NHS Grampian

**JOB DESCRIPTION - BAND 8C**

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| 1.JOB IDENTIFICATION | |
| **Job Title:** | Infection Prevention and Control Manager |
| **Department(s):** | Infection Prevention and Control Team |
| **Hours:** | 37.5 hours per week |
| **Salary:** | Band 8C (£73,506- £79,221 per annum pro rata) |
| **Contract:** | Permanent |
| **Job Reference:** | LW100652 |

###### SECTION 2

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|  | **Job Purpose**  - the reason why the post exists. This should be a **brief statement**. It should not list all the tasks.  The Infection Prevention and Control Manager is accountable to the HEI Executive Lead and works to develop and deliver the NHS Grampian Board’s Infection Prevention and Control Programme. The Infection Prevention and Control Manager will:   * Take overall responsibility for processes relating to risk assessment and governance of Infection Prevention and Control accessing the professional expertise of the Infection Prevention and Control Doctors and Decontamination Lead. This responsibility includes the issue of multidrug resistant infections and antimicrobial prescribing, medical devices decontamination, medical device management and cleaning services, as described in HDLs (2001)10 and (2005)8. The ICM will be responsible for receiving and ensuring the circulation of relevant advice on these matters and working with Scottish Government Health Directorate (SGHD), NHS Quality Improvement Scotland (NHS QIS), Health Protection Scotland, Healthcare Environment Inspectorate and other agencies on improving practice. * Create strong alliances across NHS Grampian to develop and implement strategies that prevent avoidable healthcare associated infections at all levels in the organisation. This will include joint working with a number of stakeholders from a range of organisations, both within and outside the NHS to ensure that NHS Grampian achieves HAI related HEAT targets and all other Scottish Government requirements. * Provide assurance to the Clinical Governance Committee that systems, policies and procedures are in place across the organisation to ensure safe, effective, person-centred healthcare. * Provide effective management of all resources within the Infection Prevention and Control Department and be responsible for the smooth running of the Department in all aspects of planning and delivery of services, ensuring that the resources are adequately deployed to contribute to the delivery of national targets. * Be responsible for the organisation’s HAI Annual Report, providing details on the organisation’s infection prevention and control programme and publication of HAI data for the organisation. * Be responsible for the management of the infection control budget and for the management and allocation of SGHD allocated HAI funding for HAI projects and initiatives. * Be responsible for liaising closely with staff to ensure local compliance with the Board’s annual Infection Control Work Plan, designated HAI priorities and the achievement of the national HAI targets. |
|  | **Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant).  ------------- Professional line  Collaborative working |

