

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Infection Prevention and Control Nurse (12-month Fixed Term) | | |
| **Directorate:** | Public Health | **Division/Section:** | Health and Wellbeing |
| **Grade:** | 8 |  |  |

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| **Job Purpose:**   * To deputise and in the absence of the Lead Health Protection Nurse, lead on the Implementation of Infection Control Components in the revised Health and Social Care Act (2012) for the Prevention and Control of Healthcare Associated Infections (HCAI). * To deputise and in the absence of the Lead Health Protection Nurse, lead on all Commissioning aspects relating to health protection. This includes leading on elements of the health protection programme including communicable disease, non-communicable environment hazards, screening and immunisation and supporting the council’s emergency planning role. * To lead on quality performance monitoring and improvement of the HCAI agenda across internal and external organisation (e.g. Pennine Care NHS Foundation Trust, Pennine Acute Hospital Trust, General Practice) and hold providers to account, including leading root cause analysis and identifying lapses in the quality of care on behalf of NHS Oldham Clinical Commissioning Group (CCG), Oldham Cares and Oldham Council. * To lead on clinical expertise regarding Clinical Governance aspects of commissioned Public Health services and programmes in particular the mandated NHS Health checks programme, and other commissioned services where appropriate. To include Performance Monitoring, Training and clinical Supervision of General Practice nurses/practitioners. * To identify, inspire and mobilise delivery partners from across all sectors by using strong networking skills. To establish effective working relationships that will enable programmes to be delivered effectively and national targets to be achieved. |

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| **Key tasks**  **Infection Prevention and Control (IP&C)**   * Lead operationally to reduce avoidable Health Care Associated Infections (HCAI’s) and provide professional advice and recommendations to key stakeholders such as the CCG. * Lead on MRSA bloodstream infection Post Infection Review (PIR) investigations ensuring joint collaboration with relevant stakeholders to complete the PIR and associated learning ensuring that mitigating statements are communicated to Health & Social Care Partnership in time limited period. * Lead on Clostridium Difficile Infections (CDI) reviews and provide expert advice and support to the CCG on the outcome RCA with associated learning. * To deputise on implementing NHS Improvement initiatives for improving and disseminating evidenced based practice in IP&C throughout Oldham borough. * To lead on the implementation of monitoring and improving performance of the Clean Safe Care for all commissioned independent contractors through audits and action plans and liaising with Oldham Council, Oldham Cares, CQC, NHS Health & Social Care Partnership and CCG. * To provide specialist advice and guidance by exercising highly developed advisory, negotiating and persuasive skills in relation to the Health & Social Care Act 2012 and enforcing these regulations which have a direct impact on the health, safety and the wellbeing of clients. * To deputise and in the absence of the Lead Health Protection Nurse, lead where appropriate on the local authority contribution in the prevention of TB. * To initiate service specifications and commission services to meet the IP&C training needs of commissioned independent contractors.   .  **Health protection incidents, Outbreaks and Pandemic Planning**   * To deputise and in the absence of the Lead Health Protection Nurse lead in the management of borough level incidents and outbreaks working with key partners e.g. PHE and other local authority services such as Environmental Health. * To deputise on outbreak management for all commissioned providers including Care homes, schools and domiciliary care.   **Screening & Immunisation**   * To deputise on the monitoring of screening and immunisation trends and highlight areas of concern which requires analytical skills to interpret and disseminate varied and complex information. * To support performance improvement in areas that the DPH and the HPSG have identified as a priority working with the screening and immunisation Team at PHE Screening & Immunisation Team (SIT). * To support and in the absence of the Lead Health Protection Nurse lead on the uptake of screening and immunisation programmes across the borough working with the communications team, District Partnership and other channels of engaging with communities.     **Environmental Health**   * To work collaboratively with agencies such as Environmental Agency e.g. Establishing IP&C Standards. * To deputise and in the absence of the Lead Health Protection Nurse lead on the public health contribution in the management and control of environmental health incidents.   **NHS Health Checks**   * To lead on the Clinical Governance Agenda for NHS Health checks which will include updating clinical guidance, Performance Monitoring, Quality Assurance, Competency Training, IP&C standards and Clinical Supervision of General Practice nurses/health care assistants/engagement workers. * To actively lead on any clinical aspects of the programme that may arise and ensure that any changes to the programme are disseminated to all commissioned providers which will include regular updates with the Public Health Specialist Lead. * To actively monitor and reduce potential clinical risks to ensure patient safety in relation to the commissioned programme.   **Professional Knowledge and expertise**   * To maintain professional NMC registration and develop specialist professional expertise, knowledge and skills across the specialist area of health protection. * To share knowledge and expertise in developing internal and external colleagues as appropriate. * To provide training for colleagues in Public health and across the Council in relation to all Health protection matters.   **Policy development and staff training**   * To assist and where appropriate lead in the development of policies relating to IP&C and contribute to their implementation and audit compliance e.g. Hand Hygiene, MRSA in the Community, Decontamination, Waste policy, Glove policy, Uniform policy and review all other policies to ensure the primary care approach is facilitated. * To lead on IP&C training and delivery to all independent contractors in relation to reducing levels of HCAIs adopting a zero-tolerance approach.   **General Duties**   * To always act in line with the NMC Code of Professional Conduct and Scope of Professional Practice. * To participate in cross boundary working issues relating to IP&C and Outbreaks of infection i.e. Local Authority. * To ensure continuing education in line with NMC regulations. * Where relevant attend the local branch of Infection Prevention and Control Society (IPS). * To remain up to date on current initiatives, guidance and policies. * To regularly attend Clinical Supervision sessions. * To maintain a personal work portfolio in line with professional, local and national guidance. |
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**General Responsibilities:**

1. To deal efficiently with all enquiries using diplomacy and sensitivity
2. To maintain secure and effective manual and electronic data recording and filing systems.
3. To order goods and services using the council’s Financial Management Information System.
4. To keep abreast of relevant policies, codes and protocols.
5. To maintain an up to date knowledge of the decision-making processes.
6. Actively participate in directorate and cross-directorate working groups

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| **Standard Duties:** | |
| 1. | To adhere to the relevant quality standards. |
| 2. | To actively promote the equalities and diversity agenda in the workplace and in service delivery |
| 3. | To adhere to customer care, health and safety, data protection and information security polices of the council / directorate |
| 4.  5.  6.  7. | To participate in self-improvement in performance through work place development  To adhere to financial guidelines, regulations and data management requirements of the council and external funding organisations.  To work as part of a team.  Undertake any additional duties commensurate with the grade of the post. |

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| **Contacts:**  Colleagues from across the council including Executive Directors, Elected Members, MP’s, Representatives of the government departments and agencies, Colleagues from other Local Authorities and other partner organisations, including primary care, the private sector (nursing homes in particular) NHS organisations, and members of the Public.  Provide advice directly to the DPH/Executive Director of the Health & Well Being Board, Cabinet Lead and Health Protection Sub-Group. |

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| Relationship to Other Posts In The Directorate: | |
| **Responsible to:** | Lead Health Protection Nurse |
| **Responsible for:** | N/A |

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| **Special Conditions:**   * Essential/Frequent Car User Allowance |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared/Edit** | 19.9.2014 | Andrea Fallon | Consultant in Public Health |
| **Reviewed** | 20.10.2015 | Alan Higgins | Director of Public Health (in conjunction with Lead Health Protection Nurse E Flynn) |
| **Reviewed** | 31.01.2019 | Charlotte Stevenson | Consultant in Public Health |

**OLDHAM COUNCIL**



**PERSON SPECIFICATION**

**Job Title:** Specialist Health Protection Nurse

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | Evidence of recent relevant study Diploma/Degree or working towards.  Minimum of 2 years post registration nursing experience (Part 1 NMC registered).  Have or be willing to undertake a recognised Infection Prevention & Control qualification.  Recognised teaching qualification e.g. City & Guilds 730, ENB998 or Mentorship Programme (Level 3) | Masters in Advanced Nursing Practice or similar relevant subject. | AF |
| **Experience** | Experience of working in a multi-disciplinary environment  Experience of undertaking clinical audit  Infection Prevention & Control experience within clinical practice.  Able to work on own initiative and independently. | Experience of developing innovative services.  Experience in Community Nursing | AF/I |
| **Skills & Abilities** | Ability to communicate at all levels  Must be a confident negotiator, and able to challenge a range of stakeholders and providers from all sectors.  Excellent written and verbal skills.  Excellent leadership and influencing skills  Critically appraise a range of evidence in relation to Health Protection in order to advise on best practice  Perform risk assessments  Teaching and presentation delivery skills  Basic IT skills | ECDL Course | P/I |
| **Knowledge** | Relevant NICE guidance, EPIC, Essential Steps to Safe, Clean Care  Decontamination strategies  Critical evaluation skills  Knowledge of current DH and NHS requirements for Infection Control.  In depth knowledge of Infection Prevention & Control in Primary Care | Knowledge of Primary Care. In depth nursing knowledge and understanding of Infection Prevention & Control  Surveillance | P/I |
| Work Circumstances | Able to work outside of normal office hours on occasions  Able to fulfil the travel arrangements for the post. |  | I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

P = Presentation; R = References; Po = Portfolio

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**