

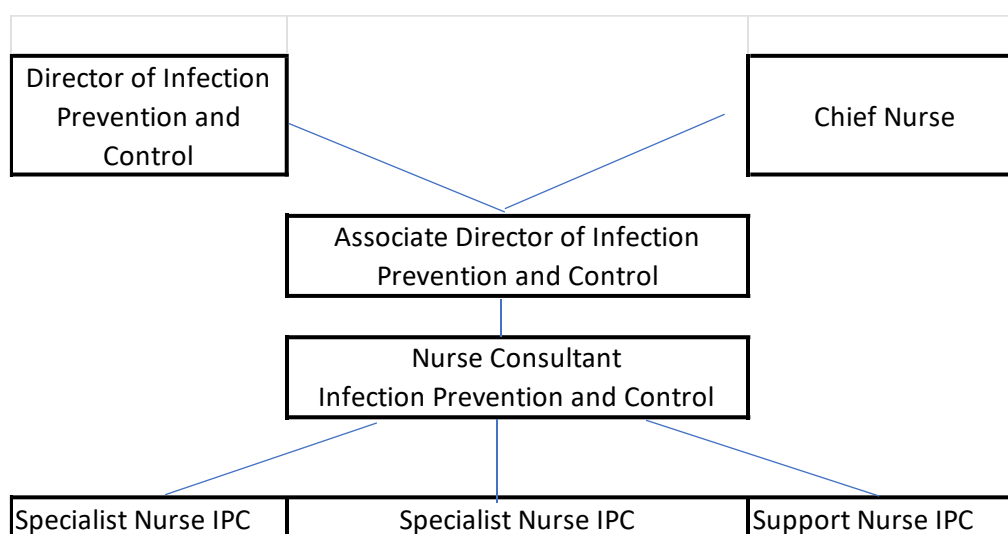


JOB DESCRIPTION

Job Title:	Infection prevention and control nurse (developmental post)
Department:	Infection Prevention and Control
Division:	Corporate
Band:	6, progressing to band 7 (on successful completion of competencies and formal IPC qualification)
Hours:	37.5 hours per week
Responsible to:	Nurse consultant infection prevention and control
Accountable to:	Associate director infection prevention and control
Responsible for:	Carrying out own work to a satisfactory standard
Base:	Main base St Peter's Hospital, with requirement to work across both St Peter's and Ashford Hospital sites to fulfil role and working at any other Trust site as required.
Disclosure and Barring Service Required:	Yes Enhanced
Job Summary:	<p>The postholder will</p> <ul style="list-style-type: none"> • Support and assist the Infection Prevention & Control Team in providing a comprehensive infection control service to the Trust (across all sites), continuously analysing a range of complex information and problem solving in order to reduce the incidence of healthcare associated infections. • Assist with carrying out the day-to-day work of the Infection Prevention and Control Team under supervision, including reviewing microbiology / virology results using the Winpath system, interpreting the meaning of results for patients/staff and advising on appropriate control measures considering a variety of complex, competing and challenging variables, carrying out infection control ward rounds, delivering training and undertaking audits. • Assist with undertaking continual surveillance / analysis for a variety of healthcare associated infections for early detection of outbreaks and advising on outbreak management, in liaison with the Nurse Consultant. • Utilise a range of excellent communication skills, both written and verbal, to impart infection prevention and control advice and key messages to staff of all grades and professionals, sometimes in challenging situations. • Assist with providing an infection control link nurse programme, in liaison with the Nurse Consultant Infection Prevention and Control. • Provide a visible presence in clinical areas, acting as a role model and advocate for high standards of infection prevention and control, challenging poor practice as appropriate. • Support the Nurse Consultant Infection Prevention and Control and the Associate Director Infection Prevention and Control to develop

	Trust wide policies in infection prevention and control, including decontamination, ANTT and standard IPC precautions.
Key working relationships	<p>Internally the postholder will develop effective working relationships with:</p> <ul style="list-style-type: none"> • Matrons • Ward / department managers / sisters / charge nurses • Ward / department staff • Infection prevention and control link staff • All members of the infection control team, including community IPC staff • Cleaning / housekeeping staff • Trust Occupational Health department <p>Externally this includes</p> <ul style="list-style-type: none"> • Local Health Protection Team / Integrated Care Board
Key Result Areas:	<ul style="list-style-type: none"> • Completes all work to a high standard, including to a high level of accuracy, attention to detail and within agreed time frames. • Under supervision, effectively reviews microbiology/virology results using the Winpath system, correctly interprets the results for patients/staff using a range of complex information and advises clinical areas correctly, to minimise the risk of cross-infection to others. • Delivers informal training for staff in clinical areas, effectively and confidently, to assist in raising IPC standards across the Trust, e.g. one-to-one training during IPC ward rounds about IPC clinical practice. • Under supervision, undertakes infection prevention and control audits within agreed timescales and to a high standard, including providing verbal feedback to local managers and written reports, written to a high standard / level of accuracy / attention to detail. • Completes any project work, as agreed with the Nurse Consultant for IPC, within agreed time frames, to a high level of accuracy and attention to detail. • Demonstrates an excellent range of communication skills, both verbal and written, when communicating with staff of all grades and professions across the organisation, in order to impart key infection prevention and control messages. • Assists with carrying out infection reviews for patient safety incident response framework swarms. • Takes responsibility for own learning and professional development, including engaging in training provided by the IPC nurses, keeping updated with the latest infection prevention and control national guidance / research and successfully undertaking and completing a formal qualification in IPC. • Works collaboratively within the infection prevention and control team, in order to collectively work at achieving the Trust annual plan for infection prevention and control.
Date of review:	2024