###### Please refer to appendix B(i) for definitions

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| **1** | **Communication and relationship skills**  Insert Profile Statement followed by evidence:  **Provide and receive highly complex, sensitive or contentious information; agreement or cooperation required; Present complex, sensitive or contentious information to large groups**  Choose and utilise a range of strategies to support effective communication within the organisation in relation to infection prevention and control, considering the audience’s level of familiarity with the subject, their knowledge and skills and their acceptance of the subject.  Ensure that infection prevention and control issues are communicated in the context of the wider political and strategic direction of the NHS, in particular while attending and influencing the agenda of local HAI groups.  Report to the Clinical Governance Committee where information may be challenged and be involved in public fora where messages may be strongly challenged in a highly emotive atmosphere, for example following the publication of a poor HEI inspection report.  Lead working groups and chair meetings in a manner that ensures the effective participation of all involved and ensures that a constructive outcome is achieved. This will often entail highly developed listening, questioning, interpretation, diplomacy and negotiation skills when expert opinion differs and situations require to be defused.  Provide highly sensitive information in response to Freedom of Information requests, Parliamentary Questions, MSP, Press and Procurator Fiscal enquiries, ensuring that this information is irrefutable and accurate and complies with national data definitions.  Demonstrate the highest level of interpersonal and communication skills given the need to communicate regularly with staff, the public, SGHD and other senior officials in external organisations (such as the Healthcare Environment Inspectorate, Health Protection Scotland and NHS Education for Scotland) on the highly emotive, complex and sometimes contentious issue of healthcare associated infection including the healthcare environment. Presentations to the Public Forum require careful consideration to both ensure that the complex and sensitive information is both easily understood and provides assurance to patients and the public.  Provide accurate reporting of the Board’s infection prevention and control activities and HAI data to the Scottish Government, external agencies and the general public. This will include pulling accurate data from surveillance databases and providing reports based on them, producing accurate self assessment documentation and improvement plans for the Healthcare Environment Inspectorate and regular reports that provide assurance to the Board and the public.  Convert strategy into clear, achievable and measurable activities that motivate teams and encourage team working behaviour, providing the energy, charisma and interpersonal skills required to overcome obstacles and resistance to change. Attendance at problem assessment group meetings around, for example, hand hygiene compliance requires the postholder to ensure that all contributory factors have been fully discussed openly including staff attitudes and culture and leadership issues. These discussions will require strong negotiating and motivational skills to be deployed and the postholder will be strongly challenged by resistant groups of staff.  Develop escalation procedures that ensure timely communication of issues of concern to the appropriate level in the organisation.  Manage staff absence, grievance and disciplinary procedures in line with policy so that all staff are treated fairly and appropriate standards are maintained, being able to clearly articulate organisational requirements in a decisive but fair manner.  Share best practice and potential solutions developed both within the organisation and other healthcare organisations, gained through active participation in peer networks, participation in national groups and attendance at relevant conferences/educational events. |
| **2** | Knowledge, training and experience Insert Profile Statement followed by evidence:  **Highly developed specialist knowledge across the range of work procedures and practices underpinned by theoretical knowledge and relevant practical experience.**  Masters Degree and/or equivalent combination of post graduate education plus in-depth experience including:   * Minimum of 5 years experience at senior management level to be able to implement a wide range of management skills and knowledge around governance, service improvement (eg LEAN/6Sigma), financial management, people management and development, performance management, organisational behaviour, strategy and policy development. * Minimum of 2 years experience gaining experience within the Infection Prevention and Control field and knowledge attained through relevant training and education.   Detailed knowledge of the NHS and priorities of NHS Scotland and a good understanding and awareness of the complexity of clinical services.  Good understanding of the key determinants of health and healthcare delivery including the development and implementation of clinical standards, national guidelines, codes of practice and HEAT targets.  Significant leadership and management training and in depth understanding plus experience in successfully leading and managing change.  Experience of working successfully with multidisciplinary teams at senior level and proven interpersonal skills which evoke trust, respect and support from other team and staff members.  Experience of successful organisation-wide project/programme management.  Knowledge of the corporate objectives of NHS Grampian.  Experience of clinical audit, epidemiology, surveillance and quality assurance and methodologies to ensure that HAI data are accurate prior to onward transmission or publication.  Must have exceptional organisational skills and the ability to prioritise work against a background of change, using sound risk management principals. |
| **3** | Analytical and judgemental skills Insert Profile Statement followed by evidence:  **Highly complex facts or situations, which require the analysis,**  **interpretation and comparison of a range of options.**  The post involves frequent autonomous judgements involving highly complex factors and competing high level opinions which require analysis, interpretation and final decision.  The Infection Prevention and Control Manager will advise Senior Managers and Executives (either individually or during meetings) who are planning and providing services to ensure adherence to the HAI Clinical Standards, Code of Practice and other extant guidance. This will include:   * The provision of responses to Healthcare Environment Inspectorate self-assessment processes, action plans and subsequent updates, the results of which are reported to the Clinical Governance Committee. * The provision of information and advice around systems and processes for risk management and escalation of issues resulting from eg environmental and hand hygiene audits, ensuring compliance with the requirements of the Healthcare Environment Inspectorate. * The management and direction of specialist/consultant infection prevention practitioners and seeking, collating and reconciling their independent (often conflicting) advice, resulting in recommendations to Senior Management Teams. * The development of solutions to problems collaboratively with other services. The post holder will frequently be required to make decisions where complex situations require analysis, expert opinion differs and there is a lack of evidence-based guidance. This most often occurs in response to advice provided by individuals in external agencies in response to incidents that occur elsewhere before the results of enquiries or formal guidance is published. A range of options for systems improvement may be available which will require analysis in terms of impact on staff, both within the Team and at ward level, applicability, achievability and likely outcome.   Other examples of analytical responsibilities include:   * The analysis of surveillance data to ensure activity is focused on interventions that tackle avoidable healthcare associated infections, consulting specialist epidemiologists at national level (Health Protection Scotland) when necessary. * The recruitment and selection of specialist/consultant infection prevention and control practitioners. * The delegation of work tasks and improvement projects to members of the Infection Prevention and Control Team in accordance with their experience and capabilities. |
| **4** | Planning and organisational skills Insert Profile Statement followed by evidence:  **Formulating long-term, strategic plans, which involve uncertainty and which impact across the whole organisation**  Co-ordinate infection prevention and control activity throughout the Board area, responding to the wide-ranging demands of the SGHD and other relevant agencies. This will necessitate the need to anticipate problems, changing needs and emerging issues, identifying new initiatives, systems and processes required to resolve situations.  Lead the development and implementation of the Board approved Annual Infection Prevention and Control Programme which impacts on all clinical and most non-clinical services in NHS Grampian. This programme provides the strategic framework within which all infection prevention and control activity is co-ordinated.  Produce an annual report on the state of Healthcare Associated Infection, decontamination and cleaning in NHS Grampian, and release it publicly. This will require the collation and organisation of information from a number of different services, individuals and data systems.  Lead the development and maintenance of service, workforce, project and risk control plans, which set out strategic plans for the service for up to 5 years.  Ensure hospital sites develop and deliver HEI improvement plans.  Facilitate multidisciplinary working within the Infection Prevention and Control Team by ensuring that all disciplines are aware of the agenda and objectives are developed through co-ordinated and collaborative ways of working.  Lead and influence the development organisation-wide monitoring systems and processes to ensure NHS Grampian meets its targets relating to infection prevention and control.  Provide clear mechanisms for access to specialist infection prevention and control advice and support across NHS Grampian.  Develop and maintain administration processes to ensure continuous service delivery at all times e.g. contingency planning, fire planning and co-ordination of annual leave and study leave.  Develop and maintain processes to provide assurance that staff are adequately trained and competent to deliver safe and effective patient care.  Responsible for ensuring systems are in place and adhered to in relation to responding to and learning from complaints. This will include signing off of responses and ensuring an overview is taken and learning applied. |
