**SINGLE CORPORATE SERVICES**

**INFECTION PREVENTION AND CONTROL**

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| **Job title:** | Infection Prevention & Control Nurse Specialist | ***To be completed by HR***  *Job Reference Number* |
| **Reporting to:** | Senior Matron IPC |
| **Accountable to:** | Senior Matron IPC/Deputy Director Infection Prevention and Control |
| **Pay Band:** | 6 |

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.

**Job purpose**

* To work as a member of the Infection Prevention Team contributing to the delivery of an Infection Prevention and Control Service within PHU.
* Participates in an advisory service, explaining the relevance of laboratory reports which relate to infection control to ward staff and provide relevant clinical information to the laboratory staff.
* To minimise Healthcare Associated Infection (HCAI) through the promotion of effective infection prevention practice and standards across PHU.

**Job summary**

* Have regular contact within clinical areas providing support and advice on IPC issues whilst promoting evidence-based practice.
* To promote and develop best practice in order to reduce and prevent HCAI across the Trust.
* Be a strong patient advocate and role model, ensuring that the care of patients reflects best clinical standards.
* To work alongside the team with the implementation of new health care initiatives in the management and reduction of HCAI.

**Organisational Chart**

**Specific Core Functions**

* Promote and set high standards of IPC in line with 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 advice to all healthcare workers to mitigate risks of infection to patients, staff and visitors.
* Liaise with the operations department and bed managers on a regular basis to ensure effective patient placement and utilisation of single rooms to ensure patients are not moved inappropriately and minimise the risk of infection.
* Application of microbiological, immunological and epidemiological knowledge to reduce and prevent infections and communicable disease.
* Contribute to a weekend rota to provide 7-day IPC nurse cover.

**Key Responsibilities**

***Clinical/Professional***

* Promote and set high standards of IPC in line with 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 advice to all healthcare workers to mitigate risks of infection to patients, staff and visitors.
* Liaise with the operations department and bed managers on a regular basis to ensure effective patient placement and utilisation of single rooms to ensure patients are not moved inappropriately and minimise the risk of infection.
* Application of microbiological, immunological and epidemiological knowledge to reduce and prevent infections and communicable disease.
* Support clinical staff in answering patients/carers concerns and complaints with issues relating to IPC.
* Assist in the development and delivery of education, learning and training programmes for all disciplines of staff including Trust induction, mandatory updates and other IPC study sessions/days.
* Advise and support clinical staff in the implementation of agreed policies. Identify any significant problems and work with the Band 7 Nurse and IPC Senior Matron to produce action plans.
* In collaboration with the IPC Senior Matron, facilitate the investigation, monitoring and recording of outbreaks/incidence of infection with particular reference to the source, mode of spread and means of control.
* Contribute to audits relating to infection prevention and the production of associated reports.
* Act as a lead member for the infection prevention team on projects assigned by the IPC Senior Matron.
* Through the clinical advisory role, assess and manage critical and clinical events to ensure safe and effective care, by utilising other members of the infection prevention team.
* Facilitate the ongoing day-to-day infection control service in the absence of senior members of the team.
* Participate in the mandatory surveillance of HCAI and maintain accurate records of IPC support advice and interventions.

***Management/Leadership***

* To inspire and motivate others to take individual responsibility for IPC across the Trust.
* Demonstrate awareness of national and local guidelines relating to IPC and influence developments in accordance with these.
* Promote effective communication with staff members and provide IPC support and education.
* Comply and promote compliance with Trust policies and guidelines e.g. Health and Safety, Clinical Risk and Infection Control.
* Attend local, regional and national networks/meetings and working parties as required ensuring learning contributes to the evidence base.

**Research and Education**

***Research***

* Support local research teams, actively contribute to local department multidisciplinary audits.
* Participate in the promotion and development of the speciality by publishing and presenting innovations, audit and research findings locally and nationally.

***Education***

* Participates as a member of the IPCT and identifies education and training needs of all staff in the Trust clinical and non-clinical in relation to infection control.
* Mentor and coach more junior members of the IPCT, students, support staff and other registrants.
* To identify and agree objectives for own professional development which reflect local and national service needs.
* To maintain and develop own knowledge skills within specially through a planned approach to continuing professional development.

***Communication and Working Relations***

* Communicate highly sensitive specialist education to patients in relation to diagnosis with empathy ensuring that information is understood.
* Supports the maintenance of two-way communication between all wards, departments, community staff and other health care settings.
* Network with IPC colleagues locally and nationally, representing the Trust at professional meetings, conferences and in publications.
* Communicating IPC advice and education to staff, promoting and maintaining good working relationships within own clinical area and across the organisation, giving accurate information as required.
* Develop expertise in dealing with interpersonal conflict and be responsible for the resolution of any adverse situation/incidents. Comply and promote compliance to Trust policies.

***Working Conditions***

* Working within an environment that requires rapid response and an aptitude for dealing with frequent and unpredictable interruptions/events.
* The ability to plan and manage own workload and work autonomously.
* Continued exposure to VDU.
* Ability to adapt and adjust to various working environments.

***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 straightforward tasks, activities, or programmes, some of which may be ongoing.

***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 programmes of care/care packages, or provides specialist clinical technical services, or provides specialised advice in relation to the care of patients/clients.

***Policy and Service Development***

* The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

***Financial Management***

* The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

***Management/Leadership***

* The post holder is responsible for day-to-day supervision or co-ordination of staff within the Infection Prevention Team. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.

***Information Resources***

* The post holder records personally generated information.

***Research and development***

* Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

***Freedom to Act***

* The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

***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**

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| **Criteria** | **Essential** | **Desirable** | ***How criteria will be assessed*** |
| **Qualifications** | Current RN with current NMC registration.  BSc Degree Level Qualification | Post Reg. qualifications for IPC or experience of working in specialty of IPC | Application |
| **Experience** | Minimum 3 years post registration experience  Teaching qualification or experience  Clinical supervision – where applicable monthly attendance | Evidence of change management with relevant management/leadership course | Application/Interview |
| **Knowledge** | Clinically competent  Clinical decision-making skills  Advanced Communication Skills  Effective leadership skills  Organisational skills and forward planning  Flexibility  Able to support development of others  Coaching and mentoring skills  Critical appraisal skills  Strong customer service skills.  IT literate |  | Application/Interview |

**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.