

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Infection Prevention and Control (IPC) Specialist Nurse / Practitioner (East) IPC Nurse (North)
<b>Reports to</b>	IPC Advanced Specialist Nurse/Practitioner (East) Lead Nurse, IPC (North)
<b>Band</b>	6 - Subject to matching
<b>Care Group</b>	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 &amp; 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"> <li>• Works as a member of a specialist team contributing to the delivery of a specialist service</li> <li>• Assesses patients, plans and implements care, provides specialist advice, maintains records.</li> <li>• Carries out specialist nursing procedures</li> <li>• Provides clinical supervision to other staff/students</li> <li>• Leads clinical audits in own specialist area</li> <li>• Willingness to rotate, with other band 6 nurses, to act as clinical specialists in other health care settings such as acute, community services and Devon Partnership Trust (DPT) (Eastern site)</li> <li>• Willingness to cover a variety of healthcare settings such as acute, community and DPT on a daily basis (Northern site)</li> <li>• Contribute to a weekend rota to provide 7-day IPC cover (Eastern site)</li> <li>• Contribute to a weekend service in exceptional circumstances e.g. outbreak (maximum 5 weekends per year) (Northern site).</li> <li>• Contribute to the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections and the Infection Prevention &amp; Control annual plan.</li> <li>• Assist the Infection Prevention &amp; Control Team (IPCT) in the implementation of infection control policy into clinical practice by communication and practical demonstration with all levels of staff.</li> <li>• Advise on the infection control aspects of nursing for clients receiving healthcare to the level described in established policy documents.</li> <li>• Provide visible leadership in infection prevention and control practice in clinical areas</li> <li>• Provides specialist advice to patients and their families/carers, staff and students</li> <li>• Takes responsibility for his/her own workload within the designated clinical area and for the assessment and treatment of patients on a day to day basis, without direct guidance from line manager.</li> <li>• Understands and recognises own limitations and refers to a more experienced specialist when required.</li> <li>• Provides and receives sensitive/highly sensitive, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance e.g. infectious conditions/communicable diseases</li> <li>• Communicates with a range other staff, acting as a specialist resource</li> <li>• Develops the skills to assess and interpret specialist information and conditions and takes appropriate action</li> </ul>

- Demonstrates clinical procedures that require dexterity and accuracy, for example CVC management, IV drug administration.

### KEY WORKING RELATIONSHIPS

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:

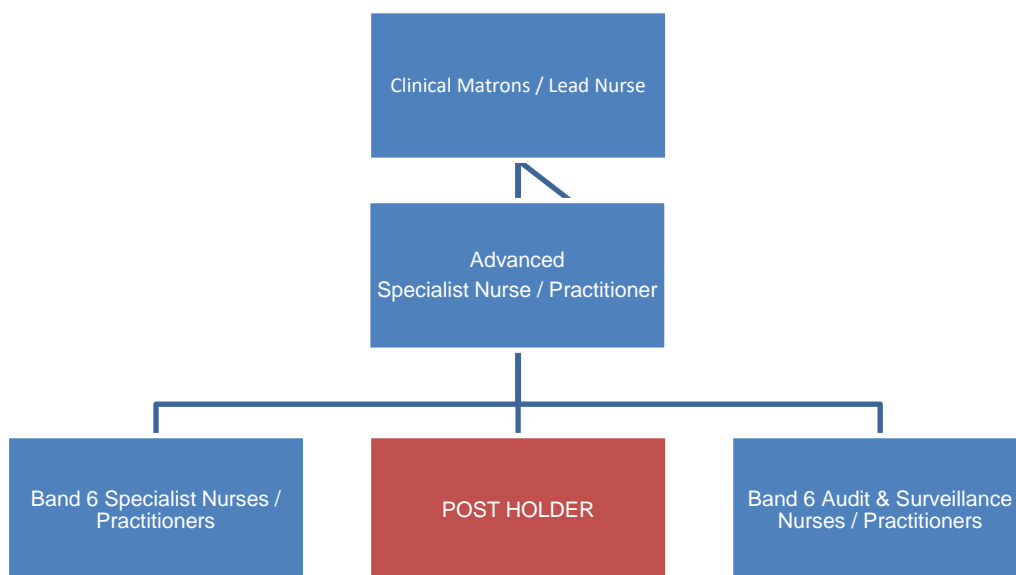
- Devon Partnership Trust
- Devon Integrated Care Board
- Community Infection Management Service

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.

