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| Job Title: | Senior Infection Prevention and Control Lead |
| Reports to (job title): | Head of Infection Prevention and Control |
| Line Manager to: | Head of Infection Prevention and Control |
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## Job purpose

HCRG Care Group is seeking a highly skilled and dedicated Band 7 Infection Prevention and Control Nurse to join the National Quality Team

This is a permanent part-time role of 0.5 wte to cover Monday - Friday.

To Support and assist the Head of Infection Prevention and Control and the Regional Directors and Business Unit leaders, and the organisations Infection Prevention & Control network in providing IPC across all services within the organisation.

To provide highly specialist knowledge and direct input into all aspects of Infection Prevention and Control (IPC) and decontamination across the organisation.

To be a strong patient advocate, ensuring that the care of patients reflects best clinical standards and that all patients are treated with dignity and respect.

To ensure that all colleagues are actively engaged in IPC and are aware of their roles and responsibilities regarding the prevention and control of infection.

Assist in the development and implementation of the organisational IPC Annual Plan, and organisation-wide IPC strategy.

Provide effective visible leadership across the organisation, providing expert IPC advice to clinical and non-clinical areas in relation to all IPC and decontamination issues, ensuring a fully integrated approach to IPC is in place within the organisation, including risk management, surveillance and audit.

To support and assist with innovate practice in IPC, across the business and through local networks.

To support the Head of IPC to ensure that appropriate processes are in place to provide assurance to the DIPC and the National Leadership Team (NLT) around the management of IPC, including IPC assurance reports to the Infection Prevention and Control Sub- Committee, IPC Forum and other operational and strategic groups as required, compliant with the Health and Social Care Act.

## Base

Base will be determined on location following appointment. The role is predominately worked remotely with the expectation of travel to sites across the organisation as required.

## This post is responsible for

The post holder will assist and support the Head of IPC to ensure that consistent standards of clinical infection prevention and control practices are maintained across all services. 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 promote high standards of IPC throughout the organisation utilising a range of communication skills to ensure the infection prevention and control strategy is communicated to all members of the healthcare team.
* Act at all times as a role model and maintaining high visibility via IPC Lead network, the intranet and in person across the organisation.
* Using highly expert knowledge of epidemiology and clinical practice to investigate and support the inquiry of outbreaks of infection, with specialist reference to source and the mode of transmission.
* To provide highly expert subject matter advice and support to colleagues to ensure provision of the highest standards of care, in line with the IPC policies and guidelines, and the national legislation of the Health and Social care Act.
* To identify potential risks of infection and initiate and lead on action to be taken to control the spread of infection in partnership with key internal stakeholders.
* Use expert knowledge to investigate infection prevention and control related critical incidents, using analysis post infection review processes (PIR) and The Patient Safety Incident Response Framework (PSIRF) ensuring any necessary change in practice, procedure or knowledge is established, and learnings are shared locally and across the IPC Lead network.
* To ensure mechanism for reporting IPC critical incidents is robust and maintained to provide feedback on incident learning.
* Ensure the substance of IPC related complaints (from patients, public or colleagues) is addressed, ensuring improvement in IPC practice and in accordance with clinical governance.
* In partnership with the Head of IPC initiate and lead on the development and monitoring of the Organisational IPC Annual Plan, ensuring input and agreement from all relevant committees and reporting on progress.
* Ensure compliance with evidence-based practice in relation to IPC, e.g. hand hygiene, appropriate use of Personal Protective Equipment, social distancing.
* Assist and support on the development and monitoring of IPC surveillance to include mandatory healthcare-associated infection reporting, monitoring trends in antimicrobial resistance, and “alert” organism/ condition surveillance, ensuring data is fed back to clinicians and the IPC Leads network, and is positively addressed for improvement as necessary in clinical practice.
* Assist in the Identifying and development of audit tools to measure compliance with policies and guidelines, to include collation and reporting of results to clinical areas to ensure practice and service improvement.
* Assist and contribute to the development of written, evidence-based and referenced IPC policies and guidelines. Ensure the implementation and monitoring of practices is undertaken through the annual audit programme in order to improve patient care and promote clinical effectiveness.
* Provide expert knowledge and advice to support Estates/FM and Hotel Services colleagues to ensure clinical environments enable the reduction of infection risk.
* Provide expert knowledge and experience of the processes of cleaning, disinfection and sterilisation of patient equipment.
* Use expert knowledge and experience to advise on the taking of relevant specimens from patients and the environment, and in the interpretation of the results for healthcare colleagues and patients.
* Provide expert clinical infection, prevention and control advice to colleagues, patients and carers regarding the care and management of patients, with freedom to act in initiating and altering clinical care, e.g. treatment, isolation, transfer, specimen collection.
* Work closely with the Health and Safety Team, as well as People Team and Quality colleagues, regarding employee health and wellbeing, e.g. PPE/sharps injuries.
* Contribute specialist knowledge towards the development and delivery of IPC specialist training and education programmes to clinical and non-clinical colleagues groups alongside The Learning Enterprise
* To liaise with IPC Leads in each BU in order to assess and evaluate patient care in relation to practices in the control and prevention of infection.
* Collaborate with the multidisciplinary teams when managing complex infection cases.
* To develop and maintain effective systems of communication to promote compliance with IPC including liaison with the IPC Leads network, clinical teams and managers and the SLT.
* Pursue continuous education, maintaining expert knowledge, in line with the needs of the organisation and current legislation from NMC and maintain up-to-date knowledge in legislation/guidelines in other areas related to IPC.
* To obtain up to date information on IPC by attending relevant courses and conferences, and by regular appraisal of research papers.
* Maintain own training records to ensure up to date with statutory and mandatory training.
* To be a member of appropriate networks attending meetings and conferences on matters relating to IPC and feeding back information appropriately.
* Maintain a personal professional profile.
* To critically reflect on own performance.

