



Job Description and Personal Specification

Job Title - Senior Nurse Infection Control



For the Attention of All Applicants

December 2020

Job Description Notice of Change

NHS Scotland Assure is a new service within NHS National Services Scotland that brings together the experience and knowledge of Health Facilities Scotland (HFS) and the Antimicrobial Resistance and Healthcare Associated Infection (ARHAI).

As a result the job description(s) associated with the current vacancy still reflects the HFS and ARHAI structure. Candidates are advised that all job description(s) shall be updated over the coming months to reflect NHS Assure branding and organisational structure as part of the establishment of the new service.

NHS NATIONAL SERVICES SCOTLAND

JOB DESCRIPTION

1. JOB DETAILS

Job Title	Senior Nurse Infection Control
Immediate Senior Officer/ Line Manager	Senior Nurse Infection Control/Team Leader
Department	Health Protection Scotland, HAI+IC Group
Division	Public Health and Intelligence SBU

2. JOB PURPOSE

Assume operational accountability and responsibility for the service/elements of service delivery. Working to deliver national objectives the post holder contributes to the national decision process relating to all aspects of specific services or programmes.

Develop clinical expertise innovation and professional / clinical leadership applying expert knowledge and skills appropriate to own area of practice and the wider service.

Act as a champion and role model for values based care and professionalism.

Lead service delivery within the context of the current professional and legal frameworks while remaining accountable for own professional practice.

Contribute to the development and delivery of the business plans for a service area to ensure they are aligned with the priorities of NSS/NHS Scotland.

3. DIMENSIONS

The postholder will report directly to the Senior Infection Control Nurse/Team Leader but will be professionally accountable to the Lead Nurse Consultant.

The post holder will be required to line manage and/or co-ordinate work of junior team members pertaining to their specific area of work or research within HPS.

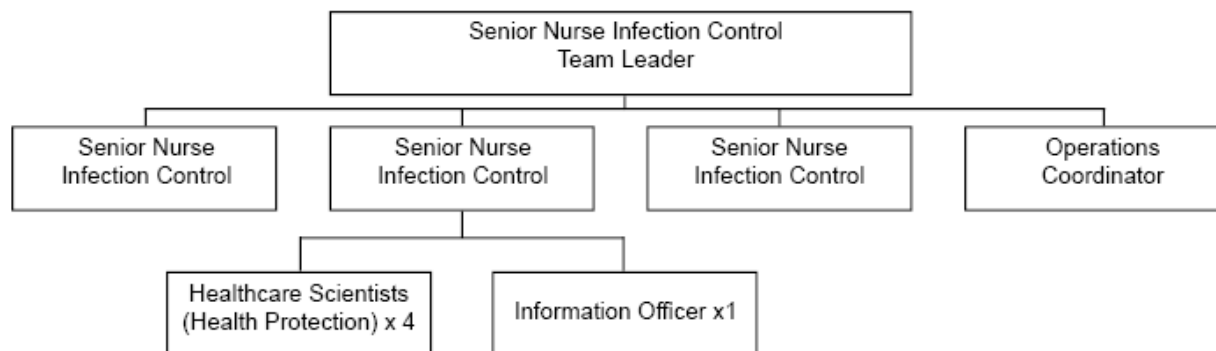
The Infection Control Team consists of 3 (WTE) Nurse Consultants, 1 (WTE) Operations Co-ordinator, 3.5 (WTE) Senior Nurses Infection Control (incl this post), 3 (WTE) Healthcare Scientists (Health Protection), 0.8 (WTE) Information Officer, and 1.5 (WTE) Secretarial/administrative staff.

The post holder is required to:

- Provide day-to-day highly specialised advice in the field of infection prevention and control for a wide range of stakeholders, from local clinical staff directly impacting on patient outcomes, to other national organisations and the Scottish Government & Social Care Health Directorate
- Manage potentially sensitive/contentious information at a national level as a common occurrence
- Responsibility for the management of funds and staff related to projects led by the post holder
- Develop and support implementation of national infection, prevention and control projects and initiatives
- Be a highly competent and knowledgeable practitioner providing specialised verbal and written advice related to infection prevention and control including decontamination practices
- Work within the Outcome competences for practitioners in infection prevention and control*

* Domains and Competencies

4. ORGANISATIONAL CHART



5. ROLE OF THE DEPARTMENT

Health Protection Scotland is a National organisation reporting through National Services Scotland to the Scottish Government and with a remit to protect the Scottish public from being exposed to hazards that damage their health and to limit any impact on health when such exposures cannot be avoided. HPS provides expert advice and support on these issues to government, the National Health Service, other organisations, and the public and is the body responsible for co-ordinating an efficient and effective approach in the delivery of health protection services Nationally.

