#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: HEALTH PROTECTION NURSE Afc Band 6  Responsible to HEALTH PROTETCION NURSE SPECIALIST  Department(s): PUBLIC HEALTH  Directorate: PUBLIC HEALTH  Operating Division: FIFE NHS BOARD  Job Reference:  No of Job Holders: 8  Last Update (insert date): 05/03/2018 |

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| 2. JOB PURPOSE |
| As a member of the Consultant and Nurse-led Health Protection Team, using evidence based knowledge and best practice the job holder will be expected to provide advice on health protection issues including communicable diseases, infection control, immunisation and environmental health, assist to implement the public health response in relation to health protection incidents. This service is provided across the community and public health settings to a wide-range of professional and non-professional staff from NHS and non-NHS organisations and members of the public within Fife. |
| **3. DIMENSIONS** |
| Fife population 370,330.  NHS Fife Budget: £750 million including family services.  Director of Public Health Service Budget: £1.4 million.  The HPN assists in the initial investigation of confirmed, probable and possible cases of infection (e.g. legionella) and communicable disease (e.g. meningococcal meningitis, diphtheria) and in the control of specific outbreaks (i.e. gastro intestinal infections in care homes) locally. The HPN takes a lead role in providing advice and to NHS professionals, local authority, private and voluntary organisations, educational establishments and the general public on health protection issues including communicable disease, environmental health, infection control and immunisation |
| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The Department of Public Health works with colleagues and others within NHS Fife and with Community Planning Partners to protect, improve the health and well-being of the people of Fife, to tackle inequalities in health and to ensure that health services are provided to a high quality.  The Department supports NHS Fife’s role as a public health organisation.  Work is based upon a sound understanding of health needs and of the evidence of influences on the health and the effectiveness of measures to improve health and to improve health services.  An important statutory responsibility for Fife NHS Board is the surveillance prevention and control of communicable disease and environmental health. The Health Protection function of the department advises NHS Fife and its partners on health protection policies and programmes, delivers services and supports NHS Fife and other agencies to protect people from communicable diseases, poisons, chemical and radiological hazards, responds the new threats of public health and provides a rapid response to health protection emergencies. There are 2 WTE Consultants in Public Health Medicine (CPHMs) in the Health Protection Team who each lead on specific work areas. All CPHM’s are NHS Fife Competent Persons and Port Health Medical Officers and both Health Protection Nurse specialists are NHS Fife Competent Persons.  The Public Health Department operates 7 day working, therefore weekend working will be required |

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| 6. KEY RESULT AREAS |
| **Patient care:**  Provides advice to GPs, for their patient(s), cases of any disease that may have public health implications and hereby reduce the risk of transmission of the disease which may include the appropriate laboratory investigations, drug regimes, side effects and interaction, immunisation, including the use of immunoglobulin and exclusion/restriction advice.  Provides advice to GPs on the current recommendations for the clinical management of a patient who is a contact of suspect case of a communicable disease which may include the appropriate laboratory investigations, chemoprophylaxis, drug regimes, side effects and interaction, and/or immunisation, including the use of immunoglobulin and exclusion/restriction advice.  Completion of documentation of own patient records for specific communicable diseases and contributing to others (includes writing in hospital notes and informing GPs by fax, letter or email)  Providing advice to GPs and nurses on the appropriate immunisation for their patient(s) where their immunisation status is uncertain or incomplete or may have come from another country to ensure that the patient has the opportunity to produce an optimum immune response to vaccine preventable disease and without causing any recognised adverse reactions in the routine childhood and adult UK immunisation programme  Responsible for management of TB contacts screening and BCG clinics in Fife.  Handles patient specific information which has to be treated as strictly confidential or has to remain embargoed until the date of official release (e.g. patient specific information in “look back exercises”)  **Public Health Management:**  Assists in the initial and subsequent investigation, screening, surveillance and public health management of a case or cases of any disease that may have public health implications and implements appropriate measures for the wider public at risk  Assists in the initial and subsequent investigation of specific outbreaks of infection in the community (e.g. scabies in care homes, diarrhoea and vomiting in care homes) and implements appropriate initial control measures.  Responsible for the management of nurse-let TB contact screening and BCG clinics in Fife and clinical assessment of the patients attending the clinic – including the administration and interpretation of intradermal Mantoux skin testing in children and adults.  Handles sensitive information which has to be treated as strictly confidential or has to remain embargoed until the date of official release for the public (e.g. smallpox plans). |

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| 7a. EQUIPMENT AND MACHINERY |
| Responsible for the safe use of a computer.  Responsible for safe use of car.  Responsible for the safe use and transportation of equipment including needles, syringes and sharps bin relating to the operation of TB contact tracing and BCG clinics. |
