

JOB DESCRIPTION

JOB DETAILS	
Job Title	Infection Prevention & Control (IPC) Advanced Specialist Nurse/Practitioner (East) IPC Clinical Nurse/Practitioner Specialist (North)
Reports to	Clinical Matron, IPC (East) Lead Nurse, IPC (North)
Band	
Care Group	Clinical Specialist Services

JOB PURPOSE
<p>The Trust is an integrated Acute and Community Trust and so includes acute and community hospitals, community nursing and other community services.</p> <p>The Infection Prevention & Control team has responsibility to assist with the prevention, surveillance, investigation and control of infection at RDUH and other organisations the service is contracted to i.e. Devon Integrated Care Board and Devon Partnership Trust (DPT).</p>

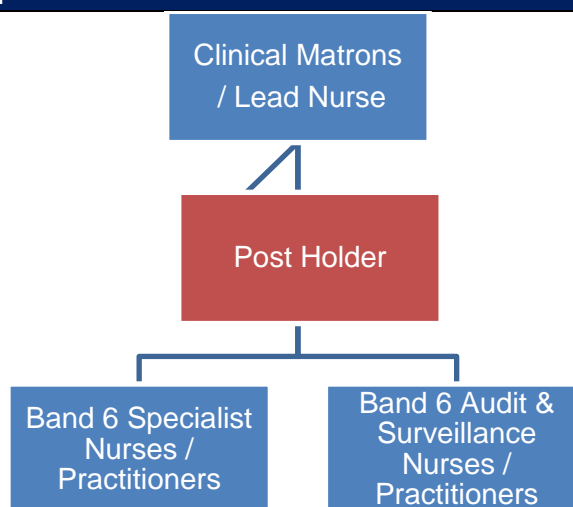
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Work with other members of the Infection Prevention and Control (IPC) Team, for the prevention, control, surveillance and investigation of infection throughout the employing Trust and any Trust with whom there is a service level agreement. • Assesses patients, plans and implements care, provides specialist advice, maintains records. • Works as a lead specialist in a defined area of care with willingness to rotate (Eastern site), with other band 7 nurses/practitioners, to act as clinical IPC specialists in other health care settings such as acute and community services and Devon Partnership Trust. • Provides specialist education and training to other staff • Undertakes research activities and leads clinical audits • Plans, delivers and evaluates education and training programmes for all staff. • Provides teaching in practice to other staff and students through clinical supervision/facilitation • Acts as a positive role model for other staff and students • Educates patients and their families/carers about managing own condition • Contribute to a weekend rota to provide 7-day IPC cover (Eastern site) • Contribute to a weekend service in exceptional circumstances e.g. outbreak (maximum 5 weekends per year) (Northern site). • Provide visible leadership in infection prevention and control practice in clinical areas • Contribute to the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections and the IPC annual plan.

KEY WORKING RELATIONSHIPS
<p>As a member of the IPC nursing team, provide an IPC service to the staff and patients (and their families) within Royal Devon University Healthcare Trust and, in line with service level agreements, for:</p> <ul style="list-style-type: none"> • Devon Partnership Trust • Devon Integrated Care Board • Community Infection Management Service <p>The post holder is required to work effectively with all staff across the RDUH on a daily basis along with the wider healthcare community, external organisations and the public.</p>

This will include verbal, written and electronic media. Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Director of Infection Prevention and Control (DIPC) • Consultant/Lead Nurse Infection Prevention and Control • Infection Prevention and Control (IPC) Team • IPC Link Nurses / Practitioners • Infection Control Doctors • Consultant Microbiologists • Estates and Facilities Teams • Clinical Nurse Managers • Site Management Team • Laboratory Staff • Patients • Multidisciplinary Teams • Care Group Directors and Associate Directors of Patient Care 	<ul style="list-style-type: none"> • NHSE • Devon Integrated Care Board • UKHSA • Health Protection Teams • Environmental Health Officers • Other Trust and Community Departments and Services • Care / residential home managers and staff • GP Practice staff • Domiciliary Care providers • Carers, Relatives and Visitors

