

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

**Job Title:** Infection Prevention and Control Nurse Specialist (IPCN)

**Responsible to:** Senior Infection Prevention and Control Nurse (SIPCN), NHS Borders

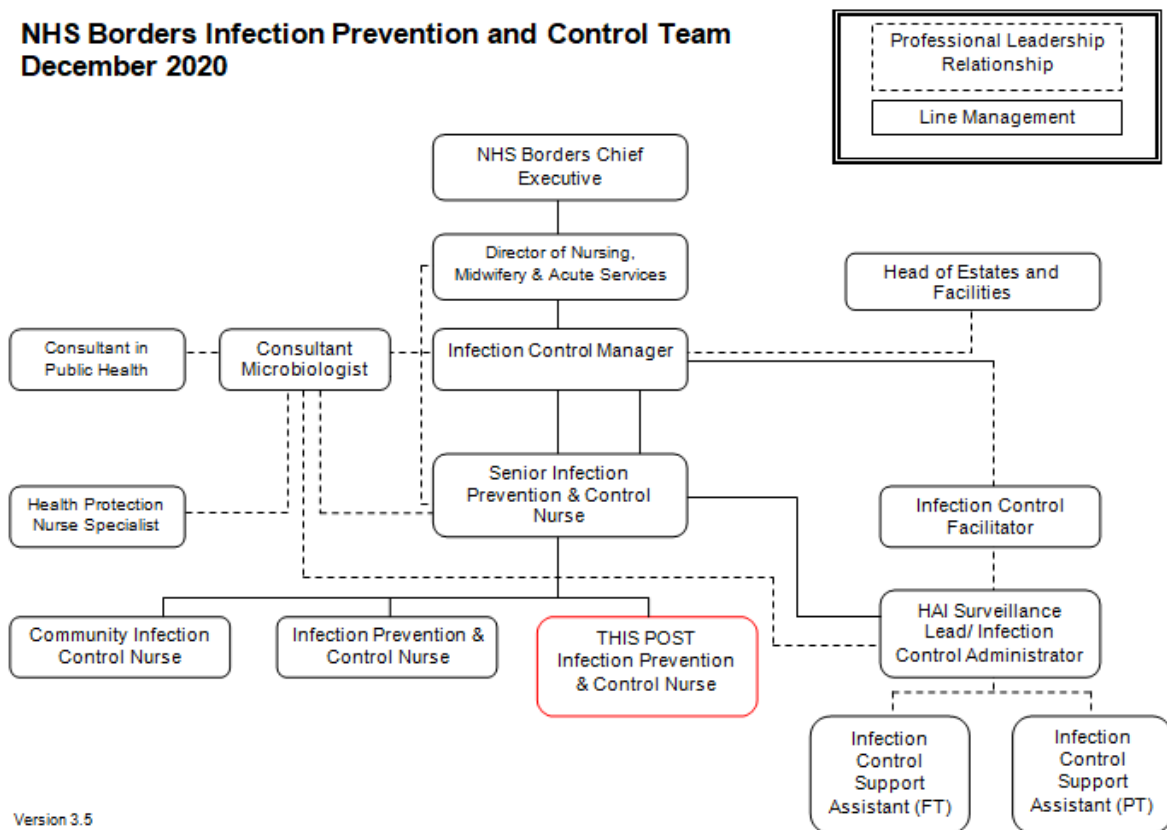
**Department & Base:** Area Laboratory, Borders General Hospital

### 2. JOB PURPOSE

The IPCN supports the SIPCN with the delivery of a responsive NHS Borders infection prevention and control (IPC) service and is responsible/accountable, with other members of the Infection Control Team, for investigating, monitoring and raising awareness in the prevention, surveillance, investigation, management and control of healthcare associated infection across NHS Borders, including Acute, Mental Health, support services, Primary and Community services as well as care homes and LD care settings.

