THE PORTLAND HOSPITAL

JOB PROFILE

JOB TITLE: INFECTION CONTROL NURSE
            HEALTH & SAFETY OFFICER

DEPARTMENT: CLINICAL GOVERNANCE

REPORTS TO: CHIEF NURSING OFFICER

MAIN PURPOSE OF THIS POST

- To lead the clinical nursing team for the monitoring, surveillance and investigation of infections and for advising on preventative and control measures relating directly or indirectly to patient care.

- To provide advice, education and support in all matters relating to infection control and health and safety.

- To be the autonomous leader for infection control and health and safety.

- To lead in programmes /projects relating to infection control and health and safety.
PRINCIPAL DUTIES:

INFECTION CONTROL

Clinical

Provides expert advice on all aspects of the prevention and control of infection, that is in line with HCA policy and are evidence based.

To establish, maintain and recommend when there are new developments within the speciality, an effective and efficient system for the prevention, surveillance, investigation and control of infections in hospital.

Apply specialist knowledge of microbiology, virology and epidemiology to promote health, in the Portland Hospital, which includes:

- Evaluate the clinical significance of microbiological data and the implications for infection control practice.
- Interpret the relevance of laboratory reports to clinical staff as required.
- Correlate information from laboratories and clinical areas regarding the incidence and pathogenicity of infection.
- On a daily basis assess ward based patients with an alert organism. Advising on the implementation of isolation.
- Give advice in times of need such as outbreak management or complex infection control problems
- Undertake investigations following outbreaks of infection and advising on the preventative measures including further investigations as appropriate and provide a written report.
- Advise and support departmental managers and senior nurses in the implementation of agreed infection control policies in their specific areas.
- Facilitate methods/practices to achieve and maintain the highest standards of practice relating to the prevention and control of infection.
- Review and monitor clinical data in order to review infection rates in clinical areas.

Act as a specialist resource, informing clinical staff of alert organisms and clinical issues relating to their area of practice.

- Maintain a high clinical profile, having advisory and clinical input into patient care, wherever relevant, whilst maintaining the application of Infection Control principles.
- Develop and maintain effective networks within own clinical liaison areas.
- Communicate information regarding sensitive and complex infection control issues to patients, their carers and service users.
- Provides specialist advice and support to clinicians responsible for the delivery of programmes of care.
- Represents the Infection Control Team at various groups to provide expert infection control knowledge.
Act as a role model utilising specialist knowledge and skills in practice, to other professionals and groups.

- Facilitate clinical decision making.
- Continually act as a professional clinical lead providing a strong professional role model for others to emulate.
- Direct evidence based advice, guidance and information to staff regarding infection in management of patients, staff and the environment.
- At all times exhibiting high standards of professional dress and behaviour

Promote the provision of a safe environment for well being of staff and patients

- Advise clinical and housekeeping staff to enable them to distinguish levels of risk presented by equipment and environment and select appropriate method of decontamination.
- Undertaking of environmental monitoring where appropriate.
- Monitor standards of cleanliness and hygiene by establishing and maintaining effective communication with nursing, housekeeping and catering staff, to ensure the provision of a safe environment.

Management of the specialist service

- Develop and maintain close working relationships with medical, administrative and support service colleagues.
- Act as a clinical specialist providing representation on committees and working parties as required.
- Develop written and verbal reports to be presented to the Infection Control Committee, Integrated Governance Committee and other committees as required.
- Undertake audits (utilising tools from ICNA) relating to infection control activities and in conjunction with heads of department devise action plans ensuring closure of loops.
- Ensuring compliance with statutory requirements and standards and accreditation programmes in relation to Infection Prevention and Control requirements.
- Produce an annual report on the activities of the Infection Control Service
- Act as a clinical supervisor to infection control link nurses.
- Keep professionally up-to-date and attend study days, courses and conferences relating to Infection Control.
- Undertake reviews/evaluations of new products, materials and equipment which may enhance the Infection Control service, improving patient outcomes.
- Advise on the practicality of cleaning, disinfection and sterilisation in relation to the purchasing of new equipment.
- Advise senior staff on Infection Control problems in their relevant departments relating to cross-infection, clinical practice and environmental issues.
- Work with other infection control nurses within the HCA group to provide specialist cover across the sites.
- Serve as an integral member of specialist groups in an advisory capacity and as co-opted.
- Use highly developed professional judgement skills to actively challenge traditional practice ensuring that current practice is evidence based and direct others to do the same.
- Respond promptly at times of crisis/near miss/clinical incident to ensure that staffs are fully supported throughout the immediate and post event period.
- Apply problem solving approaches, guidance and support to clinical staff regarding infection control issues.
Health And Safety Duties

- To chair and manage The Portland Hospitals Health & Safety Committee and attend other local and corporate meetings
- To lead and drive forward the overall Health & Safety programme
- To develop and update all local Health & Safety policies and procedures and to provide source material on Health & Safety
- To advise managers on Risk Assessment and Health & Safety issues and proactively recognise safety issues and bring to the attention of the CNO
- To be lead in the implementation and development of the COSHH database
- To keep up-to-date with developments in Health & Safety to ensure local practices are in line with the latest guidelines
- To monitor and review Health & Safety activity and prepare routine report for the management team

Education

Plan and participate in education programmes which incorporate policies and guidance applicable to the wide ranging staff groups who require infection control education.