## Physical Skills

* Physical skills required to do the job e.g. hand-eye co-ordination, sensory skills, dexterity, requirements for speed and accuracy (keyboard)
* Intermittent daily work at a visual display unit
* Willingness and ability to travel nationally.
* Willingness to work flexible hours when required.
* High levels of concentration with potential for frequent interruption
* Flexibility in a constantly changing environment where the post holder is expected to remain empathic, caring and responsive to the needs of the patient and colleagues

## 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.

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| **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://protect.checkpoint.com/v2/___https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf___.bXQtcHJvZC1jcC1ldXcyLTE6aGNyZ2NhcmVncm91cDpjOm86YzI0MTRiZmYzMGNkMTJjZDk0MmI4ZDlhZDM5YmI3YmM6Njo3YTkyOjgyNTM3MzUyYzk0ZGViOTBjYjYwYWNhNTJlZjZjYWFhNzU0ZjQzN2E2MzBiNmNkMWRhMjZmYTlmN2JkMGNmNjE6cDpUOk4) , [NHS Constitution](https://protect.checkpoint.com/v2/___http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx___.bXQtcHJvZC1jcC1ldXcyLTE6aGNyZ2NhcmVncm91cDpjOm86YzI0MTRiZmYzMGNkMTJjZDk0MmI4ZDlhZDM5YmI3YmM6NjplYWY0Ojg4NmM4Y2I5NzU5YmZiN2I0OGE0OTJjNmIyODRmMmIzZjhjOWZhMTI5YjUyOTM4MzBmZWM2YjU0N2ZhM2RlY2Q6cDpUOk4) and [HSCIC Code of Practice on Confidential Information](https://protect.checkpoint.com/v2/___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___.bXQtcHJvZC1jcC1ldXcyLTE6aGNyZ2NhcmVncm91cDpjOm86YzI0MTRiZmYzMGNkMTJjZDk0MmI4ZDlhZDM5YmI3YmM6NjphMjk3OjhhNzg4ZTZjYzQxYjFlMDQwNzEzNzk5ZjQ1MmM1NmM2YjRkZDljNDc0OGQyZGVhZmU3ZWI4OGJmZmE4YjQ1NTc6cDpUOk4) 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 6/7 and relevant transferrable experience 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

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| Employee signature |
| Manager signature |