



## **INFECTION PREVENTION & CONTROL NURSE** **(CLINICAL NURSE MANAGER 2)** **(Permanent, Full Time)**

### **Particulars of Office**

1. The appointment is permanent whole-time and pensionable.
2. **Salary**  
Remuneration is in accordance with the salary scale approved by the Department of Health and Children Current scale.
3. **Superannuation**  
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**  
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**  
The normal hours of work associated with the post are 39 hours per week usually discharged between the hours of 9.00am and 5.00pm on a Monday to Friday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation**  
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be
  - a) certified as satisfactory and confirmed in writing;
  - b) in certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**  
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving completed application forms

for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

**8. Annual leave**

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Director of Nursing Office and is based on the number of years service.

**9. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health and Children.

**10. Termination of office**

The employment may be terminated at any time by one months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

**11. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

**12. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

**13. Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's (NRH) quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

#### **14. Policies / Legislation**

All hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **15. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation



## **INFECTION PREVENTION & CONTROL NURSE (CLINICAL NURSE MANAGER 2) (Permanent, Full Time)**

### **1. Qualifications & Skills**

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Registration on the General Division of the Nursing and Midwifery Board, Ireland (NMBI) or eligible to be so registered.
- Minimum of five years post registration experience with at least two years in the Acute Hospital setting.
- Applicants must have at least two years experience in the specialist area. Post registration qualification of Higher Diploma in Nursing (Infection Control) essential.
- Ability to work on own initiative and as part of the inter-disciplinary team.
- Ability to develop Infection prevention & control guidelines, policies and procedures
- Excellent communication and organisational skills
- Management course desirable
- Computer skills essential

### **2. Health**

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

### **3. Character**

Candidates for and any person holding the office must be of good character.



## **INFECTION PREVENTION & CONTROL NURSE (CLINICAL NURSE MANAGER 2) (Permanent, Full Time)**

**Title: Infection Prevention & Control Nurse (Clinical Nurse Manager 2)**

**Purpose of the Position:**

- To enhance patient care by developing services relating to the prevention and control of infection and to assist overall in optimising quality and continuity of care.
- To develop infection prevention and control policies based on best practice literature and implement national standards in compliance with legislation.
- To act as manager, clinical advisor, educator, researcher and auditor in all matters relating to the prevention and control of infection.
- To provide surveillance and consultation related to infections and communicable disease prevention and control in the hospital and community setting.
- To provide expert infection prevention and control advice in relation to modification to the existing hospital, new developments including the new hospital.

**Accountable to:**

- Accountable to the Director of Nursing.
- Reports to the Assistant Director of Nursing and Consultant Microbiologist

**Liaison / Communication:**

- Director of Nursing and her deputies.
- Consultant Microbiologist
- All nursing and nursing support staff
- Medical and allied health staff throughout the hospital
- Risk Management and Occupational Health Departments
- Relevant external agencies.



# **INFECTION PREVENTION & CONTROL NURSE**

## **(CLINICAL NURSE MANAGER 2)**

### **(Permanent, Full Time)**

#### **JOB DESCRIPTION**

##### **Overview of the Role**

##### **Principal Duties and Responsibilities**

- The appointee will be accountable for the day-to-day management of the service provided in all departments in the NRH. This includes planning, execution, follow up and outcomes.
- Act as a resource in providing specialist knowledge, consultancy and expertise in collaboration with management, nursing and all healthcare personnel. Maintain effective communication structures and interpersonal relations, which ensure that infection prevention & control information is conveyed quickly and effectively.
- Advise hospital management, bed management, medical and nursing personnel regarding the need for isolation facilities or transfer of patients to isolation rooms. Audit isolation activity and make recommendations to management of this area.
- Maintain efficient infection prevention & control surveillance to facilitate the prompt identification of patients and staff with transmissible infection.
- Development of infection prevention & control policies, procedures, guidelines, based on best practice, literature and research methodology.
- To engage with individuals throughout the organisation to advance all aspects of infection prevention and control in accordance with the wider clinical and governance agenda.
- The successful applicant will take responsibility for the infection prevention control department caseload.

## **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

### **General Accountability**

- The post holder has accountability both professionally and legally for decisions she/he makes which impacts on patient and staff health, safety and welfare. She/he must submit her/his NMBI certificate to Nursing Administration before end of February each year.
- To be available as a resource and support to all health professionals within the hospital at ward/programme level and to provide expert opinion and advice on infection prevention surveillance, investigation and control of infection to all hospital staff.
- Ensure that infection prevention and control standards are implemented and maintained for patients, staff and visitors in compliance with Health Service Executive (HSE) Codes of Practice health and safety and other associated legislation, and with national and international best practice.

### **Specific Roles and Responsibility**

- She/he is accountable in conjunction with the Consultant Microbiologist for assessing, planning, and implementation of best practice, for the care of patients with suspected or known infections by developing and managing services related to infection prevention control procedures and practices within the hospital.
- Provide an education induction programme for all new clinical staff and promotes the use of standard precautions for all grades of staff.
- Establishes quality criteria against which infection control practice can be measured in line with evidence-based data and standards set by the Health Information and Quality Authority (HIQA).
- She/he is accountable for developing and dissemination of infection prevention & control policies, procedures, guidelines based on best practice, literature and latest research methodology.
- She/he is responsible for conducting regular rounds of hospital wards and therapy departments for discussing, monitoring and auditing practices of infection prevention & control with hospital staff.
- She/he is responsible for assisting in outbreak management and for investigating any major outbreak of infection. She/he will liaise with the Consultant Microbiologist and other relevant agencies e.g Public Health Officers, Health Service Executive.

- She/he is responsible for maintaining surveillance of healthcare associated and other notifiable infection. Develop the use of surveillance information and clinical care audit information to measure the quality of care in prevention and control of infection.
- She/he will contribute to the risk assessment process by advising clinicians, programme managers, ward managers, and the Director of Nursing on infection prevention and control relevant to their areas.
- Advises and participates in the procurement, commissioning, tendering and purchasing of patient care and medical equipment as pertaining to infection prevention and control.
- Provides infection prevention and control advice to committees established to oversee capital projects, renovations and refurbishments.
- Contributes to service planning and budgetary processes through use of audit data and specialist knowledge
- Continually monitors the infection prevention and control service to ensure that it reflects current needs. Implements changes in healthcare service in response to patient need and service demand.
- Advise on the use of new or trial equipment and products and recommend subsequent purchases in conjunction with the Consultant Microbiologist and Hygiene/Infection Prevention & Control Committee (HIPCC). Develop, implement and update as required infection prevention and control policies, procedures and standards.
- Liaise with Risk Management Department, & Occupational Health Department regarding infection prevention and control issues.
- Provide infection prevention and control advice regarding purchase of new equipment and medical devices including cleaning equipment and solutions prior to contract approval. Assistant on request in the evaluation of hygiene equipment/products/solutions.
- Develop a culture of infection prevention and control at all levels that encourages managers and staff to take responsibility for infection prevention and control.
- Promote a safe clinical environment with regards to infection prevention and control, health and safety and risk management strategies.
- Participate in the relevant Committees as a representative of the Infection Prevention & Control team (Environmental Committee, Decontamination Committee, Hygiene Committee) and other committees as appropriate to the service. Advise senior hospital management and the multi-disciplinary team on recent advances in infection prevention & control and prevention when and where appropriate.
- Participate in the development of the Infection Prevention and Control service/ programme and provide an annual report.



- Liaise with the hospital Risk Management Department, other Hygiene/Infection Prevention & Control related staff and Contract Cleaning Supervisor to ensure that hospital hygiene is conducted in accordance with National Standards as set out by HIQA.
- Provide specialist advice for new service/hospital developments in order to ensure that design and all future services developments are in accordance with national standards, regulations and codes of practice and promote all aspects of infection prevention & control.
- Liaise with Occupational Health Staff and the Health and Safety Officer on relevant staff health issues.