1. DEPARTMENT ORGNISATION STRUCTURE CHART



2. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Clinical

- To work within the Infection Prevention and Control Team under supervision, providing specialist nursing input in the identification, prevention, monitoring / surveillance and control of infection within the Trust, learning to analyse a range of complex information and problem solving.
- To develop into a specialist nurse in infection prevention and control, advising all grades and disciplines of staff, continuously using problem solving and analytic skills, in order to provide the best advice in challenging situations.
- To visit wards and departments to manage alert organisms and advise on implementing the appropriate precautions, under supervision, using specialist IPC knowledge and analysing a range of complex information.
- To advise staff when patient isolation is necessary, ensuring the correct precautions are implemented and reviewed, under supervision of the senior IPC nurses.
- To work in conjunction with Ward Managers, Infection Prevention and Control Team and Bed/Service Managers regarding movement and isolation of patients with infections or infectious diseases.
- To learn how to identify and investigate outbreaks of infection and assist the Nurse Consultant Infection Prevention and Control / Associate Director Infection Prevention and Control in managing outbreaks.
- To participate in Infection Control Surveillance Programmes.
- To learn how to access and review microbiology / virology results provided for the infection prevention and control nurses via the Winpath system, including interpreting results accurately, entering results into the appropriate local and national databases and advising ward staff about appropriate control measures whilst analysing a range of complex information.
- To learn and understand the significance of microbiological results, in order to support Trust staff appropriately, in preventing and controlling infection.
- To assist with undertaking infection reviews using the Patient Safety Incident Response Framework and organising ward based swarms
- To give input into reviewing infection control policies and procedures, with other members of the Infection Control Team.

- To continually monitor infection control practice, including hand hygiene and correct use of personal protective equipment and provide feedback, as appropriate, to staff of all grades and local managers, in order to support staff in improving their practice.
- To monitor infection control aspects of the patient environment, under supervision, and provide feedback to local managers where improvements are needed.
- To collect relevant IPC information as indicated by the Nurse Consultant Infection Prevention and Control Nurse and Associate Director of Infection Prevention and Control, within agreed timescales.
- To provide effective communication with patients, their relatives and relevant others to impart information and support, which may be of a sensitive and emotive nature.
- To identify potential infection hazards, e.g. environmental or practice related, seeking advice from senior IPC nurses before advising on appropriate remedial action to relevant personnel, sometimes in challenging situations.
- To assist in the initiation of appropriate strategies to minimise the risk of infection.
- To use relevant information technology to collect and interpret data, review critical incidents and produce written reports with recommendations where necessary, as directed by the senior IPC nurses.
- To participate in the writing of infection control reports in conjunction with the infection control team.
- To be an active member of the Control of Infection Committee and attend other relevant committees and working groups.
- To participate in the development and implementation of the Annual Infection Prevention and Control Plan and contribute to the Annual Infection Control Report.

Leadership or managerial

- To act as a role model and visible leader for infection prevention and control in clinical areas, engaging staff and advocating high standards of IPC practice, and challenging poor practice, as appropriate.
- To assist with running the infection prevention and control link practitioner / champion programme, in order to help raise IPC standards across the Trust.

Professional

- The post holder will be expected to develop their own IPC knowledge, understanding and skills, including knowledge and understanding of microbiology / virology.
- The post will be expected to demonstrate competence in line with the Professional Core Competencies for Infection Control Nurses and NMC revalidation requirements.
- The post holder will be expected to take up learning opportunities as provided and actively participate in their own learning.
- The post holder will be expected to undertake and successfully complete a formal qualification in infection prevention and control, as discussed and agreed with the Nurse Consultant Infection Prevention and Control and within agreed timescales.
- The post holder will be expected to conduct themselves in accordance with Trust standards towards service users, carers, colleagues and other agencies, including maintaining high levels of communication and personal conduct at all times.

Clinical Research / Audit / Quality Assurance

- To critically evaluate information and research to assist in formulating evidence-based IPC advice.
- To learn how to competently carry out IPC audits, including knowledge and understanding of audit standards, providing clear verbal feedback to local managers and writing up audit reports to a high standard within agreed timescales and paying attention to detail.
- To assist with developing/reviewing audit tools pertinent to IPC, as required.
- To participate in quality assurance processes around infection prevention and control.

