|  |  |
| --- | --- |
|  | |
| Job Title: | Infection Prevention and Control (IPC) Business Unit Lead |
| Reports to (job title): | Quality Lead |
| Line Manager to: | Quality Lead |
|  | |

## Job purpose

**HCRG Care Group** is seeking a highly skilled and dedicated **Band 7 Infection Prevention and Control Nurse** to join the Bath Swindon Wiltshire (BSW) business unit based in Swindon.

**This is a permanent part-time role working 30.0 hours per week, to cover Monday - Friday.**

Infection Prevention and Control arrangements will differ within HCRG Care Group business areas depending upon service provision and risk assessment; however, it should be noted that there is a baseline requirement for all IPC Leads to ensure legislative compliance with Health and Social Care Act Code of Practice compliance criteria (2015).

The BU Infection and Prevention Control Lead will act as an IPC specialist point of contact and IPC education for all colleagues within their BU, as well as supporting the local IPC Champions in each service.

The post-holder will ensure that a system of regular IPC governance arrangements have been implemented within their BU, and that local governance arrangements meet the necessary and relevant requirements of the Health and Social Care Act Code of Practice compliance criteria (2015).

IPC Leads will actively collaborate with HCRG Care Group IPC network including participation in the regular IPC sub-group as well as the IPC Sub-Committee regarding BU IPC assurances

Base

The role of the Infection Prevention and Control nurse will be based in Swindon (venue to be confirmed). However, there is an expectation they will need to travel to other sites within the Swindon area and on occasion to Bath and Wiltshire sites. There is also an opportunity to work from home occasionally and in collaboration with the line manager.

There may also be times when it is necessary to cover the IPC Leads from Wiltshire and Bath

The role is offered at 30 hours per week working across 5 days Monday-Friday.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

* To act as an advocate for all aspects of IPC and support the Clinical and Management team to demonstrate best practice.
* Have the authority to challenge inappropriate practice, if appropriate, including antimicrobial prescribing practice.
* Collating and monitoring Business Unit IPC assurances and ensuring these are regularly shared with the Business Unit Management team and local governance structure for oversight and discussion, as well as provided to the DIPC and Head of IPC towards HCRG Care Group IPC Annual Plan.
* Supporting the Business Unit Senior Management Team to ensure all services are performing to the highest standards of IPC, and compliant with the Health and Social Care Act 2008 Code of Practice (2015).
* Represent the Business Unit at the HCRG Care Group IPC Sub-Committee.
* Acting as an IPC specialist point of contact within the Business Unit for colleagues.
* Identifies and manages own professional development and training needs in relation to this specialist role.
* To deliver training and education related to IPC.
* Ensuring that every service within the Business Unit has a named IPC Champion, and that the local IPC Champions network meet regularly to update and discuss on relevant topics for IPC.
* Ensuring that all colleagues within the Business Unit are all kept informed of any changes to national and local IPC related policy, procedures and guidance.
* Monitoring all IPC incidents reported within the Business Unit and seeking assurance from service managers of a satisfactory outcome. Ensuring that lessons learned are also shared with colleagues and the senior management team.
* Supporting all services within the BU with the performance and completion of the annual IPC and Environmental Audit and ensuring that all identified actions are satisfactorily resolved in a timely manner.
* Work with senior managers to monitor standards of cleanliness across all sites, reporting compliance with cleaning schedules through local IPC governance.
* Support managers with local IPC audit and surveillance, including the hand hygiene audit.
* Perform IPC surveillance as relevant within the BU, including antimicrobial stewardship, reporting and acting on findings within BU governance structures and with the support of the SMT.
* Support areas in outbreak of infection situation and follow outbreak policy
* Support quality improvement projects within the BU

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

|  |  |  |
| --- | --- | --- |
| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

* First level Registered Nurse with current valid registration with the Nursing and Midwifery Council
* Nursing Degree or equivalent experience
* Post graduation qualification in IPC qualification or equivalent experience
* Significant experience in Infection prevention and control as a band 6 or relevant transferrable expereince in quality improvement initiatives
* Have an understanding and awareness of infection prevention and control issues within national and political context
* Experience of undertaking audits and writing reports
* Effective communication skills, able to communicate effectively and confidently across multi-disciplinary team
* Understanding of current IPC policies, guidance and national standards
* Teaching experience
* Ability to manage own workload and prioritise effectively
* Ability to self-motivate and motivate others.
* IT skills – Word, PowerPoint, Excel
* Participation in service development and change management.
* Fully Driving licence

Desirable

* Teaching qualification

**Other requirements**

* Can respond to unexpected change and adopt a flexible approach to working.
* Act as role model for IPC
* Able to adapt to change

|  |
| --- |
| Employee signature |
| Manager signature |