JOB DESCRIPTION

Title of Post: Infection Prevention and Control Nurse

Band of post: Band 6

Directorate: Primary Care Older People and Nursing

Reports to: Senior Infection Prevention and Control Nurse(s)

Accountable to: Infection Prevention and Control Lead(s)

Initial Base Location: Ulster Hospital

Type of Contract: Permanent

Hours: Full-time 37.5

Job Purpose

The Post Holder will

- Work with the Infection Prevention and Control Team (IPCT) to contribute to the delivery of the Infection Prevention & control Service Trust-wide. This will include working autonomously to facilitate the prevention, detection, monitoring, evaluation and surveillance of infections.

Main Responsibilities

1. Clinical/Professional/Specific Managerial Responsibilities

- Provide advice based on acquired knowledge and skills and will use this to improve patient/client care and to develop others

- To work with other members of the Infection Prevention & Control team to contribute to the improvement of effective infection prevention & control (IPC) practices within the healthcare (acute and community) settings.

- Lead by example in promoting high infection prevention & control standards in clinical treatment and health and social care to ensure a quality service.

- Assist in the collection and contribute to the analysis of surveillance/audit data in conjunction with infection prevention & control team and clinical teams
To identify, investigate and monitor infections and associated hazardous practice/procedures which could pose health risks to patients, staff or the public, reporting finding and action to their team leader (Senior IPCN(s) and relevant others.

To communicate as required, with patient/relatives/healthcare workers/outside agencies and give advice/reassurance relating to Infection Prevention and Control or the implications of microbiological results.

To maintain accurate patient clinical records, updating specialist patient databases as required.

To work with the Infection Prevention & Control Team the Microbiology Laboratory and outside agencies (e.g. PHA) as required, in surveillance and the investigation and control of outbreaks of infection in hospital/community settings.

Assist in the collection, analysis and feedback of relevant data and generate written reports.

To provide specialist advice to staff, patients and the public, in all matters relating to infection prevention and control to improve on patient/client care and to develop others.

To take a lead within the IPCT in the delivery and enhancement of the Trust-wide IPC training programme to further reduce HCAI and develop a competent workforce.

To assist in compilation and implementation of policy, guidance and procedures relating to infection prevention & control in the Trust.

Participate in clinical supervision within the Infection Prevention & Control Department.

Promote adherence to DHSSPSNI and Nursing & Midwifery Council (NMC) guidelines.

Participate in the Trust (Knowledge and Skills Framework) KSF linked with the Infection Prevention Society competencies as part of the Personal Development Review.

To maintain updated knowledge and skills in IPC and be a member of appropriate networks, attending meetings and conferences on matters relating to Infection Prevention and Control and through feeding back share information appropriately.

To provide advice to contracting departments and participate in the production of documents relating to service specifications and quality standards.

Use evidence based infection control practice and audit to identify opportunities to enhance patient/client care or service.
• To disseminate audit results through presentation at meetings, conferences to promote shared learning.

2. **Generic managerial responsibilities both within an operational and strategic context.**

• To contribute towards the investigation of complaints, Freedom of Information enquiries or litigation
• Assist in the participation of research to support continuous improvement activities and shape future practice
• To organise trials and product evaluation to promote good infection control practice in collaboration with IPC/Clinical teams
• Maintain and audit standards of infection prevention & control practice, within available resources in conjunction with other members of the IPCT
• Ensure staff are aware of and act in accordance with all relevant policies, procedures, guidelines and codes of conduct
• Promote good relationships/morale and liaise with other members of the IPCT, Microbiology staff, Trust personnel, other Trusts IPCTs and outside agencies as required.
• Support IPC link persons in their roles in areas across the Trust in order to ensure IPC is an integrated part of patient/client care.
• Work with Healthcare workers to achieve the objectives outlined in the Trust’s Prevention of Healthcare-Associated Infection Strategy
• Act- up in the absence of the line manager as necessary
• Contribute to a safe environment within the risk management and clinical governance strategy
• Report any areas of concern to the ward/department/community manager and the senior infection prevention & control nurse promptly so that action can be taken to address the situation
• Update the Senior IPCN on IPC matters and actions taken as necessary on a day to day basis.

