

# ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE

## JOB DESCRIPTION

<b>Job Title:</b>	Infection Prevention & Control Specialist Nurse
<b>Location:</b>	DHSC, Noble's Hospital – Patient Safety & Quality Division
<b>Accountable to:</b>	Lead Nurse - Infection Prevention & Control
<b>Reports to:</b>	Lead Nurse - Infection Prevention & Control
<b>Pay Band:</b>	7
<b>Job Evaluation Reference No:</b>	0781v5/JE/10
<b>Organisation Chart: (attached)</b>	<pre> graph TD     CN[Chief Nurse] -.-&gt; LNIC[Lead Nurse, Infection Prevention &amp; Control &amp; Deputy DIPC]     MD[Medical Director] -.-&gt; DIPC[Director of Infection Prevention &amp; Control (DIPC)]     DCS[Director of Community Services] -.-&gt; LNIC     ACN[Associate Chief Nurse (Acute)] -.-&gt; LNIC     DIPC -.-&gt; LNIC     LNIC -.-&gt; SNIC[Specialist Nurse Infection Prevention &amp; Control (Community)]     LNIC -.-&gt; SNIC_A[Specialist Nurse Infection Prevention &amp; Control (Acute) - THIS POST]     SNIC -.-&gt; LP[Link Practitioners]     SNIC_A -.-&gt; LP     </pre>

## **JOB PURPOSE**

Provides expert knowledge and advice to healthcare professionals in the assessment, diagnosis, implementation and evaluation of treatment programmes and patient management, in the field of infection prevention and control.

The post holder leads the Infection Prevention & Control link Practitioner programme providing education, training and clinical supervision.

Provides highly specialised Infection Prevention & Control advice, audit, teaching to the multidisciplinary team.

## **KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB**

- Registered Nurse on Nursing and Midwifery Council [NMC]
- First level degree in healthcare related subject.
- Master's degree in subject related to health or willing to undertake, or equivalent knowledge gained through experience and appropriate specialist training.
- 5 years accumulative post registration experience, including 2 years experience as an infection prevention and control nurse.
- Good communication and interpersonal skills.
- Effective report writing skills
- Evidence of extended clinical practice e.g. Infection Prevention & Control Link Practitioner
- Teaching and assessing qualification City & Guilds 730/7 or equivalent.
- Recognised Integrated Leadership and Management Programme or willing to undertake.
- Ability to work independently and across disciplines as a member of a multidisciplinary team.
- Effective organisation and time management skills and able to work to deadlines
- Demonstrates knowledge of current research and literature within the speciality of infection prevention and control.
- In collaboration with the Lead Nurse, identifies own development needs in relation the role.
- Effective IT skills including use of Word, Excel and an interest in using Infection Prevention & Control surveillance software.
- Research and audit training and experience.

## **MAIN DUTIES & RESPONSIBILITIES**

- Deputises for the Lead Nurse, Infection Prevention and Control during periods of absence, providing expert advice and making decisions in conjunction with the Director of Infection Prevention and Control (DIPC) e.g. outbreak management and ward closures.
- Takes the lead role in the provision of the Infection Prevention & Control Link Practitioner programme.
- Is responsible for monitoring decontamination practices and interpret national guidance to inform policy.
- Contributes specialist knowledge and acts as a resource in the diagnosis, treatment and care of people with

infections to healthcare professionals.

- Undertakes Island-wide duties within DH setting and the private sectors e.g. care homes, dental surgeries, health centres, including outbreak control, audit, education, provision of specialist advice etc.
- Maintains high visibility on the wards within the hospital e.g. Visits wards once a week.
- Identifies potential outbreaks of infection within the hospital and ensures that existing policies are executed.
- Undertakes teaching as a major part of job responsibility delivering mandatory core training to all grades and disciplines of staff. In addition, delivers specialist training for cascade training e.g. Personal Protective Equipment and Face Fit Testing.
  - In conjunction with the Lead Nurse develops, implements and evaluates infection prevention and control audit.
  - Collates audit data from the Infection Prevention & Control Link Practitioners, identifies areas of improvement, and provides advice for action under the supervision of the Lead Nurse.
  - Responsible for keeping a database of alert organisms, and reporting trends of healthcare-acquired infection to the Infection Prevention & Control Team.