| **5** | Physical Skills Insert Profile Statement followed by evidence:  **Physical skills obtained through practice**  Standard keyboard skills are required to utilise computer software eg Microsoft Word, PowerPoint, Excel, Access, Visio and to use information technology to operate such systems as e-KSF.  There is a regular requirement to drive throughout NHS Grampian and occasionally throughout Scotland, where public transport links are less frequent. |
| **6** | Responsibilities for patient/client care Insert Profile Statement followed by evidence:  **Accountable for the direct delivery of a clinical service.**  Accountable for the direct delivery of the organisation’s Infection Prevention and Control service, the purpose of which is to improve patient care and the patient experience by reducing the risk of health care associated infections |
| **7** | Responsibilities for policy and service development implementation Insert Profile Statement followed by evidence:  **Corporate responsibility for major policy implementation *and* policy or service development, which impacts across or beyond the organisation**  Responsible for chairing the Infection Prevention and Control Policy Group and leading the development and implementation of a range of policies, procedures and protocols that impact on the practice of all staff in all services across NHS Grampian.  Responsible for implementation of national policies relating to infection prevention and control including dissemination, education and monitoring systems across NHS Grampian, eg the Health Protection Scotland Model Policy for Standard Infection Control Precautions and Transmission Based Precautions.  Responsible for carrying out service need analysis to identify requirements for service development, eg the need for new posts or service redesign.  Ensure infection prevention and control team participation in the re/designing of all services and maintenance/building projects.  Manage the Continuous Service Improvement work in the Infection Prevention and Control Department using Lean methodology.  Contribute to the development of national infection prevention and control policies by participation in national working groups and networks. |
| **8** | Responsibilities for financial and physical resources Insert Profile Statement followed by evidence: Budget holder for a department/service. Responsible for the procurement or maintenance of all physical assets or supplies fora department/service. Accountable for the effective management of the Infection Prevention and Control budget in line with NHS Grampian policies and procedures including vacancy and staff absence management policies.  Manage and maximise the use of resources within budget in order that financial targets are met.  Accountable for reporting progress to SGHD against their targeted funding streams.  Develop business cases to attract new funding opportunities or to maximise existing ones. |
| **9** | Responsibilities for human resources Insert Profile Statement followed by evidence: Line manager for single function or department Provide strategic leadership to the Infection Prevention and Control Team ensuring the delivery of an educational, advisory and support service to all staff in NHS Grampian.  Responsible for developing and maintaining processes to provide assurance that staff are adequately trained and competent to deliver safe and effective patient care.  Responsible for ensuring that staff have access to blended learning opportunities that increase opportunities for undertaking infection prevention and control training, both mandatory and vocational.  Responsible for the management of all staff within the department (nursing and administrative) in accordance with the principles of staff governance including learning and development as well as local policies and procedures.  Select, recruit and deploy specialist/consultant infection prevention and control practitioners to ensure an equitable and risk based service across NHS Grampian.  Lead the appraisal and personal development of all staff within the department, involving the Director of Nursing where appropriate. |
| **10** | Responsibilities for information resources Insert Profile Statement followed by evidence:  **Occasional requirement to use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD).**  Responsible for the development/procurement of systems/databases to capture/monitor effectiveness and efficiency of infection prevention and control including audit, for example ICNet.  Required to manipulate and analyse data, prepare regular high quality reports to the Infection Control Committee, Clinical Governance Committee and the Board.  Required to produce policy documents including process diagrams and flowcharts.  All associated paperwork and written reports must be fit for purpose and be able to stand up to external scrutiny, using the principals of document management and control. |
| **11** | Responsibilities for research and development Insert Profile Statement followed by evidence:  **Occasionally/Regularly undertake R&D activity**  Lead the development and implementation of quality assurance audit systems to ensure consistency in approach to eg standard infection control precautions implementation and environmental and hand hygiene compliance monitoring.  Undertake regular quality assurance audits and report findings to senior managers, escalating issues of concern as appropriate. |
| **12** | **Freedom to act**  Insert Profile Statement followed by evidence:  **Guided by general health, organisational or broad occupational policies; need to establish the way in which these should be interpreted**  General HAI policy and overall health strategy guide the post holder who, with clinical advice from the Infection Prevention and Control Doctors and Nurse Consultant - HAI, is required to make judgements and establish the way in which these should be interpreted and applied across NHS Grampian.  This post reports to the Medical Director and assignment of work will be formally agreed through this route. However, the postholder has freedom to act on the agreed portfolio, and through the use of analysis, interpretation and evaluative judgements will determine the infection prevention and control priorities.  Liaise with SGHD and relevant agencies (such as NHS Education Scotland, Healthcare Improvement Scotland and Health Protection Scotland) to ensure development of the Infection Prevention and Control Service.  As appropriate, represent the HAI Executive Lead in matters related to infection prevention and control.  Will have a high degree of autonomy and authority working within NHS Grampian’s strategic and operational framework to set and deliver the infection control agenda with direct access to the Chief Executive, if required.  Report on progress to the Chief Executive and the Board, with overview provided by the HAI Executive Lead. This will be achieved through regular meetings with the Executive Lead and bi-monthly reports to the NHS Grampian Board meeting  Lead the development of a proactive risk management culture among all staff in the team.  Accountable for identification of risks, prioritising of actions and for progressing these.  Review of performance is through the agreement of performance objectives and individual appraisal by the DGM, Clinical Support Services. |
| **13** | Physical effort Insert Profile Statement followed by evidence:  **Frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time**  The majority of the post is office based with long periods using VDU and keyboard which results in sitting in a restricted position.  There are regular visits to external sites for meetings which necessitate driving throughout Grampian and Scotland. |
| **14** | Mental effort Insert Profile Statement followed by evidence:  **There is an occasional requirement for prolonged concentration.**  Working under pressure is to be expected and will happen frequently; nationally set timescales are often short and the work challenging, requiring pinpoint accuracy and careful decision-making with significant implications for the Board.  High level and prolonged concentration is required for analysing and interpreting complex data, competing opinions to ensure appropriate decisions are made.  High level understanding and implementation of systems is required frequently. |
| **15** | Emotional effort Insert Profile Statement followed by evidence:  **Occasional distressing or emotional circumstances**  The mental challenges and pressure of this post are demanding, requiring prolonged emotional stamina.  Responding to high pressure situations such as the containment of outbreaks or critical inspection reports.  The post holder will have to communicate difficult, controversial outcomes which may have significant implications for patients, staff, managers and the Board, and may not be well received.  Occasionally the post holder will be exposed to verbal aggression and hostility from others including staff, relatives and patients regarding infection control issues. |
| **16** | Working conditions Insert Profile Statement followed by evidence:  **Occasional exposure to unpleasant working conditions**  Exposure to dust and unpleasant smells and indirect exposure to bodily fluids occurs during quality assurance audits or ward inspections. This can occur up to four times per month.  Weekly requirement to use road transportation to liaise with other members of the team, occasionally in adverse weather conditions. |