### 3. ORGANISATIONAL POSITION

**NHS Borders Infection Prevention and Control Team  
December 2020**



*Professional accountability and line management of the post holder is to the SICN. Operationally, the post holder reports on a daily basis to the SICN and liaises with the Consultant Microbiologist/ Infection Control Doctor and Development Manager (Infection Control) as required.*

#### 4. SCOPE AND RANGE

NHS Borders is a provider of healthcare services across acute community and mental health sectors. The Borders General Hospital provides acute care across a range of specialities in medicine and surgery (including haematology, orthopaedics, ear, nose and throat, urology, paediatrics and special care, women's and reproductive health, intensive care, accident and emergency) as well as long stay medicine for the elderly. It provides care in small specialist units for renal dialysis, palliative care, Borders Eye Centre as well as diagnostics, therapies, support and mortuary facilities. A laundry and Area Sterilisation and Decontamination Unit are also contained on the main site. The community sector includes 4 community hospitals and day hospitals, 23 general practices, as well as Mental Health and Learning Disability facilities and services.

Based in the Area Laboratory, Borders General Hospital, the post holder supports the SIPC� in the delivery of a responsive Scottish Borders wide infection control service, requiring negotiation, diplomacy and tact at the highest levels of NHS Borders and collaboration with NHS Borders Public Health, Scottish Borders Council, Primary Care practices, the independent sector, care homes, Health Protection Scotland (HPS) and other external local/national organisations.

The post Holder is responsible, with the SICN, for infection control support; monitoring, investigating and raising awareness of infection control issues and local/national priorities. He/she facilitates the effective implementation and evaluation of control measures to prevent or manage Healthcare Associated Infection

Building on high-level clinical and leadership experience, skills in teaching, communication, motivation and in building teams, the post-holder is a source of expert, specialist knowledge on Infection Control issues, and the implementation of practice into complex healthcare service situations.

The post holder is required to have a high level of operational and tactical clinical input within their remit with lesser emphasis on strategy and administration.

#### 5. MAIN DUTIES/RESPONSIBILITIES

1. To lead on the clinical input for Infection Control remit and to support the SIPC� in the delivery of the Infection Control nursing service and work with the SIPC� and Infection Control Doctor in the strategic development of and provision of a wide range of resources and clinical and support services; to identify hazards and risks and prevent, control and manage healthcare associated infection across NHS Borders, and care homes in response to local/ national priorities/guidelines/quality standards/clinical governance/risk management. To support the implementation and management of individual, multi-disciplinary team, service or organisational change/s as appropriate.

2 To provide specialist and complex infection control advice, and support the SIPC� concerning:

- a) healthcare/bed/disease management of both individual patient and broad categories of patients through all acute and community healthcare services as well as care homes and LD;
- b) training and support to managers, healthcare workers, staff or contractors in the implementation of infection control policies and guidelines;
- c) fabric, furnishings and facilities, to ensure the provision and maintenance of a safe, clean environment for patients, staff, visitors and contractors to NHS Borders;
- d) supporting purchase/acquisition of clinical/non-clinical supplies and equipment;

- e) procedures and facilities for cleaning, decontamination, disinfection, sterilisation of equipment, waste disposal, ensuring the safe and effective maintenance, repair or disposal of equipment, supplies, laundry or waste;
- f) the development /reconfiguration of healthcare services or the maintenance, refurbishment including application of HAI SCRIBE.  
or project planning/implementation of new build/refurbishment/alteration of facilities;
- g) the identification, management and control of outbreaks of healthcare associated infection and be responsible for the effective communication to patients, staff or visitors of the agreed outbreak/risk action plan

3. To support the SICN with the implementation and review, updating and reporting of the NHS Borders Annual Infection Control Programme and contribute to the Annual Infection Control Report; including setting organisational objectives and outcomes for education and training, policy review, audit, surveillance and critical incident review:

