategy.
- To be responsible for reporting on aspects of the annual plan/programme.
- To be clinically and managerially responsible for the leadership and direction of the Infection Prevention Team.
- Responsible for the performance of the IPC service across the trust and for continuous improvement in the service user experience, providing assurance that standards meet the requirements of all regulators, national and locally set standards and all contractual requirements.

Organisational Chart



Specific Core Functions

Clinical/Professional

- Take overall responsibility to ensure the highest standards of infection prevention and quality care are delivered within the trust policies, protocols and guidelines.
- Implement the trust 'values and beliefs' ensuring they are embedded into everyday practice and evaluate their impact on the patients' experience.
- Provide strong professional visible leadership to staff within the clinical areas. Lead and motivate staff by giving clear direction and setting achievable objectives.
- Support Senior Sisters/Charge Nurses/departmental managers to contribute to the development of professional practice and optimising efficiency and patient flow.
- Have a specialist knowledge which allows judgements involving complex, facts or situations, which require the analysis, interpretation and comparison of a range of options.
- Participate in an advisory service, analyzing and interpreting laboratory results that relate to infection prevention and control, explaining their relevance to healthcare staff and providing relevant clinical information to laboratory staff.
- To act as an expert practitioner demonstrating advanced clinical skills and knowledge. Providing highly specialist infection prevention advice concerning care or treatment of identified groups or categories of patients.
- Organise, lead and contribute to new nursing initiatives in the management of Healthcare Associated Infections.

- Minimise Healthcare Associated Infection (HCAI) through promotion of effective infection prevention and control practice and standards across the Trust.
- Act as an expert resource and advisor for all grades of staff, patients, and the general public.
- In collaboration with the consultant Microbiologist/ consultant communicable Disease Control (CCDC) identify and manage outbreaks/ incidents related to infection taking a lead role.
- Identify Infection prevention and Control risks and with other members of the infection prevention team and clinical staff to implement strategies to reduce those risks.
- Actively contribute to or lead policy/ guidance development, review and implementation.
- Represent the Trust IPCT on multi-disciplinary committees.
- Lead on IPC issues relating to equipment decontamination and maintenance, purchasing of equipment, Facilities and Estates for cleanliness, water safety, ventilation and building projects.
- Network with Infection Prevention and Control colleagues locally and nationally, representing the Trust at professional meetings conferences and in publications.
- Work closely with Clinical Risk Managers and Health and Safety personnel to identify both actual and potential risks, and where development of clinical guidelines could improve the quality of care provided.
- Lead on the development of infection prevention project plans for identified care groups and divisions within the Trust. Support care groups and divisions to implement these plans and participate in performance monitoring of outcomes.
- Lead and support programmes of clinical audit in relation to infection prevention and control. Produce reports and feedback to relevant care groups, divisions and clinical governance groups.
- Lead and undertake agreed infection surveillance, produce reports and feedback to relevant care groups, divisions and committees.
- Contribute to a weekend rota to provide 7-day IPC nurse cover.
- Adhere to the NMC's professional regulations and ensure that nursing staff practice within the regulatory framework and revalidate.

Management/Leadership

- Provide professional leadership and operational management support to designated teams ensuring clinical services develop in line with Trust and Care Group objectives.
- Contribute to the clinical area management arrangements ensuring delivery of key targets by assisting the teams in collecting, collating and validating the evidence necessary to demonstrate compliance with relevant national and local agreed professional standards.
- Implement the Infection prevention and control Strategy by setting clear achievable objectives into senior staff's Annual Performance and Development review and evaluate performance.
- Working with the Dep DIPC and Consultant Microbiologist on the recruitment, selection and retention of the nursing workforce identifying priorities as necessary and adjusting the skill mix of staff accordingly.
- Succession plan for hard to recruit posts and use Talent Management skills to identify key staff for further development and ensure all staff receives a yearly appraisal. Develop a

workforce that is fit for the future including looking at new roles to meet service needs.

- Contribute and lead the investigation of and responses to complaints assisting in the formulation and implementation of action plans to ensure lessons are learnt and improvements to practice and services are made.
- Responsible for the overall management of staff performance within the IPT.
- Promote the health and well-being of staff, patients and their carers.
- Formulate, comply and promote compliance with Trust policies and guidelines.
- Liaise with partners resolving any issues regarding cleanliness and maintenance of the environment.