The Infection Control Team is part of the HAI & IC group (approx. 40 staff) within HPS. Performing the above functions within the field of HAI and infection prevention and control of all communicable diseases. The other teams within the group, with whom close collaboration is fundamental to its working are: the Scottish Surveillance of Healthcare Associated Infection Programme; MRSA; HAI Prevalence and Anti-microbial Resistance.

6. KEY RESULT AREAS

POLICY & SERVICE RESPONSIBILITY

1. Provide guidance and support by offering expert opinion and professional advice. The aim is to contribute to the strategic direction and long term service aims and objectives of NSS.
2. Provide high level professional advice, expertise and consultancy within own specialist area.
3. Provide expert knowledge to support the development of all staff by accessing a wide range of educational resources/activities.
4. Work collaboratively across boundaries to develop and raise awareness of relevant policies, guidelines and strategies and influence change at local and national level
5. Identify and act on opportunities to influence and develop policy and guidelines at national level
6. Responsible for the planning and organisation of a range of highly complex activities that combined effectively deliver NSS service objectives.

STAFF/HR/LEADERSHIP RESPONSIBILITY

1. Overall responsibility for the leadership and management of a service, overseeing all administrative, personnel and general management duties associated with staff management responsibilities including compliance with employment legislation, recruitment procedures and organisational policies, Ensure the effective contribution of all staff towards the achievement of national objectives, delivery of a high level of clinical and quality standards to all stakeholders.
2. Deputise for Senior Manager/Professional Lead in their absence as appropriate.
3. Provide strong and effective leadership across professional and organizational boundaries with a focus on quality improvement and service excellence by supporting development and innovative thinking. Act as an expert resource for patient care and decision-making.
4. Influences practice development by supporting and developing innovative and lateral thinking in self and others Initiate, influence and lead new service developments. Monitor, and demonstrate how organisational goals are reflected in own and others objectives.
5. Act as an organisational level change agent through identifying, challenging and managing poor performance.
6. Contribute to the strategic development of education for students, staff and service users by promoting an environment conducive to continuous learning.
7. Responsible for business planning and people management skills including workforce development and succession planning.
8. Contribute to the strategic review of clinical effectiveness and management of resources.
9. Establish, lead and support a variety of professional networks with peers across professional groups promoting exchange of knowledge, skills and resources.
10. Responsible for adherence to Health and Safety legislation, monitor and evaluate activities to reduce risk and minimize potential for adverse events
11. The Senior Nurse takes an active role in developing the culture of NSS as a learning organisation where staff are supported to develop their skills and expand their knowledge through participation in knowledge, sharing evaluation, learning and development opportunities.
12. Senior Nurse is expected to keep abreast of the wide range of work undertaken by their staff ensuring that all staff are appropriately trained to effectively deal with the work demands of them.

FINANCE AND FISCAL RESPONSIBILITY

Manage delegated departmental budgets ensuring the efficient use of all department resources.

INFORMATION RESOURCES RESPONSIBILITY

Responsible for information management in line with legislation, policies and procedures promoting performance management in line with evidence gathered from management information systems

Respond to national and local request for document review e.g. strategy policy guidelines.

Responsible for maintaining an accurate database collating analysing and interpreting data from multiple sources.

Generation of reports and other forms of verbal written and other forms of communication relating to clinical, operational ethical and legal considerations.

Investigate and process complaints, delegating where appropriate whilst promoting the concept of Clinical Governance adhering to NSS complaints policy.

Ensure staff work in accordance with data protection, freedom of information and confidentiality principles.

Produce a variety of reports monthly, quarterly, and annually for presentations, training, direct reports and senior managers.

RESEARCH & DEVELOPMENT RESPONSIBILITY

Participate, co-ordinate and lead on nursing research in relevant practice area, establishing relationships within NSS and wider NHS.

7. ASSIGNMENT AND REVIEW OF WORK AND DECISIONS AND JUDGEMENTS

Assignment and review of work by the Direct Line Manager/Professional Lead by means agreed objectives which are reviewed twice yearly within the appraisal system. Ensuring business and strategic objectives are maximised.

The role requires a high degree of autonomy with the ability to plan and prioritise a diverse workload.

Ability to plan and schedule work, establishing prioritise and goals within a short time frame and able to deal with any day to day issues and deal with these independently.

He/she has freedom to act using own initiative in organising a broad range of activities and have the ability to problem solve and make decisions autonomously. This includes interpreting policy for own work area as well as adherence to regulatory standards.

