

# POSITION DESCRIPTION

Position	Infection Prevention and Control Consultant		
Department	Nursing	<b>Level of Authority:</b> (as per ORH Instrument of Delegation)	NA
Reports to	Director Clinical and Aged Care Services		
Responsible to	Director Clinical and Aged Care Services		
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement <i>And subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment</i>		
Pay Scale	As per employment contract		

## ORBOST REGIONAL HEALTH

Orbost Regional Health provides acute, urgent care, medical and specialist services, and an array of community health, welfare and aged care services. We aim to meet the community needs utilising a flexible funding model. Partnership arrangements enhance our ability to delivery services to an area covering one million hectares across Far East Gippsland. At Orbost Regional Health our innovative multipurpose service has the capacity to embrace a holistic approach to health and wellbeing. We provide not only the Acute and Aged Care facilities, but also many other services to maintain the physical and mental well-being of the community.

## POSITION OBJECTIVE

The Infection Prevention and Control Consultant (IPCC) is required to promote, implement and evaluate effective infection prevention and control services for Orbost Regional Health (ORH) based on National and State standards and regulations to enhance patient care and assist with good human resource management. The IPCC will be directly responsible for ensuring wherever possible, that infections are prevented from occurring within the health service and the community and when this is not possible to manage further spread effectively.

## POSITION REQUIREMENTS

Position Requirements	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement</i>	Required
Satisfactory NDIS Worker Screening Check <i>Evidence of application must be provided prior to commencement</i>	Not Required
Satisfactory Health Declaration (ORH will provide documentation for completion) <i>Completed document must be provided prior to commencement</i>	Required
Immunisation History (ORH will provide documentation for completion) <i>Completed document must be provided prior to commencement</i> <i>Participation in the annual influenza vaccination program is a requirement</i>	Required
Evidence of COVID-19 vaccination <i>Evidence of vaccinations must be provided prior to commencement (eg Certificate from myGov record)</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Preferred
Typical Work Schedule	
This position is worked during week days	

# POSITION DESCRIPTION

## RESPONSIBILITIES AND ACCOUNTABILITIES

### Primary Responsibilities and Key Performance Indicators

Responsible for the development and implementation of an infection control program specific to ORH and incorporating the following:

- Ensures attendance at and contribution of relevant information to a multidisciplinary committee to support the implementation and management of the infection prevention and control program
- Develops and maintains infection control policies and protocols specific to ORH, reflecting current infection control practice and meeting legislative requirements
- Disseminates Regionally developed policies that are pertinent to ORH
- Provides advice in relation to clinical practice, population and environmental issues
- Participates in staff orientation on commencement of work at ORH
- Provides appropriate educational programs for all health care workers to maintain current knowledge of infection control practices and in particular hand hygiene
- Develops and implements surveillance strategies to monitor the incidence of infection, vaccine storage and transport, and uses this information to formulate appropriate corrective actions.
- Evaluates communicable disease/occupational exposures to contain those diseases and prevent disease transmission
- Evaluates infection outbreaks to detect causes and formulate solutions to improve patient outcomes
- Participates in the accreditation process in particular those criteria relating to NSQHS Standard 3
- Participates in evaluation of new equipment or products to ensure that they do not contribute to the spread of infection and can be adequately cleaned, disinfected or sterilised between use
- Participates in planning/design of facility building/refurbishment projects.
- Complies with and submits mandatory reports and statistical data as required by ORH and DoH.
- Organises and maintains staff immunisation system and program.
- Ensures the policy pertaining to exposure to blood and body substances is current and adhered to.
- Oversee the initial management of blood and body fluid exposures if required.
- Organises appropriate management when exposure to blood and body substances occurs as per policy, including counselling and appropriate follow up.
- Ensures that the organisation and staff adhere to the correct segregation and disposal of clinical and related waste.
- Participates in the development and monitoring/reporting of Antimicrobial Stewardship
- Coordinates the Respiratory Protection Program. Inclusive off staff training and rostering and participation in Community of Practice Meetings
- Undertake other duties as requested by the Manager/Team Leader that are within the scope and skill consistent with the position.
- Maintain currency of knowledge of standards and regulations related to sterilisation and disinfection, water sampling, construction and renovation, and other quality assurance measures relating to infection prevention
- Liaise with Communicable Diseases Prevention and Control Unit at Department Health as necessary in relation to communicable diseases exposures or outbreaks
- Develop research and IP projects and put forward to leadership team