3. **General Responsibilities**

• Maintain professional registration on the relevant part of the NMC and keep up to date in preparation for revalidation
• Ensure personal accountability in accordance with the NMC code of practice
• Comply with all Trust policies/procedures/guidelines and the Nursing Strategy
• Ensure effective and economic use of resources
<table>
<thead>
<tr>
<th>Trust Behaviours</th>
<th>Ensuring safety, quality and improving the experience of our patients and clients by living our Value through the following behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SET expects me to:</strong></td>
<td><strong>... and in practice for everyone, this means I need to:</strong></td>
</tr>
</tbody>
</table>
| **Treat everyone with dignity and respect** | - Respect others and respect differences  
- Communicate sensitively  
- Be sincere  
- Take into account the needs and feelings of others  
- Show understanding of other’s pressures  
- Congratulate others on achievements and successes  
- Recognises achievement or effort  
- Keep confidences | - Thank staff for their work  
- Recognise both team and individual contribution and performance  
- Show understanding of staff pressures  
- Respect people’s confidentiality  
- Communicate honestly  
- Recognise and challenge inappropriate behaviour |
| **Strive for excellence in all that I do** | - Want SET to be the best  
- Work with passion & enthusiasm  
- Always do my best  
- Take ownership for my work  
- Be willing to go the extra mile  
- Don’t always wait to be told – show initiative  
- Question why we do things the way we do  
- Feel free to make suggestions for improvements  
- Ask for help if I need it | - Encourage creativity and innovation  
- Actively manage the change process and the impact on people  
- Use enthusiasm and energy to inspire others  
- Demonstrate personal commitment to excellence through my day to day actions  
- Keep momentum alive by reinforcing key messages and putting a real focus on sustainability  
- Encourage and develop leadership at all levels |
| **Be fair, open and transparent** | - Be approachable  
- Be open and inclusive  
- Acknowledge my own limitations  
- Admit when I don’t understand or make mistakes. | - Act with probity and integrity  
- Create an environment where all people can excel  
- Accept responsibility for my own work and for the performance management of my team  
- Share my learning and development with others |
| **Listen to and learn from our patients, clients, carers and staff** | - Take time to Listen  
- Learn from my mistakes and shortcomings  
- Learn from others  
- Share learning with others  
- Seek others’ input and consider others’ views | - Involve people in problem solving and decision making about areas that affect them  
- Welcome ideas and feedback  
- Hold regular team meetings |
| **Support and develop our staff to improve services and user experience** | - Contribute positively to team working  
- Help others  
- Take responsibility for my learning and development and put learning into practice  
- Work and co-operate with others where it will result in better services  
- Actively consider own, and others’ well-being | - Provide others with clear purpose and direction  
- Strike the right balance between giving guidance and giving responsibility  
- Act as a coach when needed  
- Complete and implement annual appraisals, including a personal development plan  
- Give clear, evidence-based feedback to help improve and develop performance |

The South Eastern HSC Trust will support everyone to develop the necessary skills and competencies to do their job through learning and development opportunities.
SOUTH EASTERN TRUST - 6 KEY THEMES

GENERAL RESPONSIBILITIES

All employees are required to comply with the procedures, policies and codes of practice within the Trust.

Trust Value and Behaviours

All staff members and managers are expected to behave at all times in line with the Trust’s Values and Behaviours (as outlined above on page 2).

The Trust’s Core Values demonstrate its commitment to;

‘improve the health and wellbeing of the people we serve in partnership with key stakeholders; to provide person centred, safe and effective care; plan for and respond to changing needs of our patients, clients, carers and staff and ensure best value for money’

Equality

The Trust is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependants, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote equality of opportunity.

Health & Safety

All employees must fully comply with the Trust’s various Health and Safety Policies and Procedures and Practices including relevant legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Business Conduct.

Members of staff are expected at all times to provide a caring service and to treat those whom they come into contact in a courteous and respectful manner.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and the efficient discharge of their duties.