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

### ORGANISATIONAL CHART



## **FREEDOM TO ACT**

- Responsible for organising own workload within the requirements of the specialist team activities and work plan.
- Maintain responsibility for own professional and specialist development.
- Use reflection to identify and prioritise education/development needs.
- Be professionally accountable for all aspects of own work, including the management of patients.
- To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy.
- To act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required.
- Make line manager aware of any concerns regarding the quality of service provided in a constructive manner
- Act in accordance with the NMC Code of Professional Conduct.

## **COMMUNICATION/RELATIONSHIP SKILLS**

- Act as a specialist advisor in all matters relating to IPC
- 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.
- Acts as a positive role model for other staff and students
- Challenge potentially hazardous or ineffective infection control practice directly with staff where appropriate and report back to senior members of the IPCT.
- Provide representation on committees/working groups as required
- Review and disseminate new information to relevant staff.
- Be prepared to challenge individuals' actions/omissions if not compliant with trust policies and guidelines at any time

## **ANALYTICAL/JUDGEMENTAL SKILLS**

- Work within knowledge and capabilities and escalate issues appropriately to other team members.

- Utilise risk assessment skills e.g. to assess isolation priorities on occasion
- Analyse and interpret complex facts and situations then identify and compare a range of options.
- Requires skills for assessing and interpreting specialist acute and other patient conditions and take appropriate actions.
- Monitor and review the effectiveness of interventions with the patient and clinical team and modify these to meet changing needs.
- Assist with investigation and application of measures to control outbreaks of infection in hospital and community.
- To employ effective decision-making skills to address complex issues and use effective change management skills to implement these.
- Evaluate clinical practice in relation to its evidence base and clinical effectiveness.

#### **PLANNING/ORGANISATIONAL SKILLS**

- 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.
- Assist in ensuring the delivery of every day departmental tasks associated with alert organism surveillance and audit programme
- Assist in keeping ongoing accurate paper and electronic records of alert organisms and audit results.
- 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 department administrator
- To use effective prioritisation, problem solving and delegation skills to manage time effectively.

#### **PATIENT/CLIENT CARE**

- Provide specialist IPC advice to patients, staff, visitors and contractors.
- Forward complex cases and questions to relevant senior members of the IPCT.
- Undertake screening amongst patients and staff as directed by IPCT e.g. MRSA
- Undertake environmental screening in wards and departments as directed by IPCT
- To provide emotional, psychological and practical support to the patient and their family/carer throughout 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 support the development of care pathways for patients with relevant specialist conditions
- To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers.

#### **POLICY/SERVICE DEVELOPMENT**

- Contribute to the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections and the Infection Prevention & Control annual plan.
- Assist the Infection Prevention & Control Team (IPCT) in the implementation of infection control policy into clinical practice by communication and practical demonstration with all levels of staff.
- To contribute to the development of evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.
- Act as facilitator in developing clinical practice and promoting changes in service that meet national standards.
- To participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this.
- 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.
- To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report

- Contribute to the development of patient/ healthcare information, specific to IPC.
- Contributes to the provision of specialist protocols and policies

### **FINANCIAL/PHYSICAL RESOURCES**

- 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
- No budget accountability, but responsible for effective use of Trust resources and compliance with Trust Standing Financial Instructions.
- In conjunction with procurement, assist with any trials / product changes and that may have financial or practice implications for IPC.
- Be aware of budgetary limitations and provide highest quality nursing service within those confines

### **HUMAN RESOURCES**

- Provides teaching in practice to other healthcare professionals and students through clinical supervision/ facilitation.
- To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.
- To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others.
- Participate in the planning, delivery and evaluation of in-house education and training programmes, for all relevant disciplines of healthcare professionals, including medical students.
- Together with the IPC team provide relevant updates, education and training within the Trust and externally, to nurses, patient groups and other disciplines, including Peninsula Medical School / undergraduate placements
- Deputises for and supports senior colleague/s of the speciality in their absence.
- Responsible for organising own workload within the requirements of the specialist team activities and work plan
- Provides teaching (face to face, in practice and virtual) to other staff and students through clinical supervision/facilitation, statutory/mandatory training and Trust induction.
- Teaches patients and their families/carers about infections
- Participates in the planning, delivery and evaluation of the in-house education and training programme for all disciplines of staff.
- To supervise/instruct other clinical staff as appropriate.

