



Job Title: Location: Managed by: Accountable to:	IPC Lead Sancta Maria Hospital Clinical Services Manager Clinical Services Manager
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ABOUT THE HEALTHCARE MANAGEMENT TRUST

At the Healthcare Management Trust we are committed to delivering the highest quality healthcare and understand that our well-trained, passionate team of employees lie at the heart of delivering the service our patients and residents expect.

Our team of employees share our vision to provide world class healthcare, and we continuously improve the skills within our workforce to ensure we maintain our position within the healthcare sector. We know our team have a wealth of knowledge and experience, and by working together we develop an exciting and innovative workplace.

JOB Summary

The post holder will lead all infection prevention & control processes within the Hospital.

Will provide clinical expertise and advice on the prevention, surveillance, investigation and control of infection, to all disciplines of staff

Assist in developing and reviewing specialist infection control policies and protocols, in order to promote and maintain the highest standards of infection prevention and control practice that is evidence and research based.

Provide training and education to increase awareness of infection control issues amongst all disciplines and grades of staff within the hospital

Work as part of the multi-disciplinary team, giving expert clinical advice on individual patient care and infection prevention and management i.e. during outbreaks and to contribute to measures necessary to ensure Trust and other service providers' compliance with Public Health Wales Standards.

Assist the Clinical Services Manager to achieve a robust governance framework in their role as Director of Infection Prevention & Control (DIPC).

Main DUTIES

- Communication**
- Develop effective communication skills and strategies within the department. Displaying excellent written and verbal communication
 - Hold effective interpersonal and listening skills enabling optimum communication with patients, their families and the multi-disciplinary team
 - To demonstrate politeness, courtesy, respect and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations
 - Maintain and promote effective communication with all members of the multidisciplinary team and other Wards/Departments
 - To adapt communication skills to overcome any barriers that may be met

- Contribute towards sharing good practice within the department
- To promote a positive image of HMT at all times
- To work cohesively with all members of the ward team in ensuring that the very best services to patients are provided at all times
- Keep accurate and complete records of patient's documentation and care plans. Ensure that nursing documentation is maintained to HMT standards (including electronic records)
- Maintaining confidentiality and integrity of information in line with data protection.

Professional

- The post holder must at all times work in accordance with the NMC [the Code](#)
- Demonstrate knowledge and skills related to evidence-based practice
- To maintain confidentiality surrounding patients' admissions and treatment at all times
- To promote the Health care Management Trusts (HMT) image to all individuals, groups and organizations both within the hospital and to the community at large
- To ensure that all patient care is documented, all the relevant documentation is completed accurately within agreed timescales using approved patient documentation, in line with NMC and local standards

Planning and Organising

- Maintain excellent clinical standards of nursing practice
- Contribute to setting goals and benchmarking standards of care. Develop tools and implement guidelines (e.g. NICE) where appropriate in line with quality governance.
- Plan and organise training for hospital staff

Analytical

- Be able to identify potential risks and carry out risk assessments consistent with organisation policies, procedures, and legal requirements. Be able to report accidents/faults immediately, and ensure the correct procedure is followed i.e. completion of incident recording forms, reporting actions taken, and placing faulty equipment out of commission. Be aware of health and safety issues and attends training sessions and mandatory training.
- Exhibit advocacy and decision-making skills autonomously in relation to patient care
- Provide a plan of care for patients, using evidence-based practice to the specific needs of the patient, relatives, and carers, including information about clinical needs and conditions, health promotion, providing support and advice where necessary.
- Be able to identify and react appropriately to changing demands, situations and pressures in the department and prioritize accordingly, working as part of the team to be flexible and accommodating as appropriate.

Task Specific Skills

Participate in the review and implementation of infection related policies and procedures

Participate in the surveillance of healthcare acquired infection

Assist in the Investigation and to provide support during outbreaks of infection.

Participate in the implementation of infection control audits and assist in the preparation of reports and action plans.

Provide specialist infection prevention and control advice on healthcare new builds and renovation projects, equipment purchases and clinical waste management, to meet national guidance and local standards.

Liaise with other departments regarding infection control related issues

Assist in assessment and identifying training needs and to subsequently develop and deliver robust training packages to promote and enhance infection control practice in line with national and local standards

Assist with the development and ongoing development of an Infection Control Link Practitioner initiative and through this provide education, training and support to Infection Control Link Practitioners.

