# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Infection Prevention & Control Nurse**

**Responsible to: Lead Nurse**

**Department(s): Infection Prevention and Control**

**Job Reference: G-ICN-B6**

**2. JOB PURPOSE**

As part of the Infection Prevention & Control Team (IPCT) and wider multi- disciplinary teams actively pursue the prevention, surveillance and control of communicable diseases and Healthcare Associated Infection (HAI);

Work closely with IPCT colleagues to develop strategies to provide staff with consistent advice on matters relating to infection control and identify areas of risk and develop strategies for risk reduction;

Establish a close working relationship with all healthcare staff, patients and members of the public and provide them with specialist advice and education on all aspects of infection control;

Work in collaboration with the Infection Control Doctor and the wider IPCT in performing a systematic collection and analysis of data and make recommendations for change where appropriate;

Be involved in the implementation of infection control policies, procedures and guidelines throughout NHS Forth Valley.

**3. DIMENSIONS**

**4. KEY DUTIES**

**Responsibilities**

* **Patient Client Care**

**There is a responsibility to:**

Participate in the provision of NHS-wide service for the prevention and control of communicable diseases and infection;

Participate in the investigation and control and management of outbreaks of HAI with particular reference to their source and mode of spread.

Collaborate with Health Protection/Public Health on the management of outbreaks or incidents;

Advise on the need for isolation, exclusion or other appropriate actions to prevent or attempt to control infection;

Work with the staff in the relevant area to progress actions to progress through Infection Prevention Society Competencies;

Liaise with the appropriate staff on the discharge and follow-up of patients/clients with an infectious disease or organism;

Advise on the purchase and/or decontamination of equipment as appropriate to the situation;

Advise on clinical risk assessments and assist in the formulation and initiation of appropriate actions to minimise the risk of infection;

Responsible for making decisions and clinical judgements in relation to patient care management;

Provide advice and guidance in line with evidence-based knowledge, best-practice, and departmental policies and protocols,

Make initial assessments of events and exercise critical judgements when providing specialist advice or initiating any actions required;

Assist with the integration of new clinical practices by working with teams to use learning from previous incidents;

Monitor the impact of the integration of new practices;

* **Policy and Service**

**There is a responsibility to:**

Regularly evaluate, with other members of the IPCT, infection prevention and control measures in specific situations, with a view to constant improvement and reduction of risks;

Work collaboratively within team to meet the needs of the department;

Participate in the formulation, implementation and monitoring of policies and procedures, giving advice and support as required;

Serve as a member of committees related to infection prevention and control as required;

Compiling updates and outbreak reports for the designated area of responsibility;

Contribute to the production of the Annual Infection Prevention and Control Programme and Report;

Participate in the development, application and monitoring of local, regional and national standards for infection prevention and control practice and ensure they are being achieved and complied with in the designated area of responsibility.

Participate in the implementation of NHS Forth Valley’s Annual Programme for Infection Prevention and Control, ensuring compliance with relevant Quality Improvement Strategy supporting positive patient experience and safety;

* **Finance and Physical Assets**

**There is a responsibility to:**

Accountable for decisions relating to the management of physical, human and financial resources in the designated area of responsibility.

* **Staff Management/Supervision, Human Resources, Leadership and/or Training**

**There is a responsibility to:**

Participate in the development and delivery of education and training programmes related to infection prevention and control for all staff in formal settings and in-patient care areas;

Contribute to the development of e-learning packages as delegated.

* **Information Resources**

**There is a responsibility to:**

Assist in the investigation of adverse incidents, complaints and Freedom of Information Requests;

Collect and collate microbiology and virology data, acting upon the data by notifying relevant staff of critical results within agreed framework for dealing with “alert” organisms;

Review critical incidents and produce written reports that include recommendations where necessary;

Produce written reports on various infection prevention and control issues as appropriate;

Using IT skills input, retrieve, analyse and report on data to produce summary data to be included in quarterly and annual reports that will go to relevant committees;

Access essential patient data contained in the Laboratory Results Database and other clinical information systems;

Produce and present reports, spreadsheets and presentations to relevant groups as required;

Develop evaluation forms for product trials;

* **Research and Development**

**There is a responsibility to:**

Evaluate infection prevention and control practice and guidelines through a structured audit programme;

Report audit results to the relevant local management and relevant groups;

Implementation of audit programmes for improvement of patient care and the reduction of infection rates;

Identify risk presented by individuals, equipment and the environment and, when necessary, audit and advise accordingly;

Input information into electronic systems recording all audit data collected. Manipulate and analyse the information and produce individual audit reports for operational staff and managers as well as summary reports for relevant groups;

Contribute to the wider research agenda through initiating or supporting research activity.