The post holder will be an autonomous expert in the field and utilise a range of information sources for the promotion of evidence-based practice.

8. COMMUNICATIONS AND RELATIONSHIPS

Communication is a key aspect of the role and the postholder requires strong communication and relationship management skills to communicate, establish and maintain relationships both internally and externally The post holder is expected to develop relationships with a broad range of people and to adapt the communication methods to suit the situation eg dealing with patients with disabilities, critical illnesses or with other healthcare professional in educational institutions, health-care establishments, community representatives and Partnership representatives. The post holder will be expected to communicate contentious and often complex issues .

- The postholder is required to maintain communication, working relationships whilst working collaboratively across NSS. This communication is verbal, written, electronic and ranges through direct personal contact through to scheduled meeting all with a view to facilitating the work of NSS.
- Provide expert advice and guidance on relevant operational and professional issues.

9. MOST CHALLENGING PART OF THE JOB

The ability to be flexible and multi-task with a large volume of work, reacting to constant demands, prioritising all tasks appropriately and meeting, often very tight, deadlines.

Promote and act to influence others across the service to incorporate non judgemental value based care into practice and service development.

Dealing with complex, contentious situations arising from performance management,

Fast developing and changing political environment presents challenges in motivation of staff with regard to clinical practice.

Maintain a culture of innovation and resilience where staff are committed and flexible in their approach to work.

10. SYSTEMS

The postholder is expected to use IT equipment and relevant programmes (national and local) within their area complying with all organisational policies and procedures

11. WORKING ENVIRONMENT AND EFFORT

Physical Effort (several times per shift)

The physical demands will be dependant on the working environment. This may include for example:

- Patient movement with use of mechanical aids
- Loading and unloading of equipment
- Standing, walking, sitting for prolonged periods of time
- Prolonged use of Display Screen Equipment
- Occasional restrictive movements to treat patients/donors/clients e.g. stooping

Mental Effort (several times per shift)

- The mental demands will be dependant on the working environment but will include for example:
- Concentration required when checking documents/patient notes and calculating drug dosages whilst subject to frequent interruptions from patients/team members
- Concentration required when observing patient behaviours/physiological status
- Balancing the competing demands of the role while maintaining a high level of visibility to staff, patients, families and/or carers
- Maintaining high level and consistent professional behaviour in unpredictable and stressful situations

- Ability to react swiftly and appropriately to sudden changes in patient clinical conditions; meeting the needs of all stakeholders with finite resources
- Balancing the demands of staff and service when completing duty rotas
- Keeping abreast of national and local policy and evidence based practice
- Interpreting applicability and adapting for local implementation
- Monitoring quality and financial data developing action plans for improvement
- Continuously motivate, enthuse and maintain morale of staff within an ever changing environment
- Working as a clinical leader within multi-professional team
- Intense concentration for long periods when collating, analysing and interpreting data or writing reports

Emotional Demands (variable frequency)

Examples include;

- Communicating with distressed/anxious/worried patients/relatives/staff
- Caring for terminally ill/bereaved relatives caring for and/or communicating bad news to patients/relatives/staff
- Dealing with challenging behaviours
- Supporting team members with personal and professional issues
- Carrying out performance/investigatory/disciplinary procedures

Working Conditions (several times per shift)

- Working conditions will be dependant on the working environment and will be mitigated by Health & Safety policies and procedures, but may include:
- Exposure to body fluids
- Exposure to verbal aggression and potentially physically aggressive behaviours (frequency variable)
- Exposure to infected and infectious materials and patients
- Temperature of the environment

12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT

The post holder is expected to maintain the knowledge and skills necessary to use work-related equipment safely in their area of practice.

Where applicable the post holder will be required to manage and use the following equipment for the reasons stated and is responsible for ensuring that systems/policies/procedures are communicated to staff to ensure safe use, maintenance and storage of equipment in the area.

- Moving and Handling equipment to assist with person/client/ mobility and promote comfort.
- Medical and technical equipment to record vital signs and administer treatments.
- Near patient testing to monitor physiological status.

IT equipment including local and national systems to read analyse record and transmit patient and staff information within the boundaries of local and national policies and legislation.

