

Job Description Clinical Nurse Manager 2 Infection Prevention and Control

Mission and Values of the Hospital

Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus
comh oibre bunsraith ár gcuid saothar uile.*

Core Values

Human Dignity

Compassion

Justice

Quality

Advocacy

Accountability and Working Relationships

Job title:	Clinical Nurse Manager 2 Infection Prevention and Control
Grade:	CNM2
Professionally accountable to:	Director of Nursing
Key reporting relationships:	CNM3, Infection Prevention and Control
Key working relationships:	Nursing and Medical Personnel
Working Hours:	37.50 hours per week

Eligibility Criteria

Qualifications and/or Experience

1. Be registered in the general division of the Register of Nurses maintained by Nursing & Midwifery Board Ireland.
2. Must demonstrate evidence of continuing professional development at the appropriate level.
3. Have at least five years' post-registration nursing experience (full-time or equivalent hours part-time) in an acute hospital/relevant healthcare.
4. Two years Nursing experience in IPC or a relevant area clinically related to the area of infection prevention and control is desirable.
5. Previous management experience is desirable.
6. Post-graduate Higher Diploma in Infection Prevention & Control, or relevant area clinically related to the area of infection prevention and control and be prepared to undertake the HDip in IPC.
7. Proven clinical and professional management ability, leadership and communication skills are essential.
8. A BSc. in Nursing Management is desirable.
9. Ability to lead a team in conjunction to working alongside that team as required achieving the overall vision of the hospital.
10. Possess excellent prioritisation and organisational skills.
11. Competent and confident IT skills.

Details of Service:

The Infection prevention and control team (IPCT) comprises of the CNM3 Infection prevention & control (IPC), CNMs/CNS in Infection prevention & control and the Consultant Microbiologist.

The IPCT

- The CNM2 will implement evidence-based practice and relevant best practice in IPC to minimise the risk of transmission of infection in the acute hospital and community setting.
- Work in close conjunction with all members of the infection prevention and control team (IPCT) to ensure a cohesive and effective service is provided.
- Optimise patient care through the prevention and control of health care acquired infection (HCAI)
- Provide professional support and advice and work as a key member of the multi-disciplinary team.
- Ensure patient confidentiality is respected and the dignity of the patient is assured and maintained at all times.
- Be aware of own needs regarding supervision and professional development and work actively towards meeting these.

Principal Duties and Responsibilities

Professional/Clinical:

The CNM2 will:

- Provide highest professional standards using an evidence based, care planning approach.
- Provide a high level of professional and clinical leadership.
- Monitor established infection prevention and control measures.
- Advise in consultation with other members of the infection control team on isolation requirements for specific patients.
- Day to day gathering of information in the clinical setting, accessing, probing and observing behaviours and actions.
- Assist in the investigation and control of outbreaks of hospital-acquired infection with particular reference to their source and mode of spread.
- Act as a liaison between the laboratories and ward areas explaining results relevant to infection control in these areas.
- Consult closely with microbiology.

- Participate in Surgical site Surveillance
- Have a working knowledge of Joint Commission International (JCI) standards as they apply to the role in the organization.
- Have a working knowledge of the Health Information and Quality Authority (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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- Participate in clinical audit, surveillance and research studies as required. Operate within the NMBI Scope of Practice/Code of Conduct.
- Provide safe, comprehensive nursing care to service users within the guidelines laid out by NMBI.
- Participate in Hospital and National Committees as appropriate, or required, specifically the Infection prevention and control committee.
- Participate in team meetings/committees as appropriate, ensure good communication and work effectively with others.
- Manage own caseload in accordance with the needs of the post.
- Manage nursing records in accordance with local service and professional standards.
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of service user care.
- Evaluate and manage the implementation of Best Practice Policy and procedures.
- Liaise with other departments such as procurement, CSSD and endoscopy.
- Provide specialist advice/support for patients and their relatives while undergoing treatment.
- Produce regular infection prevention and control reports on behalf of the Infection prevention and control team for the Infection prevention and control committee and hospital management.
- Participate in the formulation and implementation of infection prevention and control policies/procedures.
- Ensure hospital policies, procedures and national guidelines pertaining to infection control are adhered to.
- Advise and support nursing personnel and other hospital staff in their implementation of agreed policies in their specific areas.
- Liaise with public health nurses and other affiliated health care community organisations seeking information and guidance on infection control related issues.