### **CLINICAL**

- Advises on the delivery of individual or group patient-centred specialist care to include assessing, planning, implementing, and evaluating infection prevention and control programmes on a daily basis (e.g. Daily communication to ward staff regarding each patient or care group who has potential and/or infection).
- Develops and implements specialist care packages for the management of patients with alert organism infections, e.g. care pathways, care bundles and care plans.
- Provides direct support, education and advice to people with infections and their families, ensuring care provided follows agreed guidelines.
- Interprets results within the assessment and diagnosis of patients with an infection and other patient conditions, providing advice on the appropriate course of action.
- Provides specialist information and advice within agreed local and national policies, protocols and guidelines.
- Acts as a professional role model by ensuring that own and other staff within the hospital's practice is in the best interests of the patient group.

### **PROFESSIONAL**

- Takes responsibility for personal development and education as identified through IPR process, or in response to change in service needs.
- Maintains Nursing & Midwifery Council registration
- Maintains professional portfolio in accordance with the CPD requirements as defined by the NMC.
- Develops professional networks to ensure the exchange of knowledge and ideas, locally, nationally and internationally.
- Acts as a role model and develops effective leadership skills.
- Contributes to developments and policy formation within the specialist area.

- Maintains and increases level of specialist knowledge and competence through continual professional development.
- Works within the NMC Code.

### **PLANNING & ORGANISATIONAL SKILLS**

- Plans and implements training programmes for Infection Prevention & Control Link Practitioners and multidisciplinary teams.
- Plans the delivery of specialist care and the management of infection, implementing contingency plans when policy cannot be immediately implemented e.g. lack isolation facilities, staff shortages, bed shortages.
- Plans and organises own work load, and takes personal responsibility for prioritising/changing work schedule against the needs of patients and service requirements, accommodating sudden service changes such as an outbreak of infection
- Organises supplies and maintenance of specialist equipment and supporting education materials.
- Contributes, in collaboration with the Lead Nurse in the development and dissemination of the infection prevention and control annual report e.g. surveillance data, audit results.
- Assists with the organisation of the annual infection prevention and control conference, which involves keeping records of delegates, disseminating application forms and letters of confirmation. Putting delegates packs together, organising helpers and assisting with proceedings during the conference.
- Participates, contributes and takes the lead when required towards infection prevention and control activities e.g. Thumbs Up for Clean Hands Campaign.

### **TRAINING, EDUCATION & RESEARCH**

- Takes the lead for Infection Prevention & Control Link Practitioner programme providing education, training and clinical supervision.
- Develops, implements and evaluates training packages for Infection Prevention & Control Link Practitioners.
- Undertakes teaching as a major part of job responsibility (10% WTE) delivering mandatory core training to all grades and disciplines of staff. (Group size, approx 10-20).
- Delivers specialist training for cascade training, and leads the delivery of Face Fit Testing.
- Undertakes appropriate training as identified through personal development plans, this may include off Island courses and conferences.
- Completes the ICNA Core Competency Framework.
- Regularly undertakes and develops research within specialist field e.g. surveillance of alert organisms & conditions.
- Develop, undertakes and leads infection prevention and control audits (at least monthly) for use throughout the organisation.

### **COMMUNICATION**

- Provides specialised advice to effectively communicate with a wide range of people in a manner consistent with their level of understanding, culture and background to explore complex issues and to make complex decisions.
- To be empathetic and reassuring when communicating highly sensitive condition related information

and advice to patients, carers and relatives.

- Delivers education and training to groups of up to 20 people using different methods of teaching including Power Point presentations, competency based teaching, group discussion, practical demonstrations.
- Delivers education and training relating to complex infection prevention and control information in a manner appropriate with the level of understanding of the individual/group.
- Provides and receives information verbally, in writing or electronically, to inform all clients, work colleagues, and the public within existing policies, procedures, and protocols.
- Ensures that the annual audit programme deadlines are met by liaising with Infection Prevention & Control Link Practitioners and Ward Managers.
- Liaises with the Clinical Audit Team (CAT), for the production of infection prevention and control audit.
- Motivates and encourages patients who may have barriers to understanding and communication to undertake and comply with specialist interventions e.g. Isolation
- Reports audit findings to the Lead Nurse Infection Prevention and Control.
- Gives unwelcome and distressing news, with regards to complex clinical conditions to patients and relatives or carers, and members of the multidisciplinary team, which may be difficult to understand or accept, in a sensitive manner appropriate to the level of knowledge and understanding of each individual.
- Comply with the requirements of the data protection act at all levels of practice.

