NHS Grampian

**Job Description**

# SECTION 1

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| JOB IDENTIFICATION |  |
| **Job Title:** | Infection Prevention and Control Nurse |
| **Department(s):** | Infection Prevention and Control |
| **Location:** | Dr Gray’s Hospital |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 6 |
| **Salary:** | £30,401 - £38,046 per annum |
| **Job Reference:** | MK011010 |

###### SECTION 2

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|  | **Job Purpose**  The post holder will work as a member of the Infection Prevention and Control Team and is responsible for advising on & the facilitation of the prevention, surveillance, investigation and organisational ability to deliver safe care by enabling & contributing toward good infection control practices within NHS Grampian.  Under the direction of the Technical Lead Infection Prevention and Control Nurse the post holder will work autonomously in the provision of a comprehensive, cooperative, innovative Infection Prevention & Control Service across the acute and community sectors with the support of the Senior IPC team  The post holder will plan, implement & evaluate, infection prevention and control advice, promoting safety for patients & staff  The post holder will Provide specialist advice on Infection Prevention & control precautions and safe practice  The post holder will contribute to & promote implementation of the current NHS Grampian HAI work programme, current Healthcare Associated Infection (HAI) Standards & other national priorities & directives, to enable and facilitate safe & effective practice & care  The post holder will participate in and delivery of education programmes and some supervision / mentorship of all disciplines of staff in relation to infection prevention, to improve compliance and promote best practice.  The post holder will contribute to the overall effectiveness of the department by upholding HAI standards and participating in the ongoing improvement of our service delivery, deputising for Senior Infection Prevention and Control Nurse where required |