| **7b. SYSTEMS** |
| Responsible for documentation and recording of the ongoing surveillance of clients with certain infections and outbreaks of infection in the community which requires the application of IT skills  Assists in the collection, recording, review and the appropriate dissemination of notification and other surveillance data to ensure timely and appropriate public health response using databases and software packages (e.g. Epi-info), email and fax systems  Assist in the gathering of statistical information relating to outbreaks of infection and communicable diseases.  Responsible for maintaining records of actions taken, test results and results of patient and public interventions  Responsible for information gathering using electronic data, internet and e library |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Responsible for managing and prioritising own workload and meeting the needs of the Department.  Acknowledges own limitations and seeks advice from those with specific expertise (e.g. HPNS, CPHM, Consultant Epidemiologist Health Protection Scotland)  Demonstrates competency in applying relevant areas of public health knowledge in relation to the control of infection and communicable disease, through regular and systematic audit of public health work, monitoring effectiveness of interventions, meeting specified professional standardsand compliance with the requirements of NMC  Responsible for delegating Health Protection Nurse work as appropriate to the medical secretary  Sets objectives in collaboration with Health Protection Nurse specialist and undertakes CPD and annual appraisal ensuring Personal Development Plans are updated  Initiates and participates in research and audit at local level. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Exercises critical judgement and makes initial assessments on imperfect and incomplete information to implement control measures to minimise the spread of communicable diseases  Assesses specific communicable disease incidents in the community and exercises critical judgement to make the decision to visit appropriate locations and gather relevant data in the first instance  Assist in the assessment of complex information from patients, health care workers and other people to identify likely diagnosis/risk to the public health to implement immediate necessary action liaising where necessary with consultants, HPNS, GPs and other workers.  Assist in the assessment of complex information from GPs and nurses to advise on the appropriate use of immunisation for patients  Provides the relevant advice to implement the appropriate control measures to minimise the impact of specific outbreaks of infection in the community to both NHS and Non NHS agencies and members of the public  Co-operates with other departments/agencies (e.g. Fife Council Environmental Services, Health Protection Scotland) where appropriate and provides the relevant data to direct their activities in order to minimise the impact of outbreaks of infection in the community  Has an understanding of the relevance, role and scope of health protection including communicable disease control, environmental public health and public health aspects of emergency planning  Initiates appropriate and timely consultation and or referral when the problem exceeds the scope of practice  and or expertise of the HPN |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Responding to the day to day requests for information and support in a specialised and demanding field.  Balancing conflicting priorities in health protection when demands are constantly changing.  To motivate the public, NHS and non-healthcare personnel to appreciate the importance of the prevention and control of communicable diseases, infections and environmental hazards.  To identify and target priority groups within the community setting of Fife to provide satisfactory level of education, training and information within available resources.  To respond to demands for education, training and information from the wider community within Fife within available resources.  To reassure, inform and educate the public, NHS and non-healthcare personnel on the importance, safety and efficacy of immunisation and immunisation programmes.  Ensuring timely and effective TB contact tracing in Fife. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicates on a daily basis with a wide range of professionals in the NHS (e.g. HPNS’s, CPHMs Specialist registrars within the department, Health Protection Nurses in other NHS Boards, Consultant Microbiologist, Infectious Diseases Consultant, Control of Infection Doctor, Infection Control Nurses in Operational Divisions and Community within NHS Fife, Community Health Partnerships, Child Health, GPs, Pharmacists, Nurses) on health protection issues which may affect their client group, patients or have impact on their workload and comments on local and regional policies.  Communicates on a daily basis with professionals outside the NHS (e.g. Environmental Health Officers within Fife Council, Care Home Managers) on health protection issues which may affect the public, their client group, patients or have impact on their workload and comments on their policies and protocols  Communicates on a daily basis with the public collectively and on an individual basis giving information, direction and reassurance on health protection issues including Communicable disease, infection control and immunisation.  Provide and disseminate briefing material for health protection issues to the on call HPNS, CPHM/SpR at the end of each working day  Initiates appropriate and timely consultation and or referral when the problem exceeds the scope of  practice and or expertise of the HPN |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical skills:**  Primarily office-based with frequent visits across Fife and occasionally within Scotland.  **Physical skills – every day**  Keyboard on a daily basis  Driving on a daily basis  **Physical effort – 1-2 times per week**  The lifting and carrying of laptop computer to sites for meetings.  