### **MANAGERIAL/LEADERSHIP**

- Acts as an effective role model and resource for collaborative working involving the multidisciplinary team, including medical staff, patients and relatives, or carers, within the organisation.
- Acts as a change agent and supports other change agents to identify, promote and introduce new practices across the organisation.
- Actively challenges practice of others and organisational systems to ensure evidence based practice is achieved and maintained.
- Represents the organisation locally, nationally and/or internationally through attendance at specialist conferences, courses and/or exchange programmes.
- Assists with the promotion and development of the specialist service at local, national and/or international level.
- Leads in the management of monitoring, evaluation and effectiveness of Infection Prevention & Control Link Practitioners.
- Participates with the monitoring, evaluation and development of the service in accordance with local, national and international guidelines/best practice.
- Assists in the development of business cases and contingency plans in relation to the specialist service.
- Validates timesheets in order to authorise payment of staff attending training and educational sessions in relation to speciality e.g. bank staff attending training sessions.

## **CLINICAL GOVERNANCE**

- Interprets national policy and guidance, and integrates the findings into local policy.
- Works within broad occupational policies, procedures and current legislation relating to Infection Prevention and Control.
- Actively encourages staff members within the organisation to adhere to the Infection Prevention & Control Policy.
- Assists with the development of Infection Prevention and Control policies.
- Assist with the implementation of new and revised Infection Prevention and Control policies within the organisation.
- Ensures compliance with the reporting of adverse events and assists the Lead Nurse in the investigation of incidents and complaints.
- Undertakes assessment and management of clinical risk in relation to prevention and control of infection.
- Contributes to the development and implementation of clinical audit to measure national standards and local policy in line with the agreed team audit programme objectives.
- Contributes to the development of the annual report in conjunction with the Lead Nurse.
- Contributes to the evaluation of new products related to the speciality, trialled within the organisation and assists in the compilation of the evaluation report.

## **SYSTEMS & EQUIPMENT**

- Is familiar with a broad range of specialist equipment and acts in an advisory capacity to multidisciplinary teams on the safety, maintenance, purchase and disposal of the equipment.
- Responsible for ensuring that all specialist equipments i.e. hand wash box, laptop, fit testing kits, are safe for use, stored correctly, and decontaminated after use. That they are maintained with service records kept in accordance with manufacturing instructions and local policy.
- Responsible for ordering supplies and stock control.
- Validates timesheets in order to authorise payment of staff attending training and educational sessions in relation to speciality e.g. bank staff attending training sessions.

## **DECISIONS & JUDGEMENTS**

- Utilising advanced knowledge, implements alternative pathways in the delivery of specialist care and the management of infection, when policy cannot be immediately implemented e.g. lack isolation facilities, staff shortages, and bed shortages.
- Interprets local, national and international policies and guidelines and contributes to the development of policy and guidelines, reflecting local service needs.
- Contributes towards decisions in collaboration with Specialist nurse/Clinical Medical Lead, regarding the development of the specialist service.
- In the absence of precedents and protocols, contributes towards decisions which are evidence based and ethically sound in the interest of the patients, relatives and/or carers
- Analyse, interpret and evaluate information from diverse sources and/or diagnostic tools to make informed judgements about quality and appropriateness of treatment interventions.
- Accountable for own professional actions while undertaking own duties, with regard to the NMC codes of professional conduct, and their professional contribution to Clinical Governance
- Manages changing scenarios and priorities in the best interest of the patient, their relatives, or carers, and implements corrective actions within own limits and informs the Lead Nurse and relevant members of the

Health Care Team.

- Responds to challenging or difficult clinical situations in the interest of patients and their relatives or carers and Health Care Professionals.
- Uses appropriate judgement skills when assessing and advising patients and relatives, or carers, in crisis, or difficult, situations, within locally agreed policies, protocols and/or guidelines.
- Challenges decisions made by other Health Care Professionals if they conflict with existing policy or are not in the best interest of the patient e.g. staff who refuse to take Infection Prevention & Control advice.

### **Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2002.

### **Health & Safety/Security**

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

### **Safeguarding**

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

### **JOB DESCRIPTION AGREEMENT**

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

**Job Holder's name (please print)** .....

**Date:** .....

**Job Holder's signature:** .....

**Line Manager's name (please print)** .....

**Date:** .....

**Line Manager's signature:** .....

## **JOB DESCRIPTION APPENDIX 1**

### **PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS**

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

#### **Physical Effort:**

- Daily movement of equipment (lifting, pulling and pushing) around and or off site, laptop 10kg, hand box 15kg, projector 15kg.
- Standing, kneeling, crouching, twisting and bending through out the day.
- Standing for long periods and walking long distances around the site.
- Occasionally driving to various locations around the Island, approximately twice a month.
- Move and arranges heavy furniture for teaching sessions twice a month.
- Daily use of keyboard skills.

