



OUTLINE JOB DESCRIPTION

Job Title: Trust Nurse Consultant in Infection Prevention and Control

Grade: 8b

Reporting to: Deputy Director of Nursing

Accountable to: Deputy Director of Nursing/ Director of Nursing

Location: Trust wide

Job Purpose

A high profile, accessible and responsible with managerial and consultancy responsibility for the delivery of the infection control strategy. To provide advice and informed decisions to staff within BSMHT on infection control issues.

To ensure national and local guidance is implemented covering all aspects of infection control. To provide infection control support and implement the BSMHT infection control training and delivery strategy.

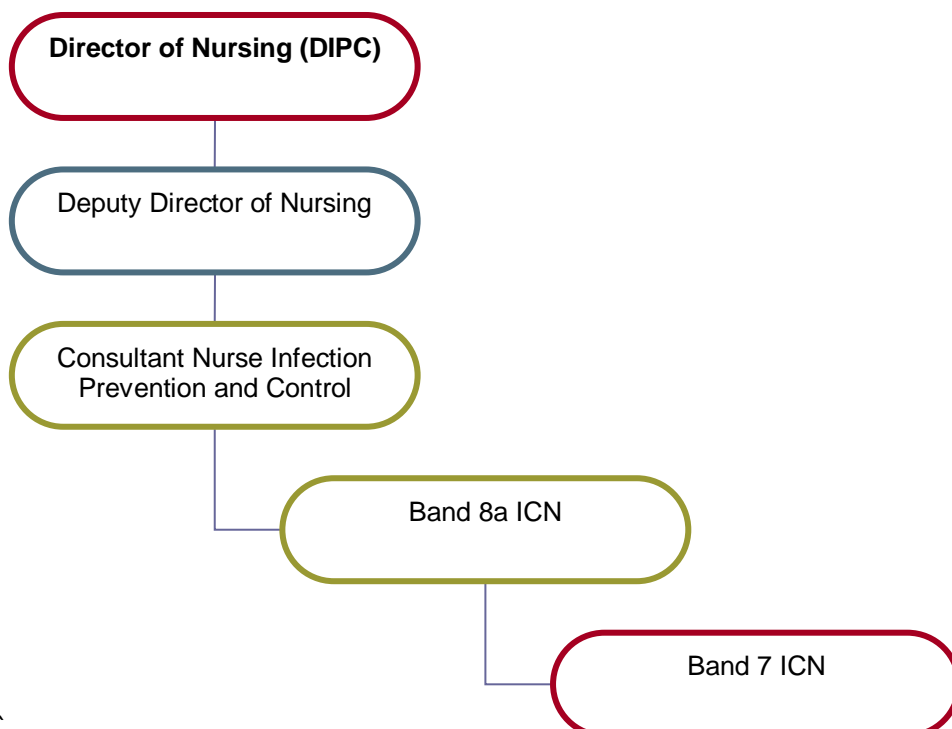
Job Summary

The post holder will be responsible for:

- To deputise for the Associate Director of IPC/DIPC for BSMHFT and Deputy DIPC as required.
- To give expert advice and assist in policy implementation in regards to the management and control of Pandemic Flu.
- Ensure that key infection prevention and control performance indicators are met and where they are not met, establish appropriate action plans to meet the standard in collaboration with the appropriate personnel.
- To contribute to the clinical governance systems across BSMHFT partners. Liaising with the Head of Quality and Integrated Governance in relation to the Care Quality Commission's Statements of Compliance and ongoing demonstration of this.
- To improve standards of specialist care by facilitating the development of practice and strengthening leadership to ensure that patients with infections or at risk of developing an infection have a positive experience, and to reduce risk and increase safety for staff and patients.
- To contribute to the achievement of BSMHFT objectives, Clinical Governance, Nursing Strategy in regards to the fundamentals of care within the BSMHFT in relation to Infection Prevention and Control initiatives.
- To contribute to the evidence based and body of knowledge that exists regarding the spread and control of infection.
- Liaison with departments and managers, other than Nursing, to ensure that Infection Prevention and Control is included in all developments, refurbishments/changes within the BSMHFT, including external agencies to ensure that infection prevention is included in all BSMHFT projects.

- To act as an expert resource advising on national, local & Trust policy and guidelines. Advise and, where appropriate, lead on implementation, promoting best practice and ensuring a review process that looks at quality and efficiency, which meet the needs of patients and service.
- Exercise a high degree of personal and professional autonomy, acting as an expert practitioner demonstrating advanced clinical competence, decision making and a knowledge base beyond those associated with conventional nursing roles.
- Advise Senior Managers and Matrons on service developments that will be of benefit to patients, whilst assisting with meeting trust objectives.
- Advise the DIPC on most up to date IPC practices and regulations.
- Work in collaboration with the BSMHT staff and actively involve users of the service to gain their input to service development to ensure continuous improvement in practice.
- Assess monitor and report clinical risks associated with Infection Control. Support the development and delivery of action plans to eliminate associated risks, evaluate outcomes of same.
- Play a prominent role in the Infection Control Committee & Operational Group.
- Ensure that appropriate, consistent, and realistic information is provided to patients and relatives.
- Be involved in the BSMHT Incident Review Process.
- Contribute to emergency planning and pandemic flu planning leading on appropriate elements.
- Support Directorates in the role of performance managing infection and outbreaks if they arise.
- Actively contribute to and support the development of root cause analysis of infections in directorates and ensure wider learning across the organisation.

Organisational Chart



Key Communications and Working Relationships

Internal: Executive Directors, Head of Standard for Better Health, Associate Director of Risk, Service Directors, Clinical Directors, Lead Nurses, Head of Estates and Facilities, Service Managers, Directorate Health & Safety Leads, Estates and Facilities Managers, and Ward/Department Managers. Lead Clinicians and other clinical staff. Facilities staff. Union representatives. Clinical Governance Team. Risk Team Colleagues. MAPA Trainers. Food Hygiene Advisor. Assistant Director Education & Development. Service Users Via User Voice

External: Infection control Consultant and ICT (SLA). Health Protection Agency. PFI providers, external contractors and agencies providing clinical and facilities staff. Strategic Health Authority, HEIs. Other NHS Trusts and agencies that Trust staff work with such as HMP Birmingham and Social Care. West Midlands Network of Infection Control Nurses. Consultant in Communicable Disease Control for Birmingham & Solihull HPU; Occupational Health Service Provider.

Principal Duties and Responsibilities

Managerial

- To deputise for the Associate Director of IPC/DIPC for BSMHFT and Deputy DIPC as required.
- To give expert advice and assist in policy implementation in regards to the management and control of Pandemic Flu.
- Ensure that key infection prevention and control performance indicators are met and where they are not met, establish appropriate action plans to meet the standard in collaboration with the appropriate personnel.
- To contribute to the clinical governance systems across BSMHFT partners. Liaising with the Head of Quality and Integrated Governance in relation to the Care Quality Commission's Statements of Compliance and ongoing demonstration of this.
- Responsible for providing line management support and supervision to team members.
- Responsible for ensuring adherence to BSMHT policies and procedures within the team.
- Responsible for working with Directorates and Corporate teams to establish and maintain organisation wide infection prevention and control systems and structures.
- Responsible for drawing up and reviewing the annual infection control work programme.
- Responsible for managing projects as identified in the annual programme of work.
- Responsible for reviewing Infection control risks across the organisation and contributing to the development maintenance of the BSMHT risk register
- Responsible for providing regular reports on infection prevention and control matters to the Infection Control Committee, the Director of Infection Prevention and Control, the Associate Director of Risk, the Head of Healthcare Standards, the Director of Operations and other staff as required.
- Responsible for ensuring appropriate systems or decontamination across BSMHT.
- Leads on the compilation of the BSMHT annual report on infection control.
- Responsible for the development and audit of BSMHT policies and protocols for infection prevention and control.
- Assists with the local implementation of infection control policies and protocols within

BSMHT.

- Leads on the implementation of the Code of Practice for HCAI within BSMHT, including the provision of assurance to the Associate Director of Risk and the DIPC.
- Responsible for establishing and maintaining documentation in support of CNST and Standards for Better Health compliance in the context of Infection control
- Member of BSMHT Infection Control Committee.
- Member of BSMHT Pandemic Flu Planning group
- Member of BSMHT Major Incident and Emergency Planning group.
- Member of other BSMHT committees and groups as required.
- Represents BSMHT externally within the local health economy, including at SHA level, and with partner agencies, such as HP A, HMP Birmingham, Arney, HEIs etc.
- Leads on the development and monitoring of SLAs for infection control and related services, working in conjunction with executive directors and finance and contracting colleagues.
- To work in partnership with the Deputy Director of Nursing to co-ordinate and review Infection Control Trust objectives.
- To work in partnership with the Consultant Nurse for Infection Prevention and Control for the Trust to co-ordinate and review Infection Control Trust Objectives, actions in place and control measures.
- To promote innovations in infection control within the Trust.
- Be an active member of relevant forums and committees within the Trust and its partners.
- To promote effective communication from within the Infection Control nurse team to all members of the multidisciplinary team, patients and carers to ensure swift dissemination of infection control information and advice.
- To be responsible for ensuring the professional development of the infection control nurse teams across the Trust and undertake their annual performance reviews.
- Responsible for adherence to Health and Safety and Trust policy and Divisional objectives designed to protect healthcare staff and service users from clinical and non-clinical risk and known hazards.
- Ensure systems are in place to share infection information across the organisation.

Clinical

- Provide specialist advice and opinion on infection prevention and control issues at all levels across the Trust.
- Management and investigation of infection outbreaks, liaising closely with clinical staff and the DIPC, providing expert advice on outbreak management, including communication with consultants in Communicable Disease Control & Regional Epidemiologists and the overseeing of the production of an outbreak report.
- Responsible for leading on clinical reviews of outbreaks and IC incidents as required, providing reports to the Risk Management committee, Clinical Directors and the DIPC to facilitate learning from incidents.
- Development and implementation of specialist risk assessments as required in association with clinical staff, estates and facilities staff, operational managers and risk management colleagues.
- Provide specialist advice and supervision to assist in the formulation and implementation of individualised care and treatment plans of individual service users where appropriate.
- Responsible for liaison and close collaboration with the Infection Control Team (SLA Provider) in the provision of specialist infection control advice in order to develop, maintain and improve standards and quality of care of service users, the health and safety of staff and the quality of operational and support services.
- Responsible for working with members of the infection control team (SLA Provider) in

the identification of and investigation of outbreaks of healthcare associated infection with particular reference to their source, mode of spread and means of control.

- Responsible for initiating and following up appropriate action such as mandatory reporting, contact tracing etc in the event of a reportable infection being identified in BSMHT.
- Responsible for working with Clinical Directorates to ensure optimum infection control standards are maintained,
- Responsible for the development of information and advice for service users, carers and members of the public on infection control and decontamination risks.
- Responsible for liaison with the Health Protection Agency to identify community outbreaks of infection, which may impact on the BSMHT and initiating any, required prevention or control measures across BSMHT.
- Provide specialist advice to clinical teams regarding the interpretation of microbiology laboratory reports, with the help of the Consultant Microbiologist, if necessary.
- Responsible for the provision of infection control nursing advice in order to develop, maintain and improve standards and quality of care of patients and thereby minimise the risk of healthcare related infection.

Evidence based Practice

- Drawing up and implementing, with the assistance of Clinical Governance Colleagues, an annual audit programme for Infection Control in order to provide relevant data for use by the Infection Control Team and by Clinical Directorates.
- Responsible for keeping up to date with relevant research and evidence in infection prevention and control and for advising on the implementation of appropriate policies and guidance, including NICE guidance, where appropriate.
- Responsible for ensuring that own and team's practice and advice conforms to best practice and available evidence.
- Responsible for ensuring that BSMHT infection control policies and procedures are based on best available evidence.

Research

- Initiates and/or participates in research or development projects as required.

Professional

- Responsible for maintaining own specialist professional development. And competence in line with the professional registration and the ICNA Professional Core Competencies for Infection Control Nurses.
- Responsible for ensuring that team members achieve and maintain appropriate professional qualifications and standards.
- Accountable for own actions within the Code of Professional Conduct. Will contribute to corporate objectives, acting within local, Trust and statutory guidelines and policies at all times.
- Provide clinical and professional leadership to support and inspire colleagues with regard to improving services in Infection Control.
- Develop and contribute to strategic objectives for infection prevention and control at Trust level.
- Contribute to Clinical Governance agendas relating to infection control by setting, implementing and evaluating best practice guidelines in Infection Control, which improve patients care.
- Influence the national clinical agenda in infection control and issues pertaining to infection control setting standards and guidelines for best practice.

- Challenge non-compliance with best practice standards.

Teaching & Education

- Responsible for ensuring that infection control training needs analysis is carried out across BSMHT.
- Responsible for ensuring ICT representation on the Trust Learning and Development Group.
- Responsible for liaison with the Head of Learning and Development and other specialist trainers as required.
- Support the development of research and practice within the speciality across the Trust, developing effective links with other individuals, teams and organisations to support these initiatives.
- Share professional knowledge and expertise through formal and informal teaching using flexible methods of delivery.
- Identify and respond to any appropriate educational needs within the Trust, thus ensuring that they are effective and flexible in approach in providing quality service provision.
- Maintain an extensive knowledge of infection control by participating in on going research and continuing self-development, including regular review of performance and a high level of critical self-awareness.
- Facilitate others to develop and deliver appropriate strategies to meet effectiveness of these strategies.

Practice and Service Development, Research and Evaluation

- The post holder will be an active member of senior forums to ensure that infection control maintains a high profile within the Trust. Sit on appropriate committees to ensure dissemination of information internally and externally to the organisation, involving key stakeholders.
- Develop and lead the implementation of action plans, which enhance compliance with the Health Act 2008 and Standards for Better Health (SfBH)
- In negotiation with the multi disciplinary teams within the Trust, the post holder will develop and assist in the implementation of appropriate policies, protocols, guidelines and care pathways to ensure safe, equitable and consistent practice.
- Play a key role in the implementation of National Infection Control recommendations and other guidelines.
- To be responsible for infection control policy development and review.
- Monitor surveillance data using statistical packages. Collate annual reports and feedback accordingly.
- Responsible for development, implementation and evaluation of projects to improve infection rates through research and the audit cycle, linking to the clinical governance framework and business planning process.
- Support the directorates in the development and implementation of local infection control audits.
- Develop research initiatives for Infection Control, in order to contribute to the growing evidence base in relation to the speciality. Encourage collaboration and support colleagues to initiate and promote multi-professional research.
- Take part in infection control strand of development of new refurbishment projects to ensure NHS and legislative standards and guidance are met.
- Advise on environmental deadlines.
- Advise on highly specialised/technical and/or practical skills to ensure optimum patients management including alert organism surveillance and interpretation of surveillance data.

- Utilise information and IT systems to produce accurate and timely workforce, resource data, reports and development of local/national surveillance data collection mechanisms.
- To act as a nurse lead in the investigation of outbreaks of infection, implementing resolutions and monitoring outcomes.
- Work with all Directorates to apply quality assurance programmes and ensure that facilities are utilised in a cost effective and optimum manner.
- Involve and engage patients and public in the infection prevention and control agenda.