Service improvement

- To actively participate in the work of the IPC Team to improve clinical services and care for patients.
- To contribute to improving the way the IPC Team works, to maximise efficiency of team resources.

Communications and Engagement

- To use a range of communication skills, both written and verbal, with a range of staff and disciplines in order to convey key messages and when providing advice, to ensure communication is effective.
- To be able to clearly articulate IPC advice, both verbally and in writing, taking account of the recipient's level of knowledge and understanding of IPC matters.
- Learn to deliver IPC training for a range of staff across the organisation, using specialist IPC knowledge, to engage staff in the benefit of IPC and for improving patient care and safety.
- To contribute to developing training packages appropriate to the target audience, in order to adequately convey IPC learning, using specialist IPC knowledge.

General responsibilities

- 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.

PERSON SPECIFICATION

POST TITLE: INFECTION PREVENTION AND CONTROL NURSE (Developmental role)

Factors	Essential	Desirable
Attitude, Behaviour and Values	<ul style="list-style-type: none"> Always puts patients first Customer service focus Willing and able to take personal responsibility Demonstrates passion for excellence Seeks out and takes opportunities for improving the service offered Takes pride in their work and their team Flexible in their attitudes and behaviours to support team working and delivery of objectives Respects, values and cares for others Supports learning and development of self and others Supports and promotes equality and diversity 	
Qualifications and Further Training	<ul style="list-style-type: none"> Registered general nurse Willingness to undertake further training and complete a formal qualification in infection prevention and control 	
Experience	<ul style="list-style-type: none"> Extensive nursing experience Experience of using Excel and Word Experience of delivering training Experience of carrying out audits Experience of supervising junior staff Experience of writing reports Experience of liaising with different departments / specialties within the NHS 	<ul style="list-style-type: none"> Experience of working in infection prevention and control in the hospital setting in the NHS in the UK
Knowledge	<ul style="list-style-type: none"> Knowledge of current infection prevention and control issues, particularly in secondary care (the hospital setting) Knowledge and understanding of nursing / healthcare procedures Knowledge and understanding of the audit cycle NHS Constitution Trust vision, values and strategic objectives You have knowledge & awareness of diversity and human rights as appropriate to your role 	<ul style="list-style-type: none"> Knowledge of outbreak management
Skills	<p>Must be able to demonstrate:</p> <ul style="list-style-type: none"> A range of excellent communication skills, both written and verbal, for communicating with staff of all grades and different professions, including being tactful in challenging situations Ability to deal with challenging situations and behaviours, always remaining calm and professional, whilst having personal resilience A range of analytic skills, for analysing complex situations, information and data about healthcare associated infections IT skills – including Word, Excel and PowerPoint Able to work well within a team, as well as independently 	

Other requirements	<ul style="list-style-type: none"> • Able to demonstrate that you are honest, reliable and trustworthy • Treat patients, visitors, colleagues with equal respect • Ability to travel between Trust sites • Able to be flexible to meet the needs of the team, the service and the Trust 	
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Values and Behaviours

Ashford and St. Peter's Hospitals **NHS**
NHS Foundation Trust

Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Care	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you walk past is the standard you accept
Compassion	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
Communication	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
Humility	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Positivity	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
Insight	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
Initiative	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
Innovation	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo



Developed by staff through the Trust Wall and through conversation in Autumn 2013

Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
Commitment	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
Self-awareness	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
Open-mindedness	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
Courage	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Constructiveness	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
Selflessness	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
Collaboration	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
Integrity	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words

VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role /

band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site:

<http://www.asph.nhs.uk/annual-equality-and-diversity-report>

MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for

maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.
(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

WHISTLE-BLOWING (FREEDOM TO SPEAK UP)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at:
http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or adult at risk (with care and support needs) is in need of services or in need of protection. Staff must be committed to safeguarding and promoting the welfare of children, young people and adults at risk, recognising that looked after children, patients with a learning disability or other cognitive impairment may not be able to keep themselves safe from harm or abuse. All staff will understand and adhere to the principles laid out in the [Mental Capacity Act \(MCA\)](#) as appropriate to their role within the Trust.

Everyone is responsible for accessing the relevant level of training for their role and for following the Trust's local Safeguarding procedures; completion of training and understanding of safeguarding arrangements should be discussed in annual appraisals and/or form part of re-validation requirements. The Trust works collaboratively with partner agencies in regard to safeguarding and staff must be aware of multi-agency partnership arrangements as relevant to their role; follow links to [Surrey Adult multi-agency procedures](#) & [Surrey Children's Services](#) for further information.

Information on Child Protection is available on the Trust website: [Safeguarding Children](#)
Information on the Abuse or Suspected Abuse of Adults is available on the Trust website: [Safeguarding Adults](#)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff who require a DBS will have been checked on joining the Trust and for staff who are part of the children's workforce they will have a three yearly repeat check.

October 2018