ORGANISATIONAL CHART



FREEDOM TO ACT

- To work with clinical teams to contribute to decisions about patient care in relation to IPC
- Be professionally accountable for all aspects of own work, including IPC advice given
- To work autonomously to be able to provide expert IPC advice to patient's, visitors and staff in line with infection prevention and control service and Trust policies.
- Be aware of and work within the policies and procedures adopted by RDUH Trust
- Be responsible for defined delegated projects as directed by the Clinical Matron or Lead Nurse for IPC
- Attend meetings where IPC representation is required as delegated by Clinical Matron or Lead Nurse for IPC
- To develop specialist clinical led care where appropriate, in line with National guidance.
- To act as an expert resource to others in developing and improving specialist knowledge and skills in specialist clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required
- Act in accordance with the NMC Code of Professional Conduct.

COMMUNICATION/RELATIONSHIP SKILLS

- Act as a specialist advisor in all matters relating to IPC
- Co-ordinate outbreak management processes
- Act as a specialist advisor on isolation techniques and where necessary, participate in their introduction and practice, correcting hazardous or ineffective procedures
- Act in consultation with all staff regarding the need for transfer of patients to isolation facilities
- Provide clinical support and supervision to other members of the IPCT as appropriate, supporting colleagues in stressful / pressurised circumstances when required
- Preparing papers which include complex information and presenting them at meetings
- Communicating with all levels and groups of staff and patients within and beyond the organisation
- Respond to infection control enquiries from staff, patients, visitors and the public and give advice in accordance with agreed policy and guidance
- Occasional complex and sensitive discussion with patients, visitors and staff about infectious disease carriage such as TB, MRSA, Shingles / Chicken Pox requiring an empathetic approach
- Concentration required for undertaking observational audit, preparing audit reports, infection surveillance activities
- Provide and receive complex and sensitive information. Communicates very sensitive, complex condition related information to patients and relatives, offering empathy and reassurance.
- To communicate effectively between departments, wards and Trusts to ensure patients journey is seamless.
- Provides and receives highly sensitive, distressing, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance e.g. infectious disease/condition identification
- Communicates with a range other staff of all disciplines, acting as a highly specialist resource including liaison with health care providers out with the Trust regarding diagnosis and treatment advice
- Empower colleagues and less experienced nursing staff to contribute to the formation of goals, knowledge and skills relating to the specialty
- Occasionally manage a difficult situation which may arise with angry/upset clients, staff and telephone callers.

ANALYTICAL/JUDGEMENTAL SKILLS

- Evaluate and update control of infection measures throughout the areas of service responsibility as necessary
- Work within knowledge and capabilities and escalate issues appropriately to other team members
- Utilise risk assessment skills e.g. to assess isolation priorities
- Analyse and interpret complex facts and situations then lead in the identification and comparison of a range of options
- Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions.
- To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.
- Develops skills to assess and interpret specialist information and conditions and takes appropriate action usually without the need to refer to other specialists.
- Identify, investigate and monitor infectious or hazardous procedures
- Investigate and apply means of control to outbreaks of hospital and community infection

PLANNING/ORGANISATIONAL SKILLS

- Take a leading role and contribute to planning and delivery of publicity drives in association with national/international initiatives e.g. Annual Global Hand Hygiene day, Infection Prevention and Control week.
- Ensure the delivery of every day departmental tasks associated with alert organism surveillance and audit programme
- Ensure accurate paper and electronic records of alert organisms and audit results are kept.

- Prioritise own work plan to deliver essential daily department outputs as identified above
- Contribute to the daily planning of the departmental work programme / diary in collaboration with the Clinical Matrons or lead nurse and department administrators
- Plan, organise complex activities, programmes requiring formulation and adjustment.
- To provide expert assessment of patient's needs.
- To develop and provide a co-ordinated specialist service to patients with the relevant diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting.
- To support and prevent admission for the patient with the relevant diagnosis and support the coordination of complex discharges for patients with the relevant diagnosis that have been admitted.
- Plan & organise day-to-day service provision.

PATIENT/CLIENT CARE

- Assesses, develops and implements specialist infection control care programmes with lead nurse and/or DIPC
- Reviews patients and situations independently and makes independent management decisions
- Understands and recognises own limitations and refers to a more experienced specialist nurse (e.g. Clinical Matron) or senior medical colleague when required.
- Provides highly developed specialist advice to patients and their families/carers, staff of all disciplines and students
- Undertakes and/or teaches clinical procedures that require dexterity and accuracy e.g. aseptic technique, hand hygiene, clinical specimen taking, intravenous drug administration, care of invasive devices, personal protective equipment, fit testing.
- Provide specialist IPC advice to patients and their families/carers about managing own condition
- Advise colleagues on complex cases and questions, and escalate to relevant senior members of the IPCT as required.
- Challenge potentially hazardous or ineffective infection control practice directly with staff where appropriate and report back to senior members of the IPCT.
- To support patients in meeting their own health and wellbeing through providing expert information, advice and support.
- To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding palliative care and bereavement.
- To provide emotional, psychological and practical support to the patient and their family/carer through-out their pathway and to facilitate communication between patients, families and professionals
- To recognise ethical dilemmas relating to care and act as the patient/relative's advocate when required.
- To develop care pathways for patients with the relevant diagnosis.

POLICY/SERVICE DEVELOPMENT

- Contribute to the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections and the IPC annual plan.
- Contribute to the formulation and update of IPC policies and procedures devolved from the IPC annual plan
- Assist in the implementation of IPC policy into clinical practice by communication and practical demonstration with all levels of staff
- Aid individual areas/personnel with production of specific local protocols on IPC aspects of their work
- Participate in the development and implementation of the annual programmes of the Infection Prevention and Decontamination Assurance Group (IPDAG), and those from other organisations service is contracted to.
- Act as a specialist advisor to working groups/committees relevant to infection control, providing feedback to the IPC team as directed by the Clinical Matron or Lead Nurse

- To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.
- To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report.
- Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards – both clinical and operational.
- To participate in developing the specialist service strategy and shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.
- To use effective prioritisation, problem solving and delegation skills to manage time effectively.
- To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise.
- To maintain a peer network of support, information and learning with other nurse specialists within the organisation.
- Actively participate in strategic service planning & development

FINANCIAL/PHYSICAL RESOURCES

- In conjunction with procurement, assist with any trials / product changes and that may have financial or practice implications for IPC. The post holder has a personal duty of care in relation to equipment and resources.
- The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner.

HUMAN RESOURCES

- Take a leading role in the development and delivery of infection control education and training materials and programmes, for staff in a variety of settings.
- Represent the Trust in this specialist field at professional meetings and conferences
- Provide education to other members of the IPCT as appropriate
- Demonstrate commitment to professional and personal development by maintaining personal development plan, and attending relevant meetings, courses, and conferences.
- Ensure own educational needs are raised with line manager as necessary.
- Take a leading role in the preparation and delivery of education materials and events for IPC Link Practitioner programmes for trust staff
- Contribute to the maintenance of the IPC web pages on trust intranet
- Responsible for the day-to-day supervision of team members, including work allocation, personal and professional development and acting as a point for escalation (East).
- To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.
- To provide specialist input to post-registration courses and professional development programmes.
- To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others.
- To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with a relevant diagnosis are able to deliver the highest standards of care.
- To supervise/instruct all clinical staff as appropriate, to include the IPC team.
- Provide leadership and support to clinical teams and deal with poor performance

INFORMATION RESOURCES

- Collect relevant clinical data for use by the IPCT
- Collect and input relevant clinical data for Surgical Site Infection Surveillance as required.
- Collect and input relevant data from audits undertaken to check compliance with the requirements of the Code of Practice for the Prevention and Control of Healthcare Associated Infections and the Infection Prevention & Control annual plan e.g. PLACE visits, spot check audits, patient placement and observational hand hygiene audits.
- Produce audit reports for IPDAG when required
- To document all patient contacts in patient record, as per Trust Documentation Policy.