### **Audit & Research**

- Demonstrate a commitment to identify and develop tools to audit current practice in relation to infection prevention and control and contribute to nursing/midwifery research.
- Identifies, critically analyses, disseminates and integrates research evidence into the area of specialist practice.
- Keep up to date with current relevant research to ensure evidence-based practice and research utilisation
- Ensure that all infection prevention and control policies, guidelines and protocols are research / evidence based
- Leads in the preparation for National Hygiene Audits and remedial actions following such audits.
- Collates and records relevant data and information and present progress reports on an ongoing basis as required.
- Collects relevant clinical data to assist in epidemiological record keeping and statistical analysis.
- Participate in Nursing and Multidisciplinary research projects following approval by the Ethics Committee
- Contribute to Nursing research when relevant to areas of practice to ensure patient care reaches standards of excellence in relation to infection prevention and control.

### **Patient Advocate:**

- To act as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills.
- To review and assess referred patients considering the patient's opinions and decisions.
- To act as a resource at expert level, regarding all aspects of infection prevention and control for patients and families.
- Liaise with the Community Care Inter-Disciplinary Team to provide infection control information as appropriate.
- Maintains a safe environment for patients, relatives and staff according to the Health, Safety and Welfare at Work legislation.

### **Self-Development:**

The post holder is expected to:

- Maintain and update knowledge and keep abreast of new research relevant to infection prevention and control.
- Discuss present performance and future needs with the Consultant Microbiologist and the Director of Nursing.
- Participate in continuing professional development to ensure they meet NMBI requirements.
- Participate in events designed to widen his/her knowledge and expertise in all areas of infection prevention and control, not only areas related to her/his work area.
- Work autonomously, seeking collaboration with others across professional boundaries. Displays infection prevention and control expertise by contributing to conferences, seminars and research /educational activities.
- Takes responsibility for their own personal, professional development and continuing education through formal and informal educational opportunities.
- Participate in performance planning, review and self-assessment using the infection control core competencies.
- Maintain/Establish links with own organisation (IPS) as well as other organisations, both at national and international levels which will provide support and information which will ultimately benefit patients.

### **Education & Training**

- Maintains an awareness of current developments and research findings in infection prevention and control and nursing practice.
- Develop and participate in programmes designed to inform, educate, train and advise staff on infection prevention control issues such as e.g. the prevention, control and management of cross infection, MRSA, blood borne infections, TB etc.
- Liaise with all Programme Managers and their staff to promote good practice in relation to infection prevention and control e.g. hand hygiene placement of patient in the wards and department, use of PPE, decontamination of medical devices, etc.
- Participate in critical appraisal and evaluation of infection control measures by means of inspection, audit, and surveillance, and recommend improvement/changes where necessary.
- Challenge poor practice and implement changes in procedures to improve compliance and promoting continuous improvement in all aspects in the delivery of patient care.
- Provide monthly reports for Director of Nursing on agreed aspects of infection prevention and control. Provide information reports on infection prevention and control for Hygiene/Infection Prevention and Control, Safety & Risk and other committees as agreed.
- Provide evidenced based training, advice, information and support to frontline staff providing care regarding aspects of infection prevention and control including isolation techniques, standard precautions and best practice.
- Advise on the hospital water management programme in consultation with Technical Services & Risk Management Departments.
- Advise the hospital on infection prevention and control practices in relation to segregation of waste/healthcare risk waste, storage and segregation of linen, food safety, environmental surfaces and other hospital services as required.
- Provide advice and support for the Phlebotomist and ward staff to ensure that best practice is used in microbiological sampling.

### **Health & Safety**

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations in conjunction with relevant staff.
- Be aware of, and familiar with Health and Safety regulations
- Actively participate in Major Accident Policy
- Advise in consultation with other members of the Infection Prevention and Control Team on isolation requirements for specific patients.

- Liaise with the Occupational Health Department and Fire and Safety Officer.
- Have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

### **Budgeting**

- Identifies the projected needs through review of inventories and plans appropriate resources, i.e. equipment appliance and stocks.
- Ensures economical use of stocks, agreeing limits and adjusting levels according to peaks and troughs in demand

### **Quality, Patient Safety & Risk Management**

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with HIQA National Standards, Health Service Executive (HSE), CARF/adopted Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

*The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

*This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.*

*I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.*

***To be signed by the post holder.***

*Employee Name:* \_\_\_\_\_

*Director Of Nursing:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_

*DON Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Date:* \_\_\_\_\_