Leadership and Consultation Function

- Provide clinical leadership BSMHFT wide in anticipating and identifying key strategic issues and priorities facing the speciality and subsequently acting as facilitator in managing change which may include conflicting views or differing professional opinions.
- To provide effective clinical leadership that supports and inspires colleagues.
- To function in a consultancy role for all health care professionals and support staff involved in delivery of care to people with infections or at risk of developing an infection.
- Function as an autonomous expert practitioner providing an advanced level of care including assessment of patients and the initiation of treatment and investigations as clinical lead of the Infection Control Team.
- To contribute to the BSMHFT Strategy for Nursing on the development and implementation of evidence-based practice in Infection Prevention and Control.
- To collaborate with the DIPC in leading the development of a strategy for Infection Prevention and Control.
- To act as a clinical expert in investigations into specific incidents or complaint relating to Infection Prevention and Control as requested by the DIPC, Chief Nurse, Complaints team or Head of Quality and Integrated Governance, to inform on the focus of practice and development activities.
- Provide specialist input in relation to patient and public involvement issues including responses to complaints and external patient panel agencies.
- To participate in relevant working groups within BSMHFT and nationally as appropriate.
- To work collaboratively with the DIPC, the Chief Nurse and General Managers regarding practice issues, delivery of service and Clinical Governance in Infection Prevention and Control.
- To work closely with patient groups and the local stakeholders to instil public confidence in the delivery of safer services.
- To act as a role model for infection prevention and control practice as well as an ambassador for the organisation and for the nursing profession.
- To work with Clinical Nurse Leaders to promote safe systems of practice with all staff groups including support staff.
- To work with the Estates and facilities Services Manager in ensuring robust external contractual arrangements, with particular reference to cleaning.
- To support the development of systems to prevent and manage infection on admission and discharge.
- Work collaboratively with the Consultant Microbiologists and Pharmacist to ensure appropriate antimicrobial prescribing practices are in place.
- Take responsibility for ensuring that there is a robust approach to the investigation and control of outbreaks of infection. This involves working in collaboration with the DIPC, Consultant Microbiologists, senior managers and relevant outside agencies as

per legislation and local policy.

- Ensure that appropriate consistent information is available for patients, relatives, staff and visitors and is regularly updated, reviewed and promoted.

Role Specific to Post

- To lead programmes to achieve a high level of compliance with the Health & Social Care Act 2008 and national guidance for infection prevention and control. To ensure that these strategies are interpreted and linked through to the clinical governance and performance framework.
- To develop the role and sphere of influence of the Consultant nurse in Infection Prevention and Control
- Provide a consultancy service to the DIPC and the Clinicians within BSMHFT and the CCG, as well as, on a regional and national level.
- Develop close partnership working with the CCG and Public Health England.
- Ensure the provisions of Service Level Agreements are met.
- Analyse and present data on Infection Prevention and Control for the DIPC, Chief Nurse and for presentation to the Control of Infection Committee and the BSMHFT Board.
- Investigate outbreaks and HCAI with particular reference to their source and mode of spread, and liaise with medical, nursing and administrative staff in the event of an outbreak of infection.
- Participate in the planning and upgrading of BSMHFT facilities, including any relevant capital projects, ensuring that Infection Control standards are achieved.
- Actively participate as a member of local and regional committees.
- To work with the Estates and facilities in ensuring robust policies, procedures and practices.
- To support the development of systems to prevent and manage infection on admission and discharge.
- In collaboration with the DIPC to produce a comprehensive annual report and annual programme of work that outlines the BSMHFT annual strategy to the prevention and control of infection.
- To constantly monitor progress and practice to ensure BSMHFT is compliant with the Health & Social Care Act 2008, recognising any risks and reporting these via the risk register.
- Take personal responsibility for identifying own training needs for mandatory and statutory training and discuss these with the line manager.
- Take personal responsibility for ensuring that personal objectives are agreed with line manager and that annual appraisal takes place.