- To be involved in the Audit Programme relevant to the service.
- The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations. The post holder will be responsible for sourcing and gathering information to produce presentations, informative reports, briefings and papers for meetings.
- Accurately record notes and enter electronic data into databases
- Ensure accurate electronic records of care and advice given are kept.

RESEARCH AND DEVELOPMENT

- Contribute to national audit/prevalence studies in IPC as required
- Act as a research resource in the matters relating to the annual infection control programme
- Research aspects of IPC in order to provide the optimum level of advice to staff
- Appraise current practices, update and introduce new ones in accordance with recent findings
- Ensure the delivery of every day departmental tasks associated with alert organism surveillance and audit programme
- Ensure ongoing accurate electronic records of alert organisms and audit results are kept.
- Report on any current practices that do not meet relevant policy standards.
- Undertake monthly monitoring of relevant publications / websites and accessing evidence-based practice information to inform infection control policy and practice.
- Carry out literature searches and the updating of policies and procedures.
- Ensure clinical practice developments are based on best available evidence.
- Review and disseminate new information to relevant staff.
- Coordinate the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly
- Undertake research and use core audit skills to enable the specialist team and other health professionals to improve quality of care
- Collect and collate epidemiological data to enable the team to inform independent or collaborative review of clinical practice
- To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice.
- To identify areas of potential research relating to the speciality and to participate in relevant research activities.
- To participate and lead in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care on a regular basis and provide feedback to relevant groups
- To ensure the Trust provides accurate clinical data to national data collection programmes relevant to the service
- Carry out daily alert organism surveillance, process and act on results
- Take a leading role with audits identified in the IPC annual work plan or new national initiatives e.g. prevalence surveys.
- Carry out collection of information of infection e.g. MRSA, MSSA and E. coli bacteraemia's and Clostridium difficile infections to support investigations.
- Assist in the development of a programme of clinical infection control audit, provide feedback to managers and assist with the implementation of recommendations
- Undertake monthly monitoring of relevant publications / websites and accessing evidence-based practice information to inform infection control policy and practice.
- Carry out literature searches and the updating of policies and procedures.

PHYSICAL SKILLS

- Ability / manual dexterity to demonstrate clinical skills during teaching
- Standard keyboard skills and use of databases e.g. to extract data for reports. Keyboard accuracy is essential for inputting complex data and producing multifaceted documents and papers

PHYSICAL EFFORT

- Frequent requirement to sit at display screen equipment

<ul style="list-style-type: none"> • The post holder may be required to exert light physical effort (loads of not more than 5kg. moving health promotional and educational equipment and materials between locations) on an occasional basis. • Ability to visit / move around between many wards and departments in working day, and to travel to other hospitals and community sites • The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods involving sitting at a VDU for long periods of time. • Occasional need to travel around the geographical area
MENTAL EFFORT <ul style="list-style-type: none"> • Ability to work under pressure as unpredictable work pattern – frequent interruptions to daily tasks and routine work to deal with queries on a range of matters and competing priorities. e.g. telephone enquiries / outbreaks • Frequent concentration required for complex data entry and typing intricate and multi-faceted documents.
EMOTIONAL EFFORT <ul style="list-style-type: none"> • Support patients and their families following diagnosis of infection which may have a detrimental impact on their outcome/wellbeing. May on occasions be required to impart distressing information to patients • Work with patients with mental health problems or occasional challenging behaviour. • Talk to relatives following a death. • The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment. • Managing conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals • Dealing with complaints and patient feedback • Moderate exposure to distressing or emotional circumstances • The post holder will require resilience to deliver specialist care in at times, stressful and emotionally demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people across different organisations whilst also providing senior support to junior members of staff.
WORKING CONDITIONS <ul style="list-style-type: none"> • Occasional exposure to aggressive patients/family/carers. • Regular VDU use • Weekend and bank holiday working (Eastern site) • Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting
OTHER RESPONSIBILITIES <ul style="list-style-type: none"> • Take part in regular performance appraisal. • Maintain responsibility for own professional and specialist development. • Use reflection to identify and prioritise education/development needs. • Pursue an ongoing programme of professional education/development relevant to the specialty • Be a member of a professional specialist forum/association (where such exists) and attend regional/national meetings and conferences when possible. • Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling • Contribute to and work within a safe working environment • You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection • As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in

