



# INFECTION PREVENTION AND CONTROL NURSE

INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



## OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

### Our Vision:

“To provide excellent care for the communities we serve”

### Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Infection Prevention and Control Nurse</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Chief Nurse</b>
<b>Accountable to</b>	<b>Lead IPC Nurse</b>
<b>DBS Required?</b>	<b>Yes</b>

## JOB OVERVIEW

Take an active role in developing an infection control service for the Trust. Striving to improve maintain and monitor the quality of Infection Prevention & Control through audit of practice, surveillance, education. The post holder will support Infection Prevention & Control Nurse Specialist in providing a resource in infection prevention and control at a clinical and organisational level. The post holder will develop skills and knowledge in Infection Prevention & Control practices to support own development and meet the needs of the service.

## **Scope and Range**

Provides specialist Infection Prevention & Control advice across the organisation .

Works with senior managers & clinical staff at all levels.

## **Main duties and Responsibilities**

### **Clinical**

- Provide specialist information to all staff on the clinical management of infectious patients recommending treatment, where necessary, for specific infections.
- Using clinical judgement and knowledge interpret microbiological and epidemiological data to assess, plan and implement care for infectious patients.
- Provide specialist information and supervision, through ward visits, on infection prevention and control to patients, visitors and staff and ensure swift dissemination of information.
- Deal with occasional exposure to hazardous/biological substances or give advice on handling hazardous substances such as clinical waste, foul spillages and foul linen.
- To work with the bed management team to ensure effective utilisation of beds and that infectious and susceptible patients are placed inappropriate areas in order to minimise risk of infection.
- Support trust staff in the investigation and management of outbreaks of infection in hospital as required. To analyse deficiencies that have contributed to outbreaks and act on this information.
- To work with Ward Managers & Matrons to improve standards of cleanliness within the hospital environment.
- To contribute in the development of care pathways

### **Managerial**

- Contribute to effective and timely specialist Infection Prevention & Control advice in all stages of planning relating to building work, upgrades to equipment, capital projects and in the contracting process for hotel services.
- Attend internal and external PEIP inspections and work with the Trust to improve standards of cleanliness across the trust.
- In collaboration with senior Infection Prevention & Control, staff review and update policies, procedures and standards for the trust to prevent and control infection, ensuring policies are patient centred, research based and effectively implemented
- Contribute to the production of an annual Infection Prevention & Control report.
- Contribute to the formulation of an organisation wide Infection Prevention & Control programme.
- Attend the Infection Prevention & Control committee, and support and contribute to quarterly reports on incidents within the trust, and the progress against the annual programme of work.
- Take appropriate measures, to ensure the health and safety of patients, visitors and staff from blood,

body fluids and micro-organisms.

- To attend and contribute to relevant clinical and managerial groups at a local, regional and national level.
- Contribute to the controls assurance agenda for Infection Prevention & Control, decontamination and medical devices.
- Contribute to the development and implementation of clinical governance within the department by utilisation of risk management, education and training.
- Contribute in the clinical negligence scheme for trust agenda.
- Support the senior Infection Prevention & Control team in implementing and influencing changes to clinical practice within Infection Prevention & Control supporting staff groups where necessary.

### **Education and Training**

- Contribute to the development of programmes for Infection Prevention & Control as part of the trust induction programme.
- Participate in statutory training programmes for Infection Prevention & Control as part of the trust statutory training.
- Supervise/teach students while on placement with the Infection Prevention & Control team.
- Participate in student training.
- Contribute and participate in education and training programmes on Infection Prevention & Control for all disciplines and grades of staff, formally and informally in clinical and other work areas as appropriate.
- Design and distribute information leaflets on topical aspects on Infection Prevention & Control as required.

### **Professional development**

- To gain necessary skills and knowledge in Infection Prevention & Control practice.
- To take reasonable opportunity to maintain and improve self development to meet NMC and IPS.
- To participate in personal objective setting and review, including the creation of a personal development plan.
- Be conversant with the NMC code of professional conduct and understand the importance of professional accountability.
- Attend trust statutory training programme.