#### **Mental Effort:**

- Requirement to concentrate during teaching of clinical and manual skills, this could be a full days training or several shorter sessions throughout the day (2 days each month).
- Requirement to concentrate while compiling reports.
- Requirement to concentrate while completing complex tasks.
- Concentration required when making decisions about treatment programmes and need for isolation and providing advice to staff, especially where conflicting opinion exists. This occurs within every shift.
- Carrying a pager on a daily basis leading to interruptions at any time, which frequently require re prioritisation of tasks.

#### **Emotional Effort:**

- Give unwelcome/distressing news to clients and members of staff relating to the acquisition of healthcare-acquired infection and communicable diseases.
- Deals with highly emotional patients and carers who are influenced by the media approach to the acquisition of 'superbugs'.
- Following the diagnosis of life threatening communicable disease, such as Meningococcal meningitis, neonatal sepsis due to Group B Streptococcus, talks to parents explaining the need for prophylaxis and allaying fears relating to further spread of infection within the family unit.
- Dealing with staff members who are uncooperative with hospital policy and are aggressive and confrontational when asked to isolate and screen patients and undertake environmental clean, one to two times a week.



**Working Conditions:**

- Exposure to inclement weather while working around the site and or throughout the Island.
- Exposure to excessive temperatures.
- Exposure to unpleasant smells/odours.
- Exposure to body fluids, (blood, vomit, urine and faeces), approximately once a week.
- Exposure to people with infection or communicable disease, such as, TB, Meningococcal meningitis, Norovirus.

**AGREEMENT OF ABOVE DESCRIPTION**

I have read and agree with the above description.

**Job Holder's Name (please print) .....**

**Date: .....**

**Job Holder's Signature: .....**

**Line Manager's Name (please print) .....**

**Date: .....**

**Line Manager's Signature: .....**

**ISLE OF MAN DEPARTMENT OF HEALTH & SOCIAL CARE**

**INFECTION PREVENTION & CONTROL/ Patient Safety & Quality Division**

**Infection Prevention & Control Specialist Nurse**

**PERSON SPECIFICATION**

<b>CRITERIA FOR SELECTION</b> (Justifiable as necessary for safe and effective performance)	<b>ESSENTIAL REQUIREMENTS</b> (A clear definition for the necessary criteria)	<b>DESIRABLE REQUIREMENTS</b> (Where available, elements that contribute to improved/immediate performance in the job)	<b>METHOD OF ASSESSMENT</b> (Application, CV, Portfolio, Certificates, Interview)	<b>LINK TO KNOWLEDGE &amp; SKILLS FRAMEWORK</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Registered Nurse on the NMC</li> <li>• First Level degree in relevant healthcare subject.</li> <li>• Masters Degree or equivalent infection prevention &amp; control knowledge through experience or willing to undertake</li> <li>• Possesses a recognised teaching and assessing qualification, city &amp; Guilds 730/7 or equivalent or willing to undertake.</li> </ul>	<ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control qualification at diploma/degree level.</li> </ul>	Application, CV, Portfolio, Certificates, Interview	
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 5 years accumulative post registration experience.</li> <li>• 2 years experience as an Infection Prevention and Control Nurse.</li> <li>• Integrated leadership and management programme or willing to undertake.</li> <li>• Demonstrates evidence of skills training, assessing</li> <li>• Evidence of ongoing professional development and teaching.</li> <li>• Evidence of working on own initiative, managing time and prioritising workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ability to critically analyse research and audit findings, making recommendations and implementing changes in practice.</li> </ul>	Application, CV, Portfolio, Certificates, Interview	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with staff of all disciplines and</li> </ul>		Application, CV, Portfolio, Certificates, Interview	

	<p>professional backgrounds.</p> <ul style="list-style-type: none"> <li>• Demonstrates ability to communicate complex information at an appropriate level of understanding to a wide range of individuals.</li> <li>• Demonstrates the ability to utilise information technology including Microsoft word, databases and Power Point.</li> <li>• Demonstrates ability to manage difficult and sensitive situations.</li> <li>• Ability to facilitate change.</li> </ul>			
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Demonstrates personal motivation.</li> <li>• Excellent organisational skills.</li> <li>• Flexible working approach.</li> <li>• Professional integrity and confidence.</li> <li>• Demonstrates creative approach.</li> <li>• Ability to influence others.</li> </ul>		Application, CV, Portfolio, Certificates, Interview	
<b>OTHER RELEVANT REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Full driving licence and access to own vehicle</li> <li>• Satisfactory Police Check</li> </ul>	<ul style="list-style-type: none"> <li>• Isle of Man Worker</li> </ul>	Application, CV, Portfolio, Certificates, Interview, Pre-Employment Checks	