13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

Educational Qualifications

- First level Registered Nurse
- Educated to or working at Masters degree level*

Experience

- Extensive leadership and management experience a senior level
- Considerable expert practice in the speciality and evidence of relevant continued professional development / qualification within the speciality
- Evidence of ongoing professional development
- Experience and/or a strong interest in risk management and the quality agenda

Knowledge & Skills

- Evidence of personal contribution leading of service planning, redesign projects and quality improvement projects both at local and national level.
- Excellent team working skills, with the ability to work on own initiative.
- Effective written and oral communication, influencing, negotiation and interpersonal skills.
- Evidence of clinical leadership.
- Self motivated, proactive and innovative
- Flexibility and the ability to react positively to on-going change and demands
- Able to prioritise, judge and decision make with a large and varied workload
- Understanding of political, economical, legal, ethical and professional issues and their context within health care
- Ability to learn, change and improve performance by reflecting on experiences
- Continually being aware of developing own competence
- Record of presentations delivered at both local and national level

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each postholder to whom the job description applies.

Job Holder Signature:

Date:

Head of Department Signature:

Date:

HR Representative Signature:

Date:

*Domains and competences

Clinical practice

1. Improve quality and safety by developing and implementing robust, high-quality policies and guidelines that prevent and control infection
2. Collate, analyse and communicate data relating to preventing and controlling infection for surveillance purposes
3. Manage incidents and outbreaks
4. Improve quality and safety through the application of improvement methodologies
5. Advise on the design, construction and modification of facilities to prevent and control infection in the built environment
6. Evaluate, monitor and review the effectiveness of decontamination processes for equipment and environment

Education

7. Develop own knowledge, skills and practice
8. Lead the development of the knowledge, skills and practice of the infection prevention and control team
9. Develop and implement learning and development opportunities and solutions to improve infection prevention and control
10. Work with others to develop, implement, evaluate and embed infection prevention and control within workforce development strategies

Research

11. Access, appraise and apply robust evidence of all types from a range of research and other sources, to the domains of the role
12. Lead high quality infection prevention and control services
13. Share best practice through the dissemination of evidence and knowledge

Leadership and management

14. Improve quality and safety through networking, influence, proactivity and challenge
15. Improve quality and safety through the design, planning, monitoring and development of services
16. Lead high quality infection prevention and control services
17. Lead and manage the work of the infection prevention and control team to achieve objectives

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NHS NATIONAL SERVICES SCOTLAND

PERSONAL SPECIFICATION

Job Title: Senior Nurse ARHAI/CoE
Grade: AFC Band 8A

REQUIREMENT	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>First level Registered Nurse significant experience of working at a senior level within infection prevention and control.</p> <p>Evidence of Leadership/Managerial experience.</p> <p>Experience and/or a strong interest in risk management and the quality agenda</p> <p>Evidence of personal contribution leading of service planning, redesign projects and quality improvement projects both at local and national level.</p> <p>Experience and/or a strong interest in risk management and the quality agenda.</p> <p>Able to demonstrate evidence of contributions to work at a national level in the field of health protection infection control.</p> <p>Record of presentations and publications.</p> <p>Evidence of ongoing professional development</p>	<p>Project management experience.</p> <p>Programme management experience.</p> <p>Experience of health-care building/ refurbishment projects.</p>
QUALIFICATIONS	<p>First level Registered Nurse.</p> <p>Post graduate diploma in infection control (or equivalent) and a Masters degree in an infection control or public health related subject which includes research experience (or working towards).</p>	<p>Evidence of ongoing professional development.</p> <p>Demonstrate evidence of contribution to work at a national level in the field of infection prevention and control.</p> <p>Qualifications in health-care ventilation and water systems.</p> <p>Current driving licence.</p>

REQUIREMENT	ESSENTIAL	DESIRABLE
JOB EXPERIENCE	<p>Excellent written and oral communication skills.</p> <p>Good interpersonal/negotiation skills.</p> <p>Excellent organisational, project management and leadership skills.</p> <p>Experience in the use of Microsoft Office applications.</p> <p>Able to prioritise, judge and decision make with a large and varied workload.</p> <p>Understanding of political, economical, legal, ethical and professional issues and their context within health care.</p> <p>Continually being aware of developing own competence.</p>	
PERSONAL QUALITIES	<p>Self motivated</p> <p>Proactive</p> <p>Innovative</p> <p>Enthusiastic</p> <p>Adaptable</p> <p>Positive outlook</p> <p>Flexibility and the ability to react positively to on-going change and demands</p> <p>Able to prioritise, judge and decision make with a large and varied workload</p> <p>Ability to influence others.</p> <p>Evidence of being able to perform under pressure.</p> <p>Flexibility and the ability to react positively to on-going change and demands.</p> <p>Ability to learn, change and improve performance by reflecting on experiences.</p>	<p>Awareness of wider health protection and social care issues in NHS Scotland.</p>
GENERAL	<p>Flexible; able to work irregular and unsocial hours in a variety of unusual locations.</p>	