Maintain an awareness and understanding of relevant, up to date infection control research studies

Critically analyse and evaluate research findings and apply these to clinical practice

- Under the direction of the Clinical Services Manager (DIPC) provide leadership relating to all infection prevention & control processes within the Hospital.
- Communicate and build effective relationships with a wide range of professionals at all levels within the hospital/organisation
- Embed consistent IPC guidance, documentation and policies which reflect HMT standards.
- Produce high quality and accurate information in the form of, reports, meeting minutes, presentation slides, graphs, action plans, including contribution to the annual work plan and annual IPC report
- Use existing HMT systems and develop systems for the collection and analysis of data needed to manage the IPC activity within the hospital.
- Lead all IPC audit and surveillance activity, both local and national.
- Provide expert advice and deliver training to IPC Links, and all departments within the hospital relating to IPC to ensure compliance with statutory requirements.
- Contribute to corporate IPC activities as required.
- Following training, undertake Root Cause Analysis (RCA), reflecting lessons learnt of areas identified for improvement back into the clinical areas
- Raise any IPC related risks to the Head of Clinical Services and seek support when required.
- Participate in clinical supervision
- Work clinically within Sancta Maria Hospital to an agreed time frame, to ensure that individual professional practice is current and up to date, focusing on areas identified within the appraisal process

Training and Professional Development

- successfully complete induction program
- participate in HMT appraisal and personal development plan schemes by meeting with the team leader/appraiser and to include feedback from a selection of internal staff and team members
- attend all mandatory training
- contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors
- to participate in staff education and development, including utilizing appropriate learning opportunities and to act as a resource for learners and the nursing team as/when required
- complete Revalidation requirements
- maintain a personal and professional profile and maintain skill developments in line with the Scope of Professional Practice
- strive to stay up to date with evidence-based practice and surgical initiatives
- supervise the practice of other members of the team, identify gaps in knowledge and skills, facilitate

professional development and identify learning opportunities

General

Equality & Diversity

Be aware of need for own personal development and be prepared to attend and undertake any necessary training, being aware of the need to develop oneself and to strive to increase personal knowledge.

Contribute to making the clinical environment conducive to learning and development where individuals feel able to discuss ideas and action as well as showing initiative.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all patient records effectively in line with all the Health Record Keeping Policies and Procedures in order to meet the Hospital's legal, regulatory and accountability requirements.

Health & Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging HMT policies and procedures with regard to health and safety matters.

To immediately, report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident / incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the hospital is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Safeguarding

Sancta Maria Hospital is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

BENEFITS

BENEFITS: 27 Statutory days' holiday plus 8 days bank holidays, contributory pension, private medical insurance.

We regularly review our employee benefits package, which includes our group personal pension plan and private medical cover. **We encourage our employees to have a positive work-life balance and to consider HMT 'a great place to work'.**

NOTES

This is an outline job description setting out general responsibilities and tasks the post-holder may be required to undertake. It is not comprehensive and the post-holder may be required to carry out other duties and responsibilities from time to time as determined by HMT. The job description will also be subject to change in-line with the needs of the Hospital and the Organisation.

Staff will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the staff handbook and will be required to follow HMT policies and procedures and as stated in the NMC / HPC

Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertaken further developmental training specific to their role.

Person Specification: IPC Lead

CANDIDATE PROFILE		
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Registered Nurse/Health Care Professional with NMC/HCPC Registration Infection Control qualification, eg BSc in Infection Control Evidence of recent professional development 	<ul style="list-style-type: none"> Graduate / Post Graduate Qualification Recognised teaching and assessing qualification
Experience	<ul style="list-style-type: none"> Substantial experience as a Registered Nurse/health care professional working within infection prevention and control Experience within a surgical specialty Audit (and/or research) experience 	<ul style="list-style-type: none"> Previous experience in a clinical leadership role in the healthcare sector. Previous experience within the independent sector
Knowledge and Technical Ability	<p>Able to:</p> <ul style="list-style-type: none"> Produce high quality and accurate information in the form of, reports, meeting minutes, presentation slides, graphs, action plans etc. Lead on producing audits and IPC surveillance Chair Infection Prevention Control meetings Provide subject matter expertise to senior managers and heads of departments 	

Other	<ul style="list-style-type: none"> • Excellent interpersonal, communication and presentation skills, including listening skills. • Able to challenge in a constructive way • Able to build a relationship with range of stakeholders • Influencing skills • Able to manage conflict and negotiate outcomes • IT literate and a competent user of the MS Office suite of products with excellent keyboard skills • Excellent report writing skills • Proactive and able to self-motivate but also work as part of a team 	
Skills	<ul style="list-style-type: none"> • Able to prioritise and meet deadlines effectively • Time management skills • Ability to use initiative and make decisions • Analyses problems and implements effective and appropriate solutions • Effective leadership skills 	<ul style="list-style-type: none"> • Evaluation of performance, evidence of reflective practice and self-development
Communication	<ul style="list-style-type: none"> • Excellent communications skills, written and oral • Able to motivate and support others and encourage effective team working • Understands the importance of confidentiality and dealing with sensitive information 	

<h3>Job Description Agreement</h3>	
Job Title:	IPC Lead
<p>I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.</p>	
Signature:	Date: