NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | Job Title | Infection Prevention and Control Nurse Specialist |
| Department(s)/  Location | Infection Prevention and Control initially based in Dundee with an NHS Tayside remit |
| Number of job holders | 11 |
| JOB PURPOSE As a member of a Consultant and Nurse-led Infection Prevention and Control Team, using evidence-based knowledge and best practice, the post-holder provides specialist advice and guidance on infection prevention and control related issues, including: -   * the surveillance, prevention and control of Healthcare Associated Infection (HAI) and communicable diseases * investigation and control of outbreaks and incidents of infection * enhance the patients experience of care. * contribute to the performance of the team. * contribute to the delivery of the organisations’ objectives. * provide specialist advice to healthcare professionals, other agencies, carers, clients and relatives for this field of practice.   Informed by following standing operating procedures, guidelines and protocols, this service is provided across NHS Tayside to a wide-range of professional and non-professional staff from NHS and non-NHS organisations’ and members of the public. | | |
| 1. **ORGANISATIONAL POSITION**   **Management Structure of the Infection Prevention and Control Team**  **Key relationships:**  Infection Prevention and Control Manager  Associate Nurse Director IPC Doctor  HAI Portfolio Lead Nurse Infection Prevention and Control Infection Prevention and Control Team Leaders Band 7  Infection Prevention and Control Nurses  Infection Prevention and Control Support Nurses  The post-holder is managerially and professionally responsible to the Infection Prevention and Control Manager. | | |
| 1. **SCOPE AND RANGE**   The Infection Prevention and Control Team is a consultant and nurse-led team which provides the specialist infection prevention and control function for NHS Tayside and works closely with health protection specialists across NHS Tayside, including care homes.  The post holder's role will be to work within the context of infection control strategies, policies and procedures to improve the health of the population of Tayside NHS Board area.  The post holder will be expected to rotate to all sites within Tayside as part of ongoing staff development process. A Tayside wide Infection Prevention and Control service is also provided at the weekend.  To contribute to working with other Medical, Scientific and Support staff within the Microbiology Department and provide specialist infection prevention and control advice to them based on healthcare acquired infection, communicable disease and infection control policies and procedures. | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**  * The post holder will be expected as a specialist nurse to participate in the provision of NHS-wide service for the prevention and control of communicable diseases and infection. * Responsible for the day-to-day provision of specialist infection prevention and control advice and guidance for individuals, groups and departments within across Tayside. * Within the governance framework of the organisation (including clinical, staff and financial governance) the post holder will focus on the following key result areas:   **5.1 TO ENSURE SAFE & EFFECTIVE CLINICAL PRACTICE**   * *5.1.1 Clinical Leadership and Teamwork*   As a clinical specialist, promote teamwork within a multi-professional environment, demonstrating critical analysis and decision making skills, delivering a clinically excellent, high quality Infection Control Specialist Nurse service influencing and facilitating change across NHS Tayside.   * *5.1.2 Evidence Based Clinically Effective Practice*   Act as a change agent leading the development of clinically effective practice through the effective utilisation and integration of evidence; setting, implementing and monitoring evidence based policies, procedures and protocols.   * Participate in the collection, analysis and interpretation of audit/research data. * Produce reports for projects related to aspects of work as appropriate. * *5.1.3 Continuous Quality Improvement*   Ensure a culture of continuous quality improvement through the use of audit, patient feedback and reflect on practice by self and other members of the team.  Responsible for data entry and storage of data using computer-based systems, e.g., IC NET.   * *5.1.4 Patient Safety*   Responsible for promoting a safe and clean environment for staff, patients and visitors by ensuring compliance with legislation, policies and protocols, e.g., health and safety, healthcare associated infection, risk management and critical incident reporting and analysis, assessing and managing actual and potential risks to health and well-being.   * Ensures high standard of record keeping in accordance with Nursing & Midwifery Council, national legislation and local standards, facilitating effective communication with multi-professional team regarding patient care. * Responsible for providing direction to professional and non-professional staff during outbreaks of infections. * Responsible for providing clear information (verbal and written), support and reassurance for cases and contacts of healthcare acquired infection and communicable disease about their infection and its implications to family, workplace and wider community. * Regularly contributing to the collection and critical evaluation of surveillance data for local and national use by reviewing clinical cases, their treatment and outcomes of care and reviewing incidents and outbreaks of infection.   **5.2 TO ENHANCE THE PATIENT’S EXPERIENCE**   * *5.2.1 Clinical Expertise*   Responsible for ensuring co-ordination of nursing interventions, influencing clinical decisions and monitoring the quality of patient care provided through using expert clinical knowledge relevant to own field of practice, underpinned by theory and experience.  **5.3 TO MANAGE & DEVELOP THE PERFORMANCE OF THE TEAM**   * *5.3.1 Learning and Development*   Support the learning and development of staff, creating an environment that ensures effective learning opportunities for staff and students, facilitating a range of clinical support strategies (mentoring, coaching, clinical supervision and action learning) and planning ongoing mandatory training and relevant education/development opportunities.   * Develop and deliver educational activities for patients/clients/carers/relatives and healthcare professionals and monitor and evaluate the effectiveness of educational strategies used. * Contribute to and influence the development of pre and post registration curriculum and teaching multi-professional/multi agency groups. * Contribute to the management of the nursing team by ensuring compliance by self and others with professional standards including NMC Code of Professional Conduct, legislation, national and organisational policies, in relation to recruitment and selection, attendance management, ensuring grievance and disciplinary matters within own department are identified, actioned and reported to the appropriate manager. * Daily use of clinical laboratory systems, such as LabCentre 1, TOPAS, ICE, to obtain clinical reports on specimens taken from cases. This involves analysing and interpreting highly complex information to inform clinical practice and management of cases, outbreaks and incidents of communicable diseases and infection.   **Professional role**   * To practice within the Code of Practice of the Nursing & Midwifery Council. * To fulfill the professional requirements for Post-Registration Education and Practice. * To act as a specialist practitioner demonstrating knowledge, understanding and skills within health protection and promotion. * To participate in NHS Tayside’s Performance Appraisal and Development Programme including annual personal objective setting. * To adhere to the Department and NHS Tayside's Health & Safety Policy and procedures.   **5.4 TO CONTRIBUTE TO THE DELIVERY OF THE ORGANISATION’S OBJECTIVES**   * *5.4.1 Networking*   Network with peers across professional groups promoting the exchange of knowledge, skills and resources.   * *5.4.2 Political and Strategic Awareness*   Develop and maintain a working knowledge of local, national and professional strategy and policy, ensuring that organisational goals are reflected in own personal objectives and demonstrate the ability to contribute to policy and strategy development at organisational level.   * *5.4.3* *Service delivery and organisation*   Work with managers to suggest and improve the services provided to the local community, representing nursing in local service improvement meetings.   * Actively participate in the implementation of an Annual Infection Control Work Plan to be delivered by the Infection Prevention and Control Team. * Actively participate in the development, review and implementation of communicable disease and infection control policies, guidelines, protocols and information in collaboration with colleagues from other NHS Tayside or NHS Boards. * Responsible for the preparation of a wide range of reports and participate in the preparation of others in collaboration with the Senior Infection Prevention and Control Team to inform local and national policy and review.   **5.5 RESEARCH & DEVELOPMENT**   * As part of any ongoing academic course the post-holder may be involved with, discuss and agree topics for project work with the Lead Nurse which provides opportunities for audit or research into relevant issues relating to the prevention and control of infection and communicable disease. * Complete delegated Infection Prevention and Control Audit programme, presenting own audits to clinical staff and discuss/review other projects which inform practice. | | |
| 1. **EQUIPMENT AND MACHINERY**   The Registered Nurse is expected to have the knowledge and skills necessary to use all equipment safely in the area. The post holder will be required to manage the use of the following equipment for the reasons stated and is responsible for ensuring that systems/policies/procedures are practiced to ensure safe use, maintenance and storage of equipment in the area:   * IT equipment including local and national systems to read, analyse, record and transmit patient and staff information within the boundaries of local and national policies and legislation. * Clinical Records * Emergency alarm systems * Regular use of teaching resources e.g., hand washing resource box, transported by post-holder. * Daily use of desktop computer system networked with shared drives, printers and controlled access. * Daily use of Microsoft Office with software packages * PowerPoint to create and present educational sessions, presentations to inform and discuss issues in group settings, audit. * Appropriate use of clinical laboratory systems. * Regular use of laptop computer with above software * Daily use of the e-mail communications systems * Daily frequent use of telephone | | |
| 1. **DECISIONS & JUDGEMENTS**   The post holder:   * Will be responsible to the Lead Nurse Infection Prevention and Control in respect of guidance and professional management, work review and formal appraisal of performance. * Will have responsibility for setting and monitoring standards and quality of clinical practice. * Has responsibility for supporting the nursing team to reflect upon and review their decisions in relation to assessing, monitoring, evaluating and interpreting patients’ condition and effectiveness of their care programme. * Will be accountable and responsible for making decisions and clinical judgments in relation to patient care management underpinned by specialist knowledge and expertise. * Objectives are set annually in collaboration with the line manager and the post-holder decides within policy guidelines how to achieve work goals. * Based on evidence-based knowledge and best-practice, and departmental policies and protocols, post-holder has significant discretion to make initial assessment and exercise critical judgments when providing specialist advice or initiating any actions required * Uses specialist knowledge to critically evaluate own work and take actions required. * Influences policy and service development across the NHS in Tayside for the prevention and control of communicable diseases and infection * Considerable specialist expertise and professional judgment required to recognise situations which may require consultation and management at a more senior level. | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**    * Continuous use of established systems and standards of communication for routine, complex, sensitive and potentially contentious and stressful matters with a wide range of health and social care workers, patients, families, other relevant departments/agencies using a wide range of media such as telephone, verbal and written communications, identifying and negotiating appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.    * Establish and maintain relationships based on mutual respect communicating on a regular basis with the patients/relatives/multi-disciplinary team and external.    * Regular and specialist advice, support and education to patients and their significant others on individual issues in a delicate, informative and sensitive manner.    * Communications in relation to cases of communicable disease and infection or requests for infection prevention and control specialist advice and guidance. Professional awareness at all times about confidentiality and data protection.   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | |

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| 1. **QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST**  * First level nursing or midwifery qualification with first degree or other qualification equivalent to level 9 of Scottish Credit and Qualifications Framework (SCQF). * Registered Nurse with valid UK NMC Registration * Appropriate part of NMC Register relevant to area. * Post holder must have previous post registration experience within specialty field and/ or demonstrate expert clinical and professional practice developed through experience and theoretical knowledge. * Evidence of post basic study in specialty area * Provide evidence of an active interest in communicable diseases or infection prevention and control and evidence to support this to degree level or equivalent. * Must be prepared to undertake further education in infection prevention and control by completing a recognised academic course. * Ability to maintain professional and personal credibility across all staff groups demonstrating knowledge of current clinical policies and guidelines. * Ability to lead practice and continuous professional development, work effectively as part of a multi-professional / multi-agency team. * An interest in the development of nursing, patient care and the enhancement of the patients experience of care. * Computer and information literacy. * Work autonomously and as part of a team. |

ESSENTIAL ADDITIONAL INFORMATION

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| 1. **PHYSICAL DEMANDS OF THE JOB**   Frequent, daily, visits to wards and departments and care homes across Tayside.  **Physical skills – every day**   * Keyboard * Have ability to travel.   **Physical effort**   * Extensive walking on a daily basis * The lifting and carrying of projectors and laptop computer to sites where presentations given - about 4 kilos. * The lifting and carrying of teaching resources e.g., hand washing ‘Glow-box’ to sites where presentations given – approximately 3 kilos.   **Mental demands**   * Daily interruptions from telephones, colleagues in a busy shared office and healthcare workers * Daily demands for information/advice * Daily concentrated efforts required when reviewing laboratory reports, documenting work, analysing data and compiling and writing reports. * Regularly reviewing literature to keep evidence-base and best-practice up to date. * Regularly dealing with difficult situations and incidents involving direct liaison with individuals, groups and departments within NHS Tayside * Travelling in poor weather conditions   **Emotional demands**   * Unpredictable workload – daily * Daily ongoing risk assessment to identify priorities which requires constant re-organisation of workload throughout the day. * Ability to cope regularly with fast changing environment. * On occasion may be required to convey sensitive information to individuals in a supportive manner * Advise individuals, groups and departments within NHS Tayside about the prevention and control of communicable diseases/ infection.   **Environment**   * Be aware of the safety issues of working alone and follow NHS Tayside’s lone workers policy. |
| 1. **MOST CHALLENGING/ DIFFICULT PARTS OF THE JOB**  * To motivate and influence professionals and non-professionals, individuals, groups and departments within NHS Tayside about the importance of the prevention and control of communicable diseases and infection. * Effective management and prioritisation of competing demands within an unpredictable environment. * Balancing the demands of all stakeholders and other agencies to provide a safe, effective, efficient, person-centred, timely and equitable service. * To respond to demands for education, training and information within available resources. * The prioritisation of workload when demands are constantly changing. * Challenging behaviour in clinical settings around compliance with infection control policy. |
| 1. **JOB DESCRIPTION AGREEMENT**   The job description will need to be signed off using the attached sheet by each post-holder to whom the job description applies. |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** | Infection Prevention and Control Nurse Specialist |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job-matching panel may wish to seek further clarification on any issues contained within the documents. Should this be necessary please identify an appropriate Manager and Staff representative who can be contacted.

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| **Responsible Manager** | Pamela Davidson |
| **Contact No.** | Ext. 32138 |
| **Staff Representative** |  |
| **Contact No.** |  |

I/we the undersigned agree the attached document is an accurate reflection of the requirements of the post. The essential additional information provides accurate information of additional job related factors.

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| Signed :- (Manager) |  |

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| Staff Members: |  |  |
| NAME:  (BLOCK CAPITALS PLEASE) | SIGNED: | POST NO.  (office use only) |
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