### Qualifications and Experience

- Registered Nurse with a minimum of 5 years experience
- Graduate Certificate or Diploma in Infection Control
- Experience in Infection Prevention, 3 years post graduate experience
- Nurse Immunisation Qualification
- Hand Hygiene compliance accredited auditor (Gold Standard preferable)
- Certificate IV in Workplace Training or other relevant education qualification desirable

# POSITION DESCRIPTION

<b>Skills, Knowledge and Attributes</b>
<ul style="list-style-type: none"> <li>• Experienced Infection Prevention Nurse Consultant</li> <li>• Demonstrated leadership capabilities</li> <li>• Advanced communication skills at all levels: verbal and written</li> <li>• Ability to work independently and as a member of a highly functioning team</li> <li>• Well-developed demonstrated workforce management skills, promotes team building</li> <li>• Works collaboratively with others</li> <li>• Demonstrated mentoring skills</li> <li>• Effective time management skills</li> <li>• Demonstrates initiative</li> <li>• Ability to take direction</li> <li>• Seeks clarification as required</li> <li>• Experienced and accredited hand hygiene auditor</li> <li>• Advanced report writing abilities</li> <li>• Understands basic microbiology methods</li> <li>• Understands epidemiological methods, can review and conduct basic analysis of data</li> <li>• Intermediate knowledge in statistics</li> <li>• Intermediate to advanced computer skills particularly MS Office Applications and web browsing</li> <li>• Responsive</li> <li>• Flexible and able to effectively manage change</li> </ul>
<b>Strategic Imperatives</b>
<ul style="list-style-type: none"> <li>• Demonstrate an awareness and understanding of ORH's strategic plan and contribute to the team's work plan to achieve organisational objectives.</li> <li>• Ensure all work practices comply with current ORH policies, procedures and/or guidelines.</li> <li>• Be familiar with organisation's vision and values and demonstrated alignment with the trademark behaviours in day to day practice.</li> <li>• Demonstrate an awareness and compliance with the ORH Partnering with Consumers framework to foster person-centred practice.</li> <li>• Adopt and maintain a progressive and evidence-based approach to service delivery.</li> </ul>
<b>Professional Development</b>
<ul style="list-style-type: none"> <li>• Actively engage in the annual performance review and development appraisal with direct supervisor.</li> <li>• Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.</li> <li>• Ensure completion of mandatory competencies (both organisational and profession-specific) as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.</li> </ul>
<b>Work Health and Safety</b>
<ul style="list-style-type: none"> <li>• Regular monitoring and review of personal work practices and the environment to ensure a healthy and safe workplace in accordance with ORH policies/procedures and legislative requirements.</li> <li>• Adhere to Occupational Health and Safety, Equal Employment Opportunities, Emergency Management, Waste Management, Environmental, Sustainability and Infection Control policies, procedures and legislation.</li> <li>• Proactively report OH&amp;S hazards, incidents and injuries to supervisor.</li> <li>• Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.</li> </ul>
<b>Quality and Risk Management</b>
<ul style="list-style-type: none"> <li>• Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, and quality service delivery outcomes.</li> </ul>

# POSITION DESCRIPTION

- Be aware of Orbost Regional Health's approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety and Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure.
- Adhere to ORH incident and complaint investigation policies and procedures.
- Actively participate in the Orbost Regional Health quality program and accreditation processes against the relevant standards.
- Manage risk in daily work practices.
- Adhere to all organisational policies, procedures and health legislations.
- Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.