### **Research**

- Participate in research as required.
- Contribute to Infection Prevention & Control audit programme.
- Contribute to regular feedback of audit data to medical, nursing and other clinical groups.

- Carry out "alert organism" surveillance and feedback data to staff.

### **Health and safety**

- To take reasonable care for your own health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To ensure that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- The prevention and management of acquired infection is a key priority for the Trust. The post holder is required to ensure, as an employee, that his/her work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or themselves:
  - All staff must be aware of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for patients, visitors and staff;
  - All staff must maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
  - Any breach of Infection Prevention & Control policies is a serious matter which may result in disciplinary action;
  - All staff have a responsibility to challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (eg. incident reporting policy).

### **Systems and Equipment**

- Required keyboard skills to formulate and manage data on spreadsheets/databases for audit records, infection data and outbreaks
- Use of Electronic communication systems, personal computer systems and normal office equipment

### **Decisions, judgements and freedom to act**

- Accountable for own professional actions. Works with appropriate supervision from infection control specialist but with the ability to manage time and prioritise workload effectively exhibiting managerial, supervisory and goal setting skills

### **Communication and relationships**

- Communicate effectively and sensitively with patients and carers and provide practical and psychological support when necessary.
- Keep accurate documentation of advice and information given, within the trust, to all patients receiving specialist care to the outside agencies where appropriates.
- Provide timely feedback, both written and verbal, to relevant clinicians, managers and committees on Infection Prevention & Control issues.
- Establish and maintain collaborative working relationships with other Infection Prevention & Control personnel in Shropshire to develop a single shared infection control nursing strategy across the county



- To ensure that confidentiality is maintained at all times in conjunction with the Trust's Confidentiality Policy.

### **Physical, mental, and emotional demands of the post**

- To work flexibly to meet critical short term and long term deadlines
- To act sensitively at all times in ensuring patients and staffs concerns are dealt with sympathetically .
- To maintain a patient focus in all service activities.
- To travel regularly between RSH and PRH sites to ensure effective management of the service and for attendance at relevant department /corporate meetings.

### **Working conditions**

- Frequently required to exert light physical effort for several long periods of time during clinical visits to all wards and departments.
- Occasionally have to deal with aggressive distress patients and relatives when discussing or imparting information on specific infections



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Registered Nurse</li> <li>Further post graduate qualification such as ENB 998 or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>HEN 63077-6 /ENB 329 or Equivalent</li> <li>Educated to degree or equivalent Health and Safety Qualification</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Significant experience at Senior band 5 or above</li> <li>Proven post qualification experience</li> <li>Current previous experience of managing and dealing with infection control issues.</li> </ul>	<ul style="list-style-type: none"> <li>Working at a Senior Management level</li> <li>Management Training Certificate/ Diploma.</li> <li>Operating at a Management level In the NHS</li> <li>Participation in audit</li> <li>Have experience of supporting change management programmes</li> <li>Evidence of publications</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Conversant with Professional Nursing issues</li> <li>• Ability to work in part of a multi disciplinary team.</li> <li>• Ability to work in part of a multi disciplinary team</li> <li>• Leadership skills</li> <li>• Excellent interpersonal skills</li> <li>• Excellent organisational skills</li> <li>• Time management skills</li> <li>• Ability to meet deadlines and targets</li> <li>• Ability to work under pressure</li> <li>• Demonstrable track record.</li> <li>• Ability to motivate and drive others</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach and train staff at all levels</li> <li>• Undertaken additional specialised study to support practice</li> <li>• Participation in Leadership programme</li> <li>• Project management skills</li> </ul>

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

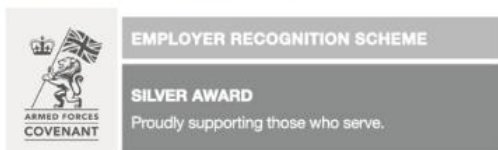
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

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Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)