- a) As a member of the Infection Prevention and Control team, review complex national, mandatory and professional guidance or scientific research. Assist in the timely development or updating of NHS Borders Infection Control core policies/manual or practice.
- b) To contribute to the evaluation of the outcomes of NHS Borders Infection Control practice, procedures and policies by surveillance, audit and research which may occasionally require the post holder to contribute to creating or format a database/spreadsheet using available computer software as well as laboratory and patient administration systems and to support implementation of change when appropriate
- c) To maintain accurate computerised/paper records of alert organisms/  
conditions or outbreaks/incidents and the infection control advice provided by the infection control nursing staff and implement/update case note records for infection control alerts within the 'Clinical Alert' system

4. Carry out audit, surveillance and research as a job role, organising studies or trials of new techniques, supplies and equipment. To contribute to collation of evidence and results, evaluate and deliver formal report/s both in verbal and written format.

5. Leads on the assessment and identification of training needs in infection control and the prevention of healthcare associated infection across health and social care in the Scottish Borders and support the SPCN and other team members in the development, delivery and evaluation of induction, education and training programme/s to all staff:

6. To foster good working relationships with higher education institutions such as Napier University, NHS Education Scotland, and as appropriate and deliver training and education.

## **6. SYSTEMS AND EQUIPMENT**

- 1. Extensive keyboard for prolonged periods of computer use including and Microsoft Office suite – Microsoft outlook, Internet Explorer, Word, Excel, Power Point. To monitor outbreaks, epidemiology and prepare information statistics or training packages for presentation to all levels of staff within NHS Borders as well as to the general public and other external agencies or statutory bodies.
- 2. Use of the computer network, computer assisted learning packages and the NHS Education Scotland web-based e-learning in Infection Control or other national/statutory audit, surveillance or educational packages.
- 3. Use of Trakcare, Internet, Intranet, Datix, NewLabs, SCi Store, ICNet to monitor and record the management, movement, incidents, risks and surveillance of patients or issues presenting infection control risks within the healthcare setting.

4. Use of lap top computer, data projector, television, video, fax, photocopier, printer, telephone, mobile telephone, hospital pager.
5. Use of specific skills training automation including the 'glo germ machine' for education and assessment of hand hygiene.
6. Complete and maintain expenses documentation and timesheet.
7. Comply with all NHS Borders policies including Standing Financial Instructions, Code of Corporate Governance and information governance.
8. Use of car.

## **7. DECISIONS AND JUDGEMENTS**

The post holder:

1. Makes clinical judgements and decisions, involving complex facts or health or social care situations, which require analysis, interpretation and often the appraisal of a range of options.
2. Will recognise situations that require the involvement of the SIPC�, Infection Control Doctor/ Consultant Microbiologist, Infection Control Manager, senior staff or external agencies.
3. Contributes and supports the SIPC� with the planning and organisation of a broad range of sometimes complex infection control service activities or programmes for themselves and the SIPC�, which require formulation, prioritisation and adjustment of plans on a daily basis.
4. Meets with sales representatives and evaluate products as a member of the infection control team, and advises departmental staff and the organisation accordingly
5. Takes enquiries from patients, relatives and the public and decides on the most appropriate information to give for the enquiry, taking into account confidentiality and responsibility to NHS Borders

## **8. COMMUNICATIONS AND RELATIONSHIPS**

1. The post holder contributes with the SIPC� to provide, receive or present often complex, sensitive or contentious information both within NHS Borders to staff, patients, visitors, the general public and contractors; both individually and in presentation to committees/groups or outwith, to external agencies/organisations or professional/lay bodies, requiring skills in persuasion, motivation and negotiation
2. As a member of the infection control team service, facilitate effective communication, give daily practical support to all staff and departments within NHS Borders as well as care homes.
3. To be an active member of the Infection Control Committee
4. To represent the Infection Prevention and Control Team and facilitate effective working relationships both within and outwith the organisation at relevant committees/working groups/professional bodies/national standards/executive agencies, as appropriate

## **9. PHYSICAL DEMANDS OF THE JOB**

The post holder is expected to meet the **unpredictable** demands of the post which include:

1. Walking between wards/departments/facilities on the Borders General Hospital site on a daily basis
2. Driving between the main base and all facilities across NHS Borders as well as independent practitioners and care homes on a regular or weekly basis and to external organisations as required
3. Working flexibly through the working day/out of normal working hours, responding to outbreaks of infection, clinical incidents, training needs.