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| **C1**  **Level 4** | **Communication and relationship skills**  **Provide and receive complex, sensitive or contentious information, persuasive, motivational, negotiating, training skills with a range of stakeholders & networks.**  Communicates & exchanges sensitive & complex information to staff across a diverse range of services / settings and external specialist networks in conjunction with Senior IPC team members. This requires a positive approach and effective, adaptive & interpersonal skills  The main essence of communication for the post holder is to provide ongoing knowledgeable support to the multidisciplinary team by promoting and disseminating appropriate Infection Prevention & Control precautions, standards & safe practice  Consistently applies organisational polices & guidelines relevant to role  Works in accordance with legal, professional & organisational procedures to complete & produce records & report. Including various infection prevention and control topics as appropriate to level of experience and competence. Shares relevant information securely  Explains appropriately the significance & relevance of microbiology results, particularly alert organisms to clinical staff & advises on relevant transmission based precautions as required. Discusses with Senior Infection Prevention and Control Nurse / Practitioner or an Infection Control Doctor as required.  Serve as an active member of various local & national groups, providing specialist infection prevention and control support & input, appropriate to level of experience and competence.  Develop and maintain optimal relationships, working collaboratively and in partnership with all NHS colleagues, the Infection Prevention and Control, Facilities, procurement, Virology, Microbiology, Health Protection/Public Health, Health and Safety and Occupational Health, senior leadership & educational teams.  Assist with the compilation and update of infection control outbreak reports, providing and receiving highly sensitive and contentious information.  Assist in the education, advice and information given to patients/relatives & staff about infection prevention and control and related issues, producing & publishing written information as required.  Prepare and use a variety of positive communication methods to deliver appropriate information effectively and in challenging situations by actively listening & engaging.  Participate in the delivery of education and training programmes on infection prevention and control topics for all grades and disciplines of staff in formal settings and in-patient care areas. |
| **C2**  **Level 4** | Personal & People Development **Specialist knowledge across a range of procedures, underpinned by theory.**  Professional knowledge acquired through degree / diploma level specialist training, experience and short courses. Specialist professional knowledge and practice  Must be a currently registered nurse or allied health professional with at least 3 years post registration experience at Band 5 or above.  The postholder will be expected to have an up to date / agreed personal development plan and be willing to undertaken or obtain recognised training / qualifications in infection prevention and control  The post holder generates and utilises learning and development opportunities to develop their future practice  The post holder provides objective, specific and valid feedback on application of knowledge and skills relevant to Infection Prevention precautions, standards & safe practice  The post holder provides opportunities to apply their own and others developing levels of knowledge and skills within the workplace relevant to Infection Prevention precautions, standards & safe practice, seeking appropriate advice and support from senior IPC team members when relevant  The post holder actively promotes the workplace as a learning environment and encourages all staff to learn from each other and from external good practice.  The post holder alerts appropriate line managers to any potential issues that affect their own or others learning, development and performance relevant to Infection Prevention precautions, standards & safe practice  The post holder supports staff undertaking relevant learning activities, making efforts to remove any obstacles to their own or others learning  .   |
| **C3**  **Level 3** | Health Safety & Security **Promote, monitor and maintain best practice in health, safety and security**  The post holder can assess any potential risks to themselves and other people in carrying out their work activities.  The post holder provides specialist infection prevention and control support & input, appropriate to level of experience and competence to support various multidisciplinary teams, local and national groups  The post holder takes responsibility for managing identified risks promptly and appropriately seeking appropriate advice and support from senior IPC team members when relevant  The post holder reports / escalates actual or potential problems that may put health, safety and/or security of themselves or others at risk.  The post holder encourages and support others to maintain health, safety and security at work, including preventing infection, using information safely and keeping buildings safe and secure    The post holder can identify and manage risks at work, including those related to staff health and well-being, infection prevention & control, information governance and building security and will help others to do the same.  The post holder will ensure that working environments and practices in their area of responsibility comply with current organisational health, safety and security policies, undertakes regular checks seeking appropriate advice and support from senior IPC team members when relevant  The post holder is willing to take prompt and effective action when any risk is identified, referring those hazards and risks outside my level/area of authority to the appropriate people.  The post holder develops plans to promote a health and safety culture in the workplace, identifying and taking appropriate action where improvements and changes may be necessary.  The post holder participates in and develops plans to promote relevant Infection Prevention precautions, standards & safe practice seeking appropriate advice and support from senior IPC team members when relevant |
| **C4.**  **Level 3** | Service improvement **Contribute & improve service by appraising, interpreting and applying recommendations & relevant directives**  The post holder provides contributes by enabling support, encourages, participates and accepts feedback to identify improvement opportunities  The post holder actively supports continuous improvement during challenge in partnership with key stakeholders, seeking appropriate advice and support from senior IPC team members when relevant  The post holder values others ideas & contributions creating shared future purpose and vision within the organisation seeking appropriate advice and support from senior IPC team members when relevant  The post holder actively evaluates impact of service improvements, draft strategies and policies, recommending changes relevant to IPC |
| **C5.**  **Level 3** | Quality **Maintains a high quality approach to effective team working in all areas of working practice**  The post holder maintains a professional image, acts in a professional manner at all times and within the scope of their relevant professional code of conduct / standards which they strive to uphold  The post holder consistently follows standards and policies relevant to their job and adapts organisational values  The post holder promotes the prevention & reduction of Healthcare Acquired Infections (HAI) with the support of Senior IPC team members  The post holder participates, promotes and communicates HAI surveillance data, utilising appropriate quality improvement strategies  The post holder actively undertakes activities and actions to deliver the annual HAI work programme with the support of Senior IPC team members  The potholder promotes the use of quality improvement models /methodology relevant to their scope of practice and is aware of the quality improvement tools utilised by the organisation  The post holder works within their level of competence, responsibility & accountability seeking appropriate advice and support from senior IPC team members or other appropriate people when relevant  The post holder maintains standards by continual professional development & review  The post holder raises issues regarding quality through appropriate channels and participates in their resolution locally or via relevant action planning processes  The post holder embraces feedback opportunities to enable personal & service level review identifying improvement, and acting timely to escalate, assess & review with appropriate people  The post holder develops awareness of systemic approaches, processes, structures, governance systems and quality improvement techniques utilised locally and nationally with support from the Senior IPC Team |
| **C6.**  **Level 2** | Equality and Diversity **Promotes equality & values diversity**  The post holder is aware of the Equality Act  The post holder is person centred and respects individuals background, culture, values preferences and beliefs  The post holder is aware that their own values, attitudes or assumptions can impact others and embraces feedback opportunities to enable personal & service level review  The post holder challenges bias, prejudice and intolerance seeking appropriate advice and support from senior IPC team members or other appropriate people when relevant  The post holder participates and develops awareness of organisational values |
|  | Patients wellbeing The post holder provides advice on treatment and management of alert organisms & communicable disease  The post holder provides advice on patient centred risk assessment which includes liaising with clinical colleagues, advising on infection risks and the application of transmission based precautions  The post holder advises on application of the patient placement tool process |
|  | Patient/ public liaison The post holder participates in review and provision of written and verbal IPC information  The post holder will participate in an advisory capacity for feedback or complaints received form patients or the public with support from senior IPC team members  The post holder may be required to provide IPC advice or information to patients or public in writing or in person. This may include risk ratio action and benefit analysis |
|  | General Health & Wellbeing **Analytical, Physical, Mental, Emotional & Environmental efforts / demands**   * Basic life support * Basic Information technology skills * Process and store data and reports * Maintain accurate records of staff advice provision and confidential patient information * Ability to autonomously manage own workload with minimal supervision * Ability to adapt to unpredictable work patterns & competing service demands which require the post holder to undertake clinical risk assessment in light of changing circumstances & formulate action plans to assist various staffing groups minimise infection risk * Ability to negotiate difficult conversations & deliver sensitive information * Frequent requirement for concentration, interpretation & analysis of complex information and report writing * Collect, interpret and action alert organisms, Viral and Microbiological * Surveillance, survey & audit participation * Ability to summarise and present complex information to various staffing groups * Movement of various equipment to and from car for training and demonstration purposes * Movement of various equipment to enable inspection during audits * Frequent prolonged sitting at PC and during meetings * Frequent walking distance within various clinical & non-clinical sites (including building sites in various weather conditions) * Frequent car and bus travel, regular rotation to various NHSG sites exceeding 30 minutes * Frequent standing to deliver demonstrations, training and educational lectures and talks * Occasional exposure to virus & bacteria within controlled laboratory conditions * Occasional exposure to blood and bodily fluids or foul / infected linen whilst in clinical areas |
|  | **Equipment, machinery & systems**   * Standard PC & keyboard, laptop, portable PC * Car & bus use, travelling between various hospital sites * Word, excel, PowerPoint, ICNET, Trak, NHS Mail, Turas learn, Turas appraisal * Telephone and Video conference facilities |