The lifting and carrying of clinic equipment to hospital sites– wheeled suitcase.  **Mental demands:**  Frequent high level of concentration required when carrying out an interview with a case of communicable disease which lasts 45 – 60 minutes  Frequent high level of concentration required when carrying out an interview or a series of interviews with a contact(s) of case of communicable disease which lasts 20 – 30 minutes each  Frequent high level of concentration required to prioritise workload, respond to immediate health protection issues  Experiences frequent interruptions and other demands on time when concentration is required to complete pieces of work on a daily basis  Has to prioritise daily the importance of outstanding telephone calls/enquiries and respond within a reasonable time period necessitating reorganisation of workload  Has to prioritise daily the importance of outstanding telephone calls/enquiries and respond within a reasonable time period which often requires giving information and advice outwith the office base  Initiates appropriate and timely consultation and or referral when the problem exceeds the scope of  practice and or expertise of the HPN.  Regularly reviewing literature to keep evidence-base and best practice current.  Frequent, sensitive communication with non-NHS staff and the public on diagnoses, treatment and prevention requirements.  **Emotional Demands:**  Unpredictable daily workload.  Daily ongoing risk assessment to identify priorities which require constant re-organisation of workload throughout the day.  Frequent handling of sensitive information which has to be treated as strictly confidential or has to remain embargoed until the date of official release (e.g. patient specific information in “look back exercises”)  Communicating face to face and on the telephone with ill and anxious cases of communicable diseases to ascertain exposure history and identify contacts  Communicating face to face and on the telephone with distressed relatives/next of kin when seeking information about a case of communicable disease who may be to young or too ill to communicate or may have died suddenly  Communicating face to face and on the telephone with anxious and frightened contacts of a case of communicable disease and advising them of the recommended prophylaxis  Communicating with other healthcare professionals, GPs and nurses when their patients have possible, probable or confirmed communicable disease  Deals with frequent interruptions (e.g. telephone, priority electronic communications, person to person discussions) and needs to immediately change direction from one activity to another on different subjects in response to specific requests for information on health protection and with no prior warning (e.g. from one topic of communicable disease to another, to infection control issues, investigation of an outbreak and immunisation queries) daily  Needs to be non judgemental and have empathy with others  **Working Conditions:**  The Public Health Department operates 7 day working, therefore weekend working will be required  Occasional exposure to areas where there is a risk of transmission of infection (e.g. investigating viral outbreaks in care homes therefore potential risk of infectious body fluids)  Occasional exposure to cases of communicable disease (e.g. interviewing cases with infectious respiratory disease i.e. meningococcal disease)  Occasional visitation to patients in Infectious Diseases wards or patients in isolation (e.g. interviewing cases of E coli O157 infection)  Occasional verbal aggression on the phone  Occasional verbal aggression in person  Driving in poor weather conditions |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Training**  The post-holder will be a first level nurse currently registered with the Nursing and Midwifery Council and will conduct themselves in accordance with the NMC Code of Conduct.  Recognised Community Nursing Qualification (e.g. Diploma/degree in Health Visiting/Public Health Nursing) or other health-related qualification (e.g. Infection Control).  Evidence of post registration development demonstrating a ‘Higher level of practice’ (e.g. actively engages in continuous professional development and maintains a suitable record of this redevelopment)  Provides evidence of an active interest in communicable disease or infection control or currently be working towards this.  As this is a developing role the post-holder should be willing to undergo further training to advance skills and knowledge in this field e.g. practical skill and theoretical knowledge associated with intradermal injections and the interpretation of the Mantoux test and training on requesting x-rays for non-medically qualified professionals when available.  **Knowledge**  Understanding of infection control issues  Knowledge of current communicable disease issues  Knowledge of immunology and vaccines  Knowledge of research and audit methods  Word processing, data analysis and computing skills  Excellent verbal, writing and presentation skills and an assertive communicator  Analytical skills and knowledge of health information and information technology  Specialist theoretical knowledge around the management and control of Tuberculosis  **Experience**  Minimum of 3 years post qualifying experience ideally to include Community Nursing experience working with individuals, families and groups within their own environment, to understand issues which may influence advice and guidance provided to them and skills to negotiate with fellow professionals within the NHS e.g. General Practitioners and out with e.g. Teachers.  A professional clinical practice record which matches the expectations of skills and experience necessary to function as a Health Protection Nurse  Ability to work autonomously and as part of a team.  Experience of team and interagency and multi-professional working  Experience in audit  Working under pressure and able to react quickly in emergencies. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |