

Job Description

Post Title: Infection Prevention & Control Nurse

Base: The Royal Shrewsbury Hospital (Cross -Site working as required)

Department: Infection Prevention & Control

Managerially and Professionally Accountable To: Lead IPC Nurse

Professionally Responsible To: Director of Infection and Prevention and Control

1.0 Post purpose /summary of Role:-

Take an active role in developing an infection control service for the Trust. Striving to improve maintain and monitor the quality of Infection Prevention & Control through audit of practice, surveillance, education. The post holder will support Infection Prevention & Control Nurse Specialist in providing a resource in infection prevention and control at a clinical and organisational level. The post holder will develop skills and knowledge in Infection Prevention & Control practices to support own development and meet the needs of the service.

2.0 Scope and Range

Provides specialist Infection Prevention & Control advice across the organisation . Works with senior managers & clinical staff at all levels.

3.0 Main duties and Responsibilities:-

3.1 Clinical

- Provide specialist information to all staff on the clinical management of infectious patients recommending treatment, where necessary, for specific infections.
- Using clinical judgement and knowledge interpret microbiological and epidemiological data to assess, plan and implement care for infectious patients.

- Provide specialist information and supervision, through ward visits, on infection prevention and control to patients, visitors and staff and ensure swift dissemination of information.
- Deal with occasional exposure to hazardous/biological substances or give advice on handling hazardous substances such as clinical waste, foul spillages and foul linen.
- To work with the bed management team to ensure effective utilisation of beds and that infectious and susceptible patients are placed in appropriate areas in order to minimise risk of infection.
- Support trust staff in the investigation and management of outbreaks of infection in hospital as required. To analyse deficiencies that have contributed to outbreaks and act on this information.
- To work with Ward Managers & Matrons to improve standards of cleanliness within the hospital environment.
- To contribute in the development of care pathways

3.2 Managerial

- Contribute to effective and timely specialist Infection Prevention & Control advice in all stages of planning relating to building work, upgrades to equipment, capital projects and in the contracting process for hotel services.
- Attend internal and external PEIP inspections and work with the Trust to improve standards of cleanliness across the trust.
- In collaboration with senior Infection Prevention & Control, staff review and update policies, procedures and standards for the trust to prevent and control infection, ensuring policies are patient centred, research based and effectively implemented
- Contribute to the production of an annual Infection Prevention & Control report.
- Contribute to the formulation of an organisation wide Infection Prevention & Control programme.
- Attend the Infection Prevention & Control committee, and support and contribute to quarterly reports on incidents within the trust, and the progress against the annual programme of work.
- Take appropriate measures, to ensure the health and safety of patients, visitors and staff from blood, body fluids and micro-organisms.
- To attend and contribute to relevant clinical and managerial groups at a local, regional and national level.
- Contribute to the controls assurance agenda for Infection Prevention & Control, decontamination and medical devices.

- Contribute to the development and implementation of clinical governance within the department by utilisation of risk management, education and training.
- Contribute in the clinical negligence scheme for trust agenda.
- Support the senior Infection Prevention & Control team in implementing and influencing changes to clinical practice within Infection Prevention & Control supporting staff groups where necessary.

3.3 Education and Training

- Contribute to the development of programmes for Infection Prevention & Control as part of the trust induction programme.
- Participate in statutory training programmes for Infection Prevention & Control as part of the trust statutory training.
- Supervise/teach students while on placement with the Infection Prevention & Control team.
- Participate in student training.
- Contribute and participate in education and training programmes on Infection Prevention & Control for all disciplines and grades of staff, formally and informally in clinical and other work areas as appropriate.
- Design and distribute information leaflets on topical aspects on Infection Prevention & Control as required.

3.4 Professional development

- To gain necessary skills and knowledge in Infection Prevention & Control practice.
- To take reasonable opportunity to maintain and improve self development to meet NMC and IPS.
- To participate in personal objective setting and review, including the creation of a personal development plan.
- Be conversant with the NMC code of professional conduct and understand the importance of professional accountability.
- Attend trust statutory training programme.

3.5 Research

- Participate in research as required.
- Contribute to Infection Prevention & Control audit programme.
- Contribute to regular feedback of audit data to medical, nursing and other clinical groups.

- Carry out "alert organism" surveillance and feedback data to staff.

3.6 Health and safety

- To take reasonable care for your own health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To ensure that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves:

All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff;

All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;

Any breach of Infection Prevention & Control policies is a serious matter which may result in disciplinary action;

All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (eg. incident reporting policy).

4. Systems and Equipment

- Required keyboard skills to formulate and manage data on spreadsheets/databases for audit records, infection data and outbreaks
- Use of Electronic communication systems, personal computer systems and normal office equipment

5. Decisions, judgements and freedom to act

- Accountable for own professional actions. Works with appropriate supervision from infection control specialist but with the ability to manage time and prioritise workload effectively exhibiting managerial, supervisory and goal setting skills

6 Communication and relationships

- Communicate effectively and sensitively with patients and carers and provide practical and psychological support when necessary.
- Keep accurate documentation of advice and information given, within the trust, to all patients receiving specialist care to the outside agencies where appropriate.
- Provide timely feedback, both written and verbal, to relevant clinicians, managers and committees on Infection Prevention & Control issues.
- Establish and maintain collaborative working relationships with other Infection Prevention & Control personnel in Shropshire to develop a single shared infection control nursing strategy across the county
- To ensure that confidentiality is maintained at all times in conjunction with the Trust's Confidentiality Policy.

7. Physical, mental, and emotional demands of the post

- To work flexibly to meet critical short term and long term deadlines
- To act sensitively at all times in ensuring patients and staffs concerns are dealt with sympathetically .
- To maintain a patient focus in all service activities.
- To travel regularly between RSH and PRH sites to ensure effective management of the service and for attendance at relevant department /corporate meetings.

8. Working conditions

- Frequently required to exert light physical effort for several long periods of time during clinical visits to all wards and departments.
- Occasionally have to deal with aggressive distress patients and relatives when discussing or imparting information on specific infections

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to: • ensure that your work methods

are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and

- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.