## Information and Resource Management

- Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately.
- Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.
- Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.
- Work within budget requirements and use resources appropriately.
- Comply with record and information management requirements in accordance with relevant ORH policies and guidelines.
- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Ensure information relating to patients/clients/consumers and colleague's is kept private and confidential at all times in accordance with ORH policies and procedures.

## Communication and Teamwork

- Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required.
- Work in a cooperative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred provision.
- Provide guidance and support to others within your work area to contribute to a valuable and constructive learning experience.

## Immunisation

- It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 vaccination are required for all staff and yearly flu vaccinations are required for Category A and B.

## Diversity and Inclusion

- Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.
- Recognise and respect diversity and inclusivity within the workplace. Everyone has the right to high quality health care and opportunities regardless of diversity factors which include cultural, ethnic, linguistic, religious beliefs, gender, sexual orientation, age and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst all Orbost Regional Health employees. Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait

# POSITION DESCRIPTION

Islander peoples, members of the LGBTQIA+ community, and those from culturally and linguistically diverse backgrounds and people with a disability.

## KEY SELECTION CRITERIA

Orbost Regional Health is an equal opportunity employer. ORH Has adopted a common set of principles across the organisation and developed associated trademark values and behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

### Essential Criteria:

- Registered with the Nurses and Midwives Board of Australia
- Post-graduate qualifications in Infection Prevention and Control
- Previous experience in the area of Infection prevention and control
- Sound understanding of National and State standards and legislation relating to infection prevention and control including waste management
- Be able to apply the said standards to guide infection prevention and control practices throughout the organisation
- Sound knowledge of contemporary hand hygiene practices
- Be competent at policy writing and development
- Be able to demonstrate a strong commitment to quality improvement and have experience with interpretation and implementation of the National Standards
- Previous experience or expertise in managing staff health and immunization
- Excellent written and verbal communication skills
- Previous experience and\or ability to educate other staff member in the aspects of infection prevention and control
- Computer literacy and report writing to ensure mandatory reports are completed
- Qualified in immunisation

### Desirable Criteria:

- Occupational exposure counselling qualifications

# POSITION DESCRIPTION

## JOB DEMANDS CHECKLIST

Orbost Regional Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgement at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily on all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
NA = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	NA
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks			x		
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks		x			
Lifting / Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying		x			
	Assisting lifting (mechanical, equipment, person assist)		x			
Climbing, working at heights	Ascending and descending ladders, stools, scaffolding	x				
Pushing / Pulling	Moving objects e.g. trolleys, beds, wheelchairs, floor cleaning equipment		x			
Reaching	Arms fully extended forward or raised above shoulder		x			
Crouching	Adopting a crouching posture to perform tasks		x			
Foot Movement	Use of leg and/or foot to operate machinery	x				
Head Postures	Holding head in a position other than neutral (facing forwards)		x			
Fingers / Hand / Arm movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding			x		
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands		x			
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, ride on mower, bus, etc		x			
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, distressed. E.g. Crisis or grief situations		x			

# POSITION DESCRIPTION

Aggressive / Unpredictable People	Raised voices, yelling, swearing, arguing e.g. Drug/alcohol, dementia, mental illness		X			
Exposure to distressing situations	E.g. child abuse, delivering bad news, viewing extreme injuries, viewing deceased		X			
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)		X			
Noise	Environmental / background noise necessitates people raising their voice to be heard		X			
Biological Hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE		X			
Cytotoxic Materials	Handing and/or preparation of cytotoxic materials		X			
Radiation	Working with radiologic equipment		X			

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

---

 Employee signature

---

 Employee name (printed)

Date

**Orbost Regional Health is a smoke free workplace**

## DOCUMENT CONTROL

Orbost Regional Health reserves the right to review and amend this document at its discretion.

Reviewed by Manager:	Date: 04/09/2024	Updated: <input checked="" type="checkbox"/>	No update required: <input type="checkbox"/>
Approved by Director:	Date: 04/09/2024	Name: Kylie Foltin, Director Clinical and Aged Care Services	