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| POSITION TITLE: | Infection Prevention & Control Consultant |
| RESPONSIBLE TO: | Director of Nursing and Clinical Services |
| DEPARTMENT: | Nursing |
| AWARD: | Nurses and Midwives (Victorian Public Health Sector) |
| CLASSIFICATION: | As per Award |
| REPORTS TO: | Director of Nursing and Clinical Services |
| CONTRACT: | As per employment contract |

POSITION STATEMENT

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.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

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.
- Organises appropriate management when exposure to blood and body substances occurs as per policy, including counseling 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

QUALIFICATIONS

- Registered Nurse
- Graduate Certificate or Diploma in Infection Control

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**
- All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbest Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

ADMINISTRATION

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.

- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
 - Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
 - Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
 - Actively participate in the Orbost Regional Health quality program and accreditation processes against the above standards.
 - Are confidently able to complete a RiskmanQ quality activity.
 - Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
 - Have processes to monitor and evaluate the performance of the services provided by the work area.
 - 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 & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.
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AUTHORITY AND CONDITIONS

- 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.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level NA under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
Executive Title

.....
Signature

.....
Signature

.....
Date

.....
Date

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

KEY SELECTION CRITERIA

Essential Criteria

- Registered with the Nurses and Midwives Board of Australia
- Post-graduate qualifications in 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.
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence

Desirable Criteria

- Previous experience in the area of Infection prevention and control
- Occupational exposure counselling qualifications
- Qualified in immunisation

Orbost Regional Health Position Description - Attachment 1
Organisation wide – Mandatory Training

| Focus area | Frequency | Classification | Staff | Training Type | Committee Responsible |
|--|------------------------------|-----------------------|--|--|-------------------------------------|
| Emergency Response | Orientation & Annual | Mandatory | All ORH Staff | Online training | Emergency Preparedness & Resilience |
| Manual Handling | Orientation & Annual | Mandatory | All ORH Staff | Online training | OH&S |
| No Lift | Orientation & Annual | Mandatory | Nursing Staff | Online training and practical assessment | OH&S |
| Hand Hygiene | Orientation & Annual | Mandatory | All ORH Staff | Online training | Infection Control |
| Basic Life Support | Orientation & Annual | Mandatory | All Nursing Staff Medical Staff | Self-directed learning package- clinical skills practical assessment | Clinical Standards |
| Medication Administration General Adult & IV competency | Orientation & Annual | Mandatory | All Nursing staff (including medication endorsed ENs). | Online training | Clinical standards |
| Falls Prevention | Orientation & Annual | Mandatory | All nursing staff | Online training | Clinical Standards |
| Neonatal Resuscitation | Orientation & Annual | Mandatory | All Midwives | Online training | Clinical Standards |
| Advanced Life Support | Orientation & Annual | Mandatory | All ALS responders – grade 5/ ANUMs | Self-directed learning package- clinical skills practical assessment | Clinical Standards |
| Triage | Orientation & Annual | Mandatory | Grade 5 / ANUM | Online Training | Clinical Standards |
| Blood Safe | Orientation & Annual | Mandatory | All Nursing Staff | Online Training | Clinical Standards |
| Aseptic Technique | Orientation & Annual | Mandatory | All Nursing & Medical Staff | Online Training | Infection Control |
| Bullying and Harassment | Orientation | Mandatory | All ORH Staff | Online Training | People and Culture |
| Risk Management | Orientation & Annual | Mandatory | Managers | Online Training | OH&S |
| Occupational Violence | Orientation | Mandatory | All ORH Staff | Online Training | OH&S |
| OHS | Orientation | Mandatory | All ORH Staff | Online Training | OH&S |
| Cybersecurity training for health services | Orientation | Mandatory | All ORH Staff | Online Training | MPS Managers |
| NDIS Worker Orientation Program | Orientation (post June 2020) | Mandatory | NDIS workers | Online Training | People and Culture |

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

| Focus area | Frequency | Classification | Staff | Training Type |
|---|-----------------------|----------------|---------------|--------------------|
| Occupational Health & Safety | Orientation & Annual | Info Update | All ORH Staff | Manager Discussion |
| People & culture | Orientation & Annual | Info Update | All ORH Staff | Workshop |
| Diversity | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Clinical Governance | Orientation & annual | Info Update | All ORH staff | Manager Discussion |
| Resource Management | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Risk Management | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Quality Improvement | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Partnering with Consumers | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Performance Reporting and Monitoring | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Patient Rights & Responsibilities | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Emergency management & Business Continuity | Orientation & Annual | Info Update | All ORH staff | Manager Discussion |
| Review & Planning Process | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |
| Environmental sustainability | Orientation & 2 years | Info Update | All ORH staff | Manager Discussion |