

# POSITION DESCRIPTION

<b>Position</b>	<b>Infection Prevention and Control Aged Care Clinical Lead</b>		
<b>Department</b>	Nursing	<b>Level of Authority:</b> (as per ORH Instrument of Delegation)	NA
<b>Reports to</b>	IPC Clinical Nurse Consultant		
<b>Responsible to</b>	Nurse Unit Manager		
<b>Enterprise Agreement</b>	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>		
<b>Pay Scale</b>	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

To provide dedicated support and expertise to ensure high quality infection prevention and control policies, procedures and practices within the Aged Care Service at ORH are implemented, maintained to the level required and continuously improved. This role will be a dedicated point of contact for Infection Prevention in residential Aged Care and work collaboratively with the ORH Infection Prevention and Control Clinical Nurse Consultant to achieve best practice infection prevention control in our Aged Care facility.

## POSITION REQUIREMENTS

<b>Position Requirements</b>	
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> <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
<b>Typical Work Schedule</b>	
This position is worked as required across 7 days per week	
This position is worked during week days	

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## RESPONSIBILITIES AND ACCOUNTABILITIES

Primary Responsibilities and Key Performance Indicators
<ul style="list-style-type: none"> <li>• <b>RESPONSIBILITIES</b></li> <li>• Be the dedicated contact point onsite for Residential Aged Care) for Infection Prevention Control (IPC) matters.</li> <li>• Provide support to all staff in relation to infection prevention and control within the residence</li> <li>• Communicate effectively within a multidisciplinary team environment.</li> <li>• Have a clear and strong knowledge of Aged Care Quality Standard 3 and Standard 8 and how to apply these within the residence</li> <li>• Observe, assess and report on IPC practices in residential aged care to determine where shortfalls may exist and improvements are required.</li> <li>• Be involved in the development, refinement, updating and creation of IPC related policies and procedures in residential aged care to ensure they reflect best practice.</li> <li>• Provide reliable advice to both staff and management within residential aged care to ensure IPC responsibilities are upheld.</li> <li>• Play a key role in promoting ongoing IPC best practice in residential aged care</li> <li>• Work collaboratively with the ORH Infection Prevention and Control Clinical Nurse Consultant and the Nurse Unit Manager and the Aged Care Team Leaders –to achieve excellent infection prevention control in our Aged Care facilities</li> <li>• Ensure currency of knowledge of IPC requirements in Aged Care is maintained.</li> <li>• Assist IPC Clinical Nurse Consultant with Outbreak preparedness and management – including PPE Supplies, Signage, Notification to Public Health Unit (where necessary), Notification to Aged Care NOK's, onsite assistance with Standard and Transmission based precautions compliance</li> <li>• Participate in Aged Care Antimicrobial Stewardship</li> <li>• Provide proactive leadership, guidance and support to residential aged care staff to ensure effective IPC practices and standards are being met.</li> <li>• Initiates and maintains communication with staff, sharing information, and providing feedback in real time to aid with staff understanding of the principles of infection prevention and control including standard and transmission-based precautions</li> <li>• Participate in continuous improvement activities of the home starting with the hand hygiene campaign</li> <li>• Attend monthly committee meetings and participate in group workshops as needed: <ul style="list-style-type: none"> <li>○ IPC Committee</li> <li>○ Clinical Standards Committee</li> <li>○ Medicines Advisory Committee</li> <li>○ Residential Aged Care meetings</li> </ul> </li> <li>• Provide education for onboarding staff during orientation, annual updates, and as needed at other times during the year as directed by the IPC Clinical Nurse Consultant</li> <li>• Undertake other duties as required by the Manager that are within the scope and skill consistent with the position; including Fit Testing, Antimicrobial Stewardship and Aged Care Immunisation Program, Staff Immunisation Campaign</li> <li>• Ensure the commencement and completion of the required IPC training within the designated timeframes.</li> <li>• Review and manage residents with chronic Blood Borne Viruses (HIV, Hepatitis B, Hepatitis C) with autonomy, dignity and respect.</li> </ul> <p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Provide support regarding the assessment, planning, implementation, documentation, and evaluation of transmission precautions of infectious clients, carriers of multi-resistant organisms or those in isolation</li> </ul>

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- Provide support, training, and assessment, of the requirements for standard and transmission-based precautions including but not limited to:
- Appropriate signage including respiratory etiquette, social distancing, personal protective equipment (PPE) where appropriate
- Adequate hand hygiene resources including product placement and signage.
- Oversee and participate in the evidence-based audit program including review of audit findings and creation of action plans in response to findings.
- Liaise with Residential Manager, Team Leaders for Aged Care and Residential Doctors for better resident outcomes.
- Undertake other duties as requested by the Manager/Team Leader that are within the scope and skill consistent with the position.