### **INFORMATION RESOURCES**

- To document all patient contacts and maintain patients records as per Trust Documentation Policy.
- Collect and input clinical data for Surgical Site Infection Surveillance as required.
- Assist in keeping accurate paper and electronic records of care and advice given.
- Produces and presents reports as required

### **RESEARCH AND DEVELOPMENT**

- Review and disseminate new information to staff.
- 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
- Assist in ensuring the delivery of every day departmental tasks associated with alert organism surveillance and audit programme
- Assist in keeping ongoing accurate paper and electronic records of alert organisms and audit results.
- Assist in the research of aspects on infection control in order to provide the optimum level of advice to staff.
- 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.
- To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice.
- Ensure clinical practice in relation to its evidence base and clinical effectiveness.
- To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.
- To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.
- Use core audit skills to enable the specialist team and other health professionals to improve quality of care.
- Assist with daily alert organism surveillance process.
- Undertake monthly monitoring of relevant publications / websites and accessing evidence-based practice information to inform infection control policy and practice.
- Assist with literature searches and the updating of policies and procedures.
- Assist with audits identified in the IP&C annual work plan or new national initiatives e.g. prevalence surveys.
- Assist with collection of information of infection e.g. MRSA, MSSA and E. coli bacteraemia's and Clostridium difficile infections to support investigations.
- The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations.
- To be involved in the Audit Programme relevant to the service.
- Collect relevant clinical data for use by the IPCT.
- 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, equipment cleanliness, and observational hand hygiene audits.
- Assist in producing audit reports for IPDAG e.g. for monthly spot checks of practice/environment

#### **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
- 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**

- 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
- Flexibility to adapt to an unpredictable workload e.g. in outbreak situations where regular situation assessment/updates may be required
- Actively participate in strategic service planning & development
- Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people.

## **EMOTIONAL EFFORT**

- 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.
- 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.
- 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.
- Moderate exposure to distressing or emotional circumstances.
- Be sensitive and empathic to staff and patient/client needs
- less experienced staff to contribute to the formation of goals, knowledge and skills relating to the specialty
- The post holder will require resilience to deliver specialist nursing care, in at times, stressful and emotionally demanding environments.

## **WORKING CONDITIONS**

- 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**

- 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

#### **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

<b>Job Title</b>	Infection Prevention and Control (IPC) Specialist Nurse / Practitioner (East) IPC Nurse (North)
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Registered Nurse / Practitioner	E	
Postgraduate diploma/qualification or specialist courses or equivalent experience	E	
Teaching and mentoring qualification or equivalent experience	D	
<b>KNOWLEDGE/SKILLS</b>		
Demonstrable understanding and commitment to the practice and principles of infection prevention and control	E	
Demonstrable ability to work as part of a team	E	
Computer literacy to a level consistent with everyday use – word processing, email, intranet, internet	E	
Experience as infection control link nurse/practitioner		D
Spreadsheet and database software familiarity		D
Understanding of the audit cycle and its application within specialist sphere		D
Ability to critically analyse research		D
Understanding of principles of change management		D
<b>EXPERIENCE</b>		
Approximately 3 years experience post registration in more than one clinical setting	E	
Experience of ward or team management e.g. regularly taking charge of a ward/department/team	E	
Experience of standard setting and clinical audit		D
Experience of teaching in practice	E	
Experience of role of IPC link practitioner		D
<b>PERSONAL ATTRIBUTES</b>		
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	E	
Adaptability as regular interruptions to daily tasks occurs	E	
Ability to prioritise busy schedules and competing demands	E	
Confidence to challenge poor practice		
Ability to manage patients and relatives requiring explanation, for example, MRSA on occasions	E	

<p>Comfortable working in busy, hot, noisy multi-person office</p> <p>Capable of regular periods of VDU work.</p> <p>Capable of lone working</p> <p>Able to work as a team member</p> <p>Highly motivated, innovative and enthusiastic</p> <p>Takes responsibility for own professional development</p> <p>Smart professional appearance</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><b>OTHER REQUIREMENTS</b></p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Hold a driver's license and have the ability to travel to other locations as required.</p>	<p>E</p> <p>E</p>	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y			X	
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y		X		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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	Y		X		
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
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		