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|  | **NHS GRAMPIAN**  **PERSON SPECIFICATION** |

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| 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. Shortlisted candidates **MUST** possess all the essential components as detailed below. |

POST/GRADE Infection and Prevention and Control Manager

LOCATION/HOSPITALS NHS Grampian

WARD/DEPARTMENT Various

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Current NMC (RN, RMN)  or HCPC registrant (AHP  Masters Degree (or equivalent) in appropriate professional subject. | Project Management |
| Experience | Extensive managerial experience at a senior level in a public/private sector environment.  Evidence of specialist infection prevention and control knowledge  Experience of working with multi-disciplinary teams and cross boundary working.  Extensive experience of managing and leading sustainable change.   |  | | --- | | Publications, conference/seminar presentation experience.  Understanding of the healthcare issues related to the prevention and control of infection. |   Working with and actioning financial data |  |
| **Special Aptitudes /**  **Abilities** | Ability to lead and contribute to the NHSG corporate agenda.  Strategic Planning and analytical skills.  Excellent people management skills and experience, managing conflict and utilizing motivational skills.  Advanced report writing skills with the ability to present complex or contentious information in an appropriate manner.  Awareness of national policy/direction, with current cultural and political awareness.  Facilitation and negotiation skills. |  |
| **Disposition** | Enthusiastic and resilient with good communication skills.  Able to work under pressure with completing demands. |  |
| **Physical Requirements** | Good health record | Flexible with working hours |
| **Particular Requirements of the Post** | Flexibility in ways of working  Working to tight deadlines |  |