Normally 37.5 hours per week (9am – 5pm) but some flexibility may be required from time to time.

Contribute to 7 day cover (9am – 5pm) which may include on-call cover.

4. Abilities in accurate use of computer keyboard for maintenance of infection control
  - a. records, communication and appraisal of national/professional
  - b. standards/guidance/research
5. Mental stamina for frequent and long periods of concentration
6. Carrying, and being personally responsible for, heavy and expensive equipment to teaching sessions/meetings – e.g. laptop, data projector and glo germ machine
7. Frequent Interruptions from bleep or telephone
8. Dealing with infection control aspects of blood and body fluids, clinical waste, soiled linen and laboratory specimens

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

1. As a member of the ICT, have the ability to balance the demands of both the proactive and reactive elements of the infection control service; financial constraints; service requirements; national, local or professional standards; responding to national consultation, guidance or legislative policy
2. The emotional stamina to provide and receive complex, sensitive or contentious information where persuasive, motivational, diplomacy, negotiating, leadership, empathetic or reassurance skills are required
3. Unpredictable pattern/hours of work
4. Ability to remain calm and work effectively under pressure or in distressing circumstances
5. Remain courteous at all times; respecting every individual's dignity, confidentiality, integrity and cultural beliefs
6. Giving advice to the NHS Borders press officer or Infection Control Manager to assist in answer a press enquiry, in the absence of the Consultant Microbiologist or SPCN

11.		Infection Prevention and Control Nurse	
Person Specification – Knowledge Training and Experience Required			
		Essential	Desirable
1.	Qualifications	<ul style="list-style-type: none"> <li>• First level Registered Nurse to degree level or equivalent experience and a currently valid registration with the Nursing and Midwifery Council</li> <li>• Qualified with a Diploma in Infection Control Nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant teaching qualification such as ENB 998 or willing to work towards one</li> <li>• Working towards MSc</li> </ul>
2.	Experience	<p>Has a minimum of 3 years post registration experience working in infection control</p> <p>Experience of managing audit activity including reporting, development of action plans and follow-up</p> <p>Evidence of inter-team and interagency working</p> <p>Experience developing educational programmes and delivering education</p>	<p>Involvement with external agencies (eg HPS, NES) and educational institutions</p> <p>Experience of using quality improvement methodologies</p>
3.	Skills	<ul style="list-style-type: none"> <li>• Competent user of computer software including Microsoft Excel, Word, Outlook</li> <li>• Accuracy and attention to detail in relation to computer data entry and recording of information</li> <li>• excellent verbal communication and writing skills including, tact, diplomacy, negotiation, sensitivity, motivating change.</li> <li>• good presentation skills</li> <li>• Professional and friendly telephone manner</li> <li>• Evidence of the use of Specialist/professional knowledge and skills combined with excellent/well-developed communication and interpersonal skills to engage others and influence their practice and behaviour</li> </ul>	
4.	Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to work alone and as part of a Team including willingness to assist other members of the Infection Control Team as required</li> <li>• Ability to work calmly and effectively when under pressure</li> <li>• Ability to organise time to meet competing priorities</li> <li>• Have the confidence and insight to ask for help when required</li> </ul>	
5.	Other	<ul style="list-style-type: none"> <li>• Willingness to undertake additional relevant training including that relating to computer software</li> <li>• Has understanding and awareness of infection control issues within national and political context</li> <li>• Current driving license</li> </ul>	