action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

- You must also take responsibility for your workplace health and wellbeing:
 - When required, gain support from Occupational Health, Human Resources or other sources.
 - Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
 - Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
 - Undertake a Display Screen Equipment assessment (DSE) if appropriate to role

APPLICABLE TO MANAGERS ONLY

- Lead specialist for a defined clinical area providing line management to other members of the team.
- Ensures that personal development reviews and 1:1s of line managed staff are undertaken regularly.
- Responsible for organising own workload and supervising the workload of less experienced specialist nurses/practitioners within the requirements of the specialist team activities and work plan.
- Develops specialist multidisciplinary protocols and policies for specialist area.
- Produces and presents reports as required.
- Provide representation on committees/working groups as required
- Be aware of budgetary limitations and provide highest quality nursing service within those confines,
- Make line manager aware of any concerns regarding the quality of service provided in a constructive manner
- Has a personal duty of care in relation to equipment and resources.

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Infection Prevention & Control (IPC) Advanced Specialist Nurse/Practitioner (East) IPC Clinical Nurse/Practitioner Specialist (North)
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse or Practitioner with a relevant healthcare associated degree.	E	
Master's level qualification or equivalent experience	E	
Relevant experience in IPC department	E	
Relevant teaching / educational qualification	D	
KNOWLEDGE/SKILLS		
A comprehensive knowledge of prevention and control of infection	E	
An appreciation of Trust strategy and policy at organizational levels and how these drivers are interpreted in the specialist service	E	
Ability to appraise research evidence consistent with evidenced based care	E	
Computer literacy to a level consistent with everyday use for common use software word processing, spreadsheets, presentation, plus email and internet familiarity	E	
Understands infection surveillance methodology	E	
Excellent verbal and written communication skills	E	
Ability to manage own case/workload	E	
Ability to lead other clinical staff	E	
Ability to review the performance and development of other staff	E	
Ability to lead and coordinate research, surveillance and audit activity	D	
Ability to implement changes to practice successfully	D	
EXPERIENCE		
Demonstrable post qualification nursing experience in an acute hospital / community setting	E	
Demonstrable post qualification experience as an infection control or nurse/practitioner	E	
Has undertaken clinical audit projects	E	
Has drafted Infection Control policy for review by IPC Team	E	
Experience of teaching in practice	E	
Experience of undertaking formal teaching/lecturing	D	
PERSONAL ATTRIBUTES		
Occasional physical effort moving health promotional materials and educational equipment between venues	E	
Occasional discussion with patients, visitors and staff about infectious disease carriage such as TB, MRSA, shingles / Chicken Pox which might necessitate isolation, time off duty and treatment	E	
Ability to adapt and display appropriate interpersonal skills to suit needs of audience / situation	E	
Ability to support colleagues in stressful / pressurised circumstances when required	E	
Concentration required for undertaking observational audit, preparing audit reports, infection surveillance activities	E	

Ability to communicate with many levels of staff and with clients Adaptability as regular interruptions to daily tasks occurs Ability to prioritise busy schedules and competing demands Confidence to challenge poor practice Ability to manage patients and relatives requiring explanation on for example MRSA on occasions Comfortable working in busy, hot, noisy multi-person office Capable of regular periods of VDU work. Capable of lone working Able to work as a team member Highly motivated and enthusiastic Takes responsibility for own professional development Smart professional appearance Up to date personal profile	E E E E E E E E E E E E E	
OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Hold a driver's license and have the ability to travel to other locations as required.	E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y			X	
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		X		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g. isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y			X	
Animals	N				
Cytotoxic drugs	N		X		
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y			X	
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	Y		X		
Challenging behaviour	Y		X		