**JOB DESCRIPTION**

**Title Infection Prevention and Control Lead**

Practice Plus Group Hospital, Plymouth

**Band: Equivalent to Band 6/7** (tbc depending on experience/qualification)

**Managerial**

**accountability: Head of Nursing and Clinical Services**

**Professional**

**accountability: Head of Nursing and Clinical Services**

(dotted line: Deputy Director, Infection Prevention and Control)

**Service delivery**

Practice Plus Group believes in strong team work and partnership amongst its people. This approach is at the heart of everything we do to deliver a high level of patient care.

Significant time and resources are invested in recruitment to ensure that rigorous standards are met and that staff share the same focus on teamwork and quality. Employing high calibre people in roles that require personal responsibility and close interaction with patients allows everyone the opportunity to make a difference to patients during their treatment and deliver excellent patient experience and outcomes.

Practice Plus Group supports employees in their careers providing great opportunities to learn and develop through training and development and infection prevention is a discipline which embraces all aspects of clinical practice and requires a lifelong approach to learning. Practice Plus Group is an organisation that is continually innovating to raise standards of best practice in healthcare.

Practice Plus Group delivers services to create the best experience for their patients, through high standards of care, clean environments and clinical excellence which result in low infection rates. Our focus is on ensuring our services, procedures and policies are continuously critiqued and improved to provide gold standard performance of our staff which in turn benefits our patients.

**Purpose of role**

The IPC leadership role is a dedicated role that sits within the senior clinical team:

* To actively assist the Deputy Director Infection Prevention and Control (DD IPC), Head of Nursing and other members of the IP&C team in the prevention & control of health care associated infections. As an advocate of safe clean care, the role is a dedicated force contributing to the national strategy to reduce HCAIs and driving the Practice Plus Group strategy of a zero tolerance approach to avoidable infections to minimise the risk of infection to all users.
* To be a visible presence in all Clinical areas.

**Roles and responsibilities**

* Always act as the patient advocate within specialist and leadership elements of the role
* Act as a role model in their work area and encourage others to do the same

**Infection prevention and control**

* Lead behaviours, skills and competences by example, demonstrating high quality and clear standards of practice throughout the treatment centre
* Adopt a zero tolerance to persistent non-compliance and utilise interpersonal skills and senior leadership to ensure colleague engagement and adherence to safe practice
* Liaise with multidisciplinary teams, Head of Nursing, Governance team, housekeeping, estates, consultants and clinical staff with reference to maintenance of all IPC national, local and corporate IPC processes and policies
* Attend Corporate IP&C forum meetings and study days as appropriate or identified as area of interest/professional developmental need
* Attend local CCG and Partnership IPC forum meetings as organised by local, specialist and partner organisations
* Ensure monthly audits are completed per audit calendar using Practice Plus Group tools and format
* Report findings of monthly audits and any IP&C issues to Head of Nursing and Governance Team
* Complete departmental inspections and observations as part of daily routine and encourage colleagues to do the same – keeping HoDs informed at all times
* Maintain and update records (e.g.check lists) regarding infection prevention and control, and assist with the implementation of IP&C policies and strategy
* In consultation with the Medical Director, DD IPC and clinical leads, advise and support other healthcare workers in infection prevention & control issues to promote best practice in areas such as isolation nursing, decontamination of equipment, hand hygiene, correct disposal of waste, prevention of sharp injuries, etc.
* Ensure access and regular use of IC Net to source patient information and results in a timely manner
* Maintain a folder – electronic and a hard copy – of IP&C evidence: policies, audit results, annual action plan, cleaning schedule and monitoring of performance with direct relevance to compliance to the Key Lines of Enquiry (KLOE) requirements from the CQC.
* Actively work with key stakeholders – patient forums, commissioners, housekeepers, estates and facilities, clinical staff, operating theatre management, decontamination, endoscopy, pharmacy, senior leadership and corporate support colleagues – to develop key communications and relationships
* To undertake RCAs on all patients who develop a deep wound / joint infection which is confirmed by microbiology
* To develop relationships with key stakeholders including consultant microbiologists, orthopaedic and surgical speciality leads, clinical directors and medical colleagues at site and where required external to the core senior management team
* Liaise and attend the national quarterly forums for the IPC Leads as required and plan attendance at IPS branch or national meetings and conferences in line with the service requirements
* Maintain a log and follow up of all patients experiencing a surgical site infection and coordinate this data with the PHE National Surveillance Scheme submission of surveillance outcomes for all hip and knee arthroplasty patients

**Communication**

* Act as the link between the Practice Plus Group DDIPC and the unit personnel and develop communication processes to support this; noticeboards, notebook, advertising campaigns for example
* Seek to identify an IP&C local operational team with departmental IPC link staff, and to hold a minimum of quarterly minuted IPC meetings – local operational team to include representatives from decontamination, estates, housekeeping and link nurses/ health care professionals from all clinical departments
* Disseminate information from the IP&C forum or study sessions to their colleagues during their unit/ward/department meetings
* Escalate concerns and issues from their area of work to the IP&C manager, forum or unit meetings.
* Support participation in the evaluation and introduction of new methods and practices in relation to the prevention and control of infection
* Share good practice and solutions with both regional, group and external colleagues appropriately
* Assist in the identification and investigation of outbreaks of infection when required and liaise with appropriate external agencies as prescribed
* Complete the monthly exception report of surgical site infections and other issues/concerns to the DDIPC

**Professional development**

* In consultation with own line manager identify areas of development and use the PDR process to maximise cost effective opportunities to address these
* Keep up to date in current infection prevention and control practice
* Contribute to the development, review and implementation of infection prevention and control policies and procedures
* Undertake a gap analysis of personal education/skills and competences to include surveillance and national reporting mechanisms and plan in appropriate training courses with line management to address these
* Collaborate with the DDIPC in the site visits, validation audit planning and 1-1 development reviews as required

**Training**

* Ensure that the team of link practitioners are appropriately skilled and knowledgeable in their role and function in IPC link activity and ensure practitioners are adequately supported via the link network and 1-1 departmental support
* IP&C and related updates and training opportunities should remain part of the IPC Lead commitment and progression of knowledge, experience and skills should be reflected in their PCR and appraisal process

**Additional information**

In addition the successful candidate will be required to adhere to the following:

**Education and development**

To participate in appropriate training courses and updates in accordance with mandatory requirements and individual personal development plans in line with Practice Plus Group Training expectations.

**Professional**

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues. IPC Leads should consider membership of the Infection Prevention Society.

**Conflict of interest**

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Duty of Candour**

To be aware of the expectation to be open and honest at all times, complying with the corporate policy.

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Signature – IPC Lead Practitioner Signature of line manager – Head of Nursing and Clinical Services

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Name (Print) Name (Print)

*You are advised to sign and retain a copy for your reference and keep a copy within the IP&C folder for CQC evidence.*