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| **PERSON SPECIFICATION** | | |
| **POST/GRADE**: Infection Prevention and Control Nurse , Band 6  **LOCATION:** Rosehill House, Foresterhill site Aberdeen  Maryhill House, Elgin  **WARD/DEPARTMENT**: Infection Prevention and Control Department | | |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below. | | |
| **GENERAL REQUIREMENTS** | | |
| **Factor** | Essential | Desirable |
| Qualification & Experience | Registered Nurse  Educated to degree / Higher diploma level  Evidence of continual professional development  Extensive post registration experience  Experience of working with multi-disciplinary team  Cleanliness Champion / completion of foundation layer SIPCEP | Further evidence of infection prevention and control knowledge e.g. NHS Education for Scotland infection prevention and control modules  Post graduate IPC qualification  Experience of improvement programmes e.g. Scottish Patient Safety Programme  Experience working closely with infection prevention and control teams  Team leadership / supervisory experience  Experience of training others or teaching in practice  Multi-agency experience |
| Circumstances & flexibility | Team player who is able to work independently.  Flexible and innovative |  |
| Special aptitude and abilities | Excellent communication skills  Strong leadership skills  Negotiating skills  Highly professional& approachable  Good time management  Organisational & prioritisation skills  Effective role model who acts with integrity  Numerate & IT literate  Good analytical skills | Proven management skills  Advanced IT skills, e.g. spreadsheets and databases  Audit, surveillance & data collection experience  Quality improvement methodology experience  Awareness of HAI Standards and National IPC agenda  Car driver |
| Disposition | Team player  Innovative & motivational  Assertive & positive outlook |  |
| Physical requirements | Regular movement across varying sites due to role |  |
| Particular requirements of post | Ability to demonstrate skills required to interact with multi-disciplinary teams  Situational flexibility  Commitment to undertake post graduate Certificate in Infection Prevention & control |  |
| Level of Disclosure check required | PVG |  |