**Skills**

* **Physical**

**There is a requirement to:**

The equipment operated routinely by the post holder include:

PC – Desktop and keyboard, Laptop, Printer, PowerPoint projector and Digital camera

The digital camera is used for environmental audits and also to identify concerns or inappropriate practice and teaching/ investigation purposes.

* **Communication**

**There is a requirement to:**

Responsible for the day-to-day provision of specialist infection control advice and guidance for individuals, groups and departments within the designated area of responsibility;

Collaborate with external agencies to provide advice and guidance where appropriate i.e. Prisons, other agencies, councils, JLES, voluntary organisations;

Communicate effectively with patients, their relatives and relevant others to impart information and support, which may be of a sensitive and emotive nature providing empathy and support;

Assist in the education, advice and information given to patients/relatives about infection prevention and control and related issues, producing written information as required;

Act as resource on NHS Forth Valley’s and refurbishment building projects;

Ensure that confidentiality is maintained at all times and that data protection requirements are adhered to;.

Motivate and influence staff, managers, patients, carers about the importance of prevention and control of communicable diseases and infection in the area of responsibility.

* **Analytical**

**There is a requirement to:**

Explain appropriate laboratory reports relevant to control of infection to clinical staff;

Input information into electronic systems recording all audit data collected. Manipulate and analyse the information and produce individual audit reports for operational staff and managers as well as summary reports for relevant groups;

Review critical incidents and produce written reports that include recommendations where necessary;

Produce written reports on various infection prevention and control issues as appropriate;

Using IT skills input, retrieve, analyse and report on data to produce summary data to be included in quarterly and annual reports that will go to relevant committees;

* **Planning and Organising**

**There is a requirement to:**

Organise workload to ensure that deadlines are met;

Assist in the investigation of adverse incidents, complaints and Freedom of Information Requests that need to be completed in a timely manner to assist with meeting legislative requirements.

**Effort and Environment**

* **Physical**

**There is a requirement to:**

Office base with frequent, daily, visits to wards and departments across Forth Valley.

Lifting and carrying of projectors and laptop computer to sites where presentations are given - about 4 kilos

Lifting and carrying teaching resources e.g. hand washing ‘Glow-box’ to sites where presentations are given – approximately 3 kilos

* **Mental**

**There is a requirement to:**

Frequent interruptions from telephone calls asking for advice and guidance and colleagues in the general course of work;

Concentration is required when requests for information/advice are made;

Concentrated efforts are 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 deal with difficult situations and incidents involving direct liaison with individuals, groups and departments within the designated area of responsibility;

Effectively manage and prioritise competing demands within an unpredictable environment;

Balance the demands of all stakeholders and other agencies to ensure safe, effective, efficient, person-centred, timely and equitable advice and guidance are provided;

Challenging behaviour in clinical settings around compliance with infection control policy and hand hygiene.

* **Emotional**

**There is a requirement to:**

Unpredictable workload – daily

Daily ongoing risk assessment to identify priorities which requires constant re-organisation of workload throughout the day

On occasion may be required to convey sensitive information to individuals in a supportive manner

Advise individuals, groups and departments about the prevention and control of communicable diseases/ infection that may not always be well received.

* **Working Conditions**

Working with a VDU on a daily basis

Be aware of the safety issues of working alone and follow NHS Forth Valley’s lone workers policy.

**There is:**

**5. FREEDOM TO ACT WITHIN THE JOB**

Responsible to the Lead Nurse, Infection, Prevention and Control in respect of guidance and professional management. Work will be reviewed regularly and a Personal Development Planning and Review will take place annually.

Work independently making autonomous clinical decisions with the use of expertise and professional judgement recognising situations which may require consultation and management at a more senior level.

Deal with some quite difficult situations when advising staff and managers about a requirement to change practices that may not be welcomed;

To ensure that all decisions and actions are based on sound risk management principles.

Adhere to NHS Forth Valley’s policy on confidentiality as well as National Data Protection Guidelines.

Use a range of resources to improve academic knowledge and professional development;

Be a role model for the wider team by creating a positive research culture within the workplace;

Deputise for Infection Prevention and Control Lead Nurse as delegated

**6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

First level nursing or midwifery qualification with first degree or other qualification equivalent to level 9 of Scottish Credit and Qualifications Framework (SCQF);

Registration on the appropriate part of NMC Register practice;

Post registration experience in a variety of clinical areas, developing specialist clinical knowledge and skills specific to the clinical area to be able to work autonomously and make clinical decisions about a variety of different situations and conditions;

Completed further education in infection control by completing a relevant recognised academic course;

Ability to maintain professional and personal credibility across all staff groups demonstrating knowledge of current clinical policies and guidelines;

Ability to work effectively as part of a multi-professional / multi-agency team;

Personal motivation and enthusiasm for the development of nursing, patient care and the enhancement of the patients experience of care;

Computer and information literacy;

**7. DEPARTMENT ORGANISATION CHART**