- Identify service educational needs of all grades of staff and support the programme of induction for new staff.
- Ensuring the continued educational roles of the Infection Control Link Nurses is met.

Utilise appropriate strategies and opportunities to impart specialist knowledge to staff, patients and their families.

- Coordinate the development and maintenance of the planning, delivery and evaluation of the in-house education and training programme for all disciplines of staff.
- Participate in education programmes for all staff groups throughout HCA.
- Provide professional advice to all staff when required within and occasionally outside of area of responsibility
- Using highly developed and varied management skills actively challenge and direct own and others traditional practice, to improve service delivery, patient care and communication
- Be proactive within area of responsibility in resolving issues that may give rise to dissatisfaction from patients and their carers

Leadership and Management & Effective Communication

Promote a high level of professionalism amongst all staff groups acting as a visible role model in all infection control and other nursing activities. You are accessible to all staff groups, patients and their relatives.

- Exercise leadership by personal example, fostering good interpersonal relationships.
- Contribute to monitoring Performance Indicators both nationally and locally.
- Exhibit advanced verbal and written communication.
- Contribute to the annual service objectives/plan that identifies the priorities for that period.
- Take action to ensure these objectives are met in a timely fashion.

**Personal and Professional Development**

Maintain responsibility for own professional and specialist development.

- Pursue an ongoing programme of professional education/development relevant to the specialty of infection control nursing.
- Use reflection to identify and prioritise education/development needs.
- Attend meetings and conferences as appropriate relating to the specialty.
- Be responsible for ensuring current practice is evidence based and continually updated
- Expand one's own knowledge, both of Infection Control and the disciplines on which it impinges, by attending courses where appropriate, reading relevant journals and maintaining a network of contact with other Infection Control workers.
- Establish internal and external professional links within infection control and wider related topics area of expertise
- The post holder is expected to be fully conversant with the NMC Code of Professional Conduct and associated national guidelines and abide by their guidance.
- Undertake relevant mandatory and appropriate training, maintaining relevant clinical skills in order to maintain clinical competence
- Maintain professional contemporaneous records at all times.
- Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives.

**Policy Development**

In conjunction with the Infection Control Services, contribute to the formulation and review of infection control policies utilising evidence based practice and national guidance.

**Research and Development**

- Ensure clinical policies and practice developments are based on best available evidence.
- Review and disseminate new information to relevant staff.
- Evaluate clinical practice in relation to its evidence base and clinical effectiveness
- Ensure specialist/expert knowledge and experience is disseminated.
In order to perform this role to experienced worker standard the post holder will need the following qualifications, experience, skills and knowledge:

**KNOWLEDGE AND UNDERSTANDING**
- Registered Nurse level 1
- ENB 329 or equivalent (or willingness to acquire)
- ENB 998 or equivalent
- NEBOSH Certificate or Diploma (or equivalent Health & Safety qualification) or a willingness to work towards this
- Knowledge of hospital policies and procedures
- Training in risk assessment techniques
- Knowledge of present legislation regarding Health & Safety and accreditation processes

**PROBLEM SOLVING ABILITY**
- Recognition of clinical problems and take appropriate action
- Deal with enquiries/issues/complaints regarding infection control
- Act decisively in an emergency/urgent situation
- Investigate infectious outbreaks and take necessary action to contain or eliminate

**SPHERE OF INFLUENCE**
- Consultants, staff, managers, and patients,
- Fire Officer / Operations Manager
- Advise on departmental design, equipment purchase
- To liaise with other hospitals in group and external advisor (Quadriga)
- Liaison with public health bodies
- To be efficient and professional in representing the organisation

**RISK AND RESPONSIBILITY**
- Minimise risk from infection for staff and patients
- Promote good practices
- Provide specialist advice
- To take responsibility for own practice, in accordance with NMC and hospital guidelines/protocols
- Develop best practice, policy and procedure using up to date knowledge of infection control and monitor their effectiveness
- Risk assessment and management
- Maintain confidentiality
- To maintain accurate records
- Record and report notifiable incidences

**SKILLS AND EFFORT**
- Excellent verbal and non verbal communication skills
- Attention to detail
- Able to work autonomously both alone and as part of a team
- Self motivated
- Ability to work under pressure
- Evidence of updating clinical skills/knowledge
- Customer care skills
WORKING CONDITIONS

General hazards associated with clinical environment

ORGANISATION CHART

CHIEF NURSING OFFICER

Head of Gynaecology & Clinical Services

Other HCA ICNs --- INFECTION CONTROL NURSE --- Clinical Governance
HEALTH & SAFETY OFFICER --- Operations Manager