## Qualifications and Experience

- Current AHPRA registration as a Medication Endorsed Enrolled Nurse or a Registered Nurse
- Completion of the Aged Care Quality and Safety Commission's (ACQSCs) IPC Lead Interim Training via Alis.
- Willingness to complete:
  - ACIPC Foundations of Infection Prevention and Control
  - Fit Tester Training
  - Nurse Immuniser (RN Applicants ONLY)
  - Hand Hygiene Auditor Training

## Skills, Knowledge and Attributes

- Demonstrated excellent communication and interpersonal skills
- Well-developed/advanced computer skills to enable development of policies and procedures and effective reporting. Previous experience with excel and word desirable
- Proven ability to work independently and collaboratively to ensure identified objectives are achieved

## Strategic Imperatives

- Demonstrate an awareness and understanding of ORH's strategic plan and contribute to the team's work plan to achieve organisational objectives.
- Ensure all work practices comply with current ORH policies, procedures and/or guidelines.
- Be familiar with organisation's vision and values and demonstrated alignment with the trademark behaviours in day to day practice.
- Demonstrate an awareness and compliance with the ORH Partnering with Consumers framework to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

## Professional Development

- Actively engage in the annual performance review and development appraisal with direct supervisor.
- Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.
- 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.

## Work Health and Safety

- 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.
- Adhere to Occupational Health and Safety, Equal Employment Opportunities, Emergency Management, Waste Management, Environmental, Sustainability and Infection Control policies, procedures and legislation.
- Proactively report OH&S hazards, incidents and injuries to supervisor.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

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<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> <li>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.</li> <li>Adhere to ORH incident and complaint investigation policies and procedures.</li> <li>Actively participate in the Orbost Regional Health quality program and accreditation processes against the relevant standards.</li> <li>Manage risk in daily work practices.</li> <li>Adhere to all organisational policies, procedures and health legislations.</li> <li>Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.</li> </ul>
<b>Information and Resource Management</b>
<ul style="list-style-type: none"> <li>Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately.</li> <li>Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.</li> <li>Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.</li> <li>Work within budget requirements and use resources appropriately.</li> <li>Comply with record and information management requirements in accordance with relevant ORH policies and guidelines.</li> <li>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.</li> <li>All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.</li> <li>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.</li> </ul>
<b>Communication and Teamwork</b>
<ul style="list-style-type: none"> <li>Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required.</li> <li>Work in a cooperative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred provision.</li> <li>Provide guidance and support to others within your work area to contribute to a valuable and constructive learning experience.</li> </ul>
<b>Immunisation</b>
<ul style="list-style-type: none"> <li>It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Yearly flu vaccinations are required for Category A and B.</li> </ul>
<b>Diversity and Inclusion</b>
<ul style="list-style-type: none"> <li>Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.</li> <li>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</li> </ul>

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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 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:**

- Current AHPRA registration as a Medication Endorsed Enrolled Nurse or a Registered Nurse
- Experience working in Aged Care
- A qualification in IPC or willingness to complete a suitable IPC training course
- Demonstrated competency and understanding of clinical assessments and care planning
- A good understanding of OH&S and risk management and how they relate to Aged Care
- Passion and commitment to the provision of a safe environment and premium standard of care to the elderly
- An excellent understanding of accreditation standards, the Aged Care Act and Resident Classification system, and continuous improvement
- Demonstrated ability to engage, influence and support staff to ensure the highest level of IPC is practiced
- A genuine interest in IPC with a strong commitment to professional development

**Desirable Criteria:**

- Aged Care Quality and Safety Commission's (ACQSCs) IPC Lead Interim Training via Alis
- ACIPC Foundations of Infection Prevention and Control
- Fit Tester Training
- Nurse Immuniser (RN Applicants ONLY)
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## 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				

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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.

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 Employee signature

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 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:	Updated: <input type="checkbox"/>	No update required: <input type="checkbox"/>
Approved by Director:	Date:	Name:	