Finances

- Be the budget holder for the Infection Prevention and Control Service. Authorising expenditure within an allocated budget.
- Be accountable for ensuring that the infection Prevention service remains within the agreed budget levels. Ensuring that the department's physical resources are used to maximise safe and effective patient care.
- Take responsibility for business planning, formulating cases of need and submitting bids for funding.
- Advise the BSMHFT Board as appropriate on trends and the financial implications of infections and care outcomes are demonstrated.
- To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the workplace.

Training education and development

All staff are required to participate in any necessary training and development, to keep up to date with the requirements of the job.

No Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. The Trust therefore has a no smoking policy.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham. As a Trust we pride ourselves on the unique environment, which exists, for all our staff, an environment where innovation is encouraged, hard work rewarded and where our staff play an inclusive role in new developments.

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS TRUST

PERSON SPECIFICATION

JOB TITLE: Lead Nurse in Infection Prevention and Control

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
TRAINING AND QUALIFICATIONS	<p>Registered Nurse with current NMC registration.</p> <p>Master's Degree in healthcare or equivalent experience.</p> <p>Degree Level qualification</p> <p>Qualification in Infection Control Nursing.</p> <p>Leadership and/or management training.</p>	<p>Teaching qualification e.g ENB998, City & Guilds 730 or equivalent.</p>	<p>Application Form & Certificates</p>
KNOWLEDGE AND EXPERIENCE	<p>Minimum of five years post registration nursing experience</p> <p>Minimum of 1 year working as a Band 8a infection control nurse (or equivalent) in a community or mental health or learning disability setting.</p> <p>Experience of managing a team.</p> <p>Experience of conducting clinical audits.</p> <p>Good knowledge of the current UK healthcare agenda, including the Code of Practice on Health Care Acquired Infection, CNST and Standards for Better Health,</p> <p>Experience of managing an Infection Control Team.</p> <p>Experience on managing a budget</p>	<p>Understanding of research design and implementation.</p> <p>Experience of developing and delivering training programmes.</p> <p>Experience on designing Annual Program of works</p> <p>Experience on developing policies and procedures</p> <p>Experience working in collaboration with external agencies (e.g. CCG, CQC, PHE, PHE)</p>	<p>Application form & Interview</p>

SKILLS	<p>Skills in setting and monitoring standards of practice and performance.</p> <p>Skills in word processing and use of email.</p> <p>Skills in time management and workload prioritisation.</p> <p>Supervision and line management skills.</p> <p>Skills in making judgements and decisions on risk issues and apply risk principles to a diverse range of situations without direct supervision.</p> <p>Report writing skills.</p> <p>Presentation skills.</p> <p>Good interpersonal and communication skills (written and verbal)</p> <p>Interpersonal and relationship management skills.</p>	<p>Skills in use of Microsoft word.</p> <p>Microsoft outlook and excel spreadsheet.</p> <p>Chairing skills.</p> <p>Experience in working in complex systems</p> <p>Experience in interpreting epidemiological data</p>	<p>Application form & Interview</p>
PERSONAL QUALITIES	<p>Ability to motivate and inspire others.</p> <p>Enthusiasm and persistence</p> <p>Ability to work on own initiative</p> <p>Ability to work as part of a team and develop effective working relationships</p> <p>Pragmatic problem solving approach</p> <p>Self motivation</p>	<p>Committed to personal development</p>	<p>Interview & Presentation</p>
OTHER	<p>Current membership of the Infection Control Nurses Association</p> <p>Smart and presentable</p> <p>Satisfactory health record</p>		<p>Interview</p> <p>Occupational Health Clearance.</p>

Prepared by :
Designation :
Date :