Staff will participate in the Trust’s Knowledge and Skills Performance Appraisal which is designed to ensure staff can contribute to organisational goals and ensure their skills are relevant to the tasks to be undertaken and that patient and client care is of a high quality.
Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust’s policy and procedures on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trust’s Environmental Cleaning Strategy, recognises the key principle that “Cleanliness Matters. It is everyone’s responsibility, not just the cleaners”.Whilst there are staff employed by the Trust who are responsible for cleaning services, all staff employed by the Trust have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All Staff should co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.

All staff should be aware of the Trust’s Infection Prevention & Control Strategy and their local Directorate initiatives being undertaken to reduce infection and enhance care delivery for patients/clients. They should know their role, in keeping with key principles as Infection Prevention and Control is everyone’s business.

Staff, in delivery of all care must:-

- Wash their hands thoroughly between each patient contact.

  - Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.

- Be aware of the Trust’s Infection Control guidance and the Northern Ireland Regional Infection Control Manual and ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

Hygiene & Prevention of Infection

You will at all times be required to observe hygiene/infection prevention & control standards and notices in operation throughout the Trust. Hygiene and control of infection are key elements in delivery of safe, quality services and you will, in certain jobs, be required to undertake an appropriate training course at the expense of the Trust.
Personal Public involvement

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s Personal Public Involvement (PPI) Strategy.

Location

Please note that it is a standard condition that all Trust staff may be required to work at any location within the Trust's area, as the needs of the service demand.

Terms and Conditions

Applicants should note that the terms and conditions attached to this post will be as set out in the Agenda for Change Terms & Conditions.

This is not intended to be a comprehensive list of all the duties involved in the post and may be amended to meet the changing needs of the South Eastern Health and Social Care Trust; consequently an employee may be required to perform other duties appropriate to the post as assigned to them.

All Job Descriptions are subject to regular review and should be formally reviewed within a two year period.

Date: April 2016
PERSONNEL SPECIFICATION

Applicants, please note the Trust reserves the right to use the desirable criteria (if stated), at shortlisting. Applicants should therefore make it clear on their application form whether or not they meet the desirable criteria. Failure to do so may result in you not being shortlisted.

Title of Post: Infection Prevention & Control Nurse

Band of Post: Band 6

Essential Criteria:
- Hold a degree, diploma or other Nursing qualification allowing registration with NMC.
- 3 years post registration experience working in a healthcare setting

OR
- Holder of a Post Graduate Diploma or equivalent qualification in a relevant infection prevention and control specialism

Qualifications required:
- Part 1 NMC live Register
- Current full driving license (valid for use in the UK). Access to a car on appointment. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.

Desirable Criteria: - Relevant Experience:
- Experience in taking forward infection prevention & control initiatives at department level. For example an applicant who has taken forward a surveillance or Healthcare-associated infection reduction/IPC(Infection Prevention & Control) audit project in their place of work, or has completed an IPC Link nurse course and can demonstrate outcomes.
The remaining criteria should be based on the 6 core dimensions of KSF.

**KSF Core Dimensions**

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Level</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>3</td>
<td>Develop and maintain communication with people about difficult matters and/or in difficult situations</td>
</tr>
<tr>
<td>Personal and People Development</td>
<td>3</td>
<td>Develop one’s self and contribute to the development of others</td>
</tr>
<tr>
<td>Health, Safety and Security</td>
<td>2</td>
<td>Monitor and maintain health, safety and security of self and others</td>
</tr>
<tr>
<td>Service improvement</td>
<td>2</td>
<td>Contribute to the improvement of services</td>
</tr>
<tr>
<td>Quality</td>
<td>3</td>
<td>Contribute to improving quality</td>
</tr>
<tr>
<td>Equality and Diversity</td>
<td>2</td>
<td>Support equality and value diversity</td>
</tr>
</tbody>
</table>

**Vetting**

As part of the Recruitment and Selection process, it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

Canvassing either directly or indirectly will be an absolute disqualification for appointment.

The Trust is an Equal Opportunities Employer.

April 2016

**Footnote to Applicants**

Please note that Shortlisting will be carried out on the basis of the criteria set out above, using the information given by you on the application form. You should therefore fully demonstrate how you meet all the requirements when completing the application form, as failure to do so may result in you not being shortlisted.