Research and Education

Research

- Promote a research culture within the clinical areas to identify current new knowledge and deliver evidence-based care.
- Ensure the active involvement of all nursing staff in local and Trust wide research and audit projects.
- Work with clinical areas to plan and implement a programme of Infection prevention audit.
- Report research activity as standard practice at governance meetings, ward accreditation and highlight areas for change.
- Encourage and support staff to be GCP (Good Clinical Practice) compliance and research aware.
- Embed in the team culture the concept of recruitment to clinical trials which is a national performance indicator.

Education

- Ensure all staff in the clinical area have an annual personal development review and set achievable objectives.
- Oversee the annual training need analysis and training plan submission and ensure that training plans are aligned to service delivery and succession planning.
- Identify key areas of practice requiring development and prioritise in collaboration with Practice Educators, develop and implement change to improve infection prevention practice.
- Responsible for ensuring that all staff undertake essential training and non-essential training and that attendance registers are maintained
- Ensure there are processes in place for the orientation of new staff and preceptorship for junior nurses.
- Oversee clinical areas to ensure they are learning environments and provide adequate placements for students plus maintain up to date mentors to meet student demand
- Work with education and nursing leads to develop an education strategy based on identified core development needs for all grades of staff.
- Plan and deliver core and specialist infection prevention and control education and training for all disciplines and grades of staff.
- Facilitate learning in others through the planning of and participation in education and training

programmes on infection prevention and control for all disciplines and grades of staff.

- Act as mentor to secondees and students attached to the Infection Prevention Team. Ensure effective learning experiences and opportunity to achieve learning outcomes.

Communication and Working Relations

- Communicate highly sensitive and complex information internally and externally with empathy ensuring that information is understood.
- Communicating and working closely with other Care Groups to share best practice and learning.
- Actively deal with any interpersonal conflict and be responsible for the resolution of any adverse situation/incidents.
- Comply and promote compliance to Trust policies e.g. Harassment and Bullying.
- An active member of the clinical nursing team contributing to Trust wide nursing groups and meetings.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Develops specialised programmes of care/care packages, or provides highly specialist clinical technical services, or provides highly specialised advice concerning the care or treatment of identified groups or categories of patients/clients, or accountable for the direct delivery of a service within a sub-division of a clinical, clinical technical or social care service.

Policy and Service Development

- The post holder is responsible for policy implementation and for discrete policy or service development for a service or more than one area of activity.

Financial Management

- The post holder will monitor and/or contribute to the drawing up of department/service budgets or financial initiatives.

Management/Leadership

- The post holder is the line manager for Infection Prevention Team, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder records personally generated information.

Research and development

- Regularly undertakes R&D activity as a requirement of the job, or regularly undertakes clinical trials, or regularly undertakes equipment testing or adaptation.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Current RN with current NMC registration. Degree level qualification and/or evidence of working towards Masters in IPC	Recognised teaching qualification /experience Management qualification	Application
Experience	Substantial experience of care management, experience of working in a senior role (Band 7) and with evidence of professional development. Substantial number of years working within infection prevention and control speciality.	Evidence of developing policy, guidelines and managing resources Demonstrate extensive relevant clinical experience of working in an acute hospital setting at a senior level Leadership development programme Budget management	Application/Interview
Knowledge	Ability to work on own initiative as well as a part of a team. Self-motivated. Able to deal with difficult and sensitive situations tactfully and minimise emotional upset Able to understand sensitive political issues Critical appraisal skills Evidence of success in leading/managing significant and sustained change Effective people management skills. Ability to negotiate, influence and escalate and	Experience of leading and managing a team Coaching and mentoring skills Demonstrate effective contribution to business planning and service developments Awareness of budgetary management and control. Knowledge and application HR procedures Demonstrate knowledge of the theory and application of Clinical Governance. Understanding of the role of research and	

	seek advice Ability to interpret and analyse data, meet deadlines Intermediate IT skills and presentation skills	development activities and clinical effectiveness. Evidence of experience with audit and or research Understanding of health policy and the national and local nursing agenda	
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.