- Participate in the continuous development of the infection control service.
- Liaise with the project development other services team on issues pertinent to the hospital building and maintenance, specifically in relation to legionella and aspergillus controls.
- Develop and support the concept of advocacy, particularly in relation to patient and any IPC issues.
- Respect and maintain the privacy, dignity and confidentiality of the patient, family and/or carer.
- Establish, maintain and improve procedures for collaboration and cooperation between Acute Services, Primary Care and Voluntary Organisations as appropriate.
- Proactively challenge any interaction, which fails to deliver a quality service to patients.
- Maintain clinical competence in patient management within infection prevention and control nursing, keeping up-to-date with relevant research.
- Plan and implement a program of infection surveillance as agreed by the infection prevention and control committee.
- Assist in the production of an annual report.
- Contribute to the acute hospital accreditation process, evaluate the effectiveness of quality initiatives undertaken, and where necessary make recommendations to improve infection prevention and control standards.
- Effectively manage time and caseload in order to meet changing and developing service needs.
- Continually monitor the service to ensure it reflects current needs.
- Contribute to the service planning process as appropriate and as directed by the CNM3 and Director of Nursing.

Management:

The CNM2 will:

- As a member of the IPCT, participate in the smooth running of the Infection, Prevention & Control (IPC) Department in St. Michael's Hospital and champion best practice IPC across the Hospital in accordance with the HIQA Standards for the prevention and control of healthcare associated infections
- In conjunction with the Consultant Microbiologist, participate in the monitoring, surveillance, investigation, prevention & control of Healthcare associated infections.
- Provide feedback and support staff in developing and implementation of action plans where necessary

- Liaise with nursing management and Patient flow manager in the management of individual patients with infectious conditions or multi drug resistant organisms.
- Promote an environment that is conducive to development of best practice; enhance staff retention and good industrial relations.
- Participate in appropriate practice development within the clinical area
- Participate and implement change in a positive manner.
- Assist in organising regularly scheduled Infection prevention & control committee meetings providing agenda and disseminating minutes thereafter to all attendees.
- Ensure that appropriate health and safety, fire and other statutory regulations are adhered to.
- Liaise with the Purchasing Department and facilitate evaluation of new patient- care equipment as required
- Participate in the implementation of the HIQA National Standards for the prevention and control of healthcare-associated infections and of Joint Commission International (JCI) standards preparation for assessment
- Participate in any hygiene related meetings/committees/teams.
- Professional / clinical leadership and management that promotes efficiency, innovation, teamwork and continuous quality improvements.
- Adhere to, and ensure staff's compliance with policies, protocols, standards, legislation, codes of practice and professional conduct set out by the relevant authorities and professional bodies.
- Work in collaboration with other colleagues as a member of the Infection prevention and control team to provide specialist advice on infection prevention and control issues in the clinical setting.
- Plans and organises resources efficiently and effectively within a specified period. Co-ordinates and schedules activities. Manages unexpected scenarios.
- Allocation and co-ordination of resources to achieve tasks.
- Prioritisation and meeting demands under pressure or in emergencies.
- Planning of meetings, record keeping and reports for operational activities.
- Acts as a role model in terms of capability and professionalism. Can lead confidently, by motivating, empowering and communicating with staff to promote provision of a quality service. Promoting high standards in the daily running of IPC services
- Empowering staff through meetings, education and promotion of staff initiatives.

Health & Safety:

The CNM2 will:

- Ensure the effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g., Health and safety procedures, emergency procedures.
- Comply with H.S.E. Risk Management Framework, Policies, Procedures, Protocols and Guidelines, to ensure the safety and wellbeing of service users, staff and visitors.
- Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or wellbeing/may be inhibiting the efficient provision of care.
- Liaise with the relevant personnel to ensure that all equipment is maintained in safe working order, checked regularly by staff in accordance with the applicable service agreement.
- Liaise with contractors during works reviewing method statements.
- Participate in the evaluation of and procurement of infection control materials such as bins, masks, sample water bottles, glove holders etc.
- Participate in mandatory training education and comply with Health & Safety regulations.

Education & Training:

The CNM2 will:

- Engage in continuing professional development by keeping up to date with nursing literature, recent nursing research and new developments in nursing management education and practice and to attend study days as appropriate, and ensure the implementation of evidence based practice.
- Participate in the identification, development and delivery of education and training programmes on infection prevention/control for all grades of staff - nursing, student nurses and non-nursing, patients and relatives.
- Advise staff on issues related to decontamination of the environment and patient care equipment
- Be responsible for addressing own continuing professional development needs. Attend regular study days and conferences to maintain current knowledge.
- Organize and ensure the provision of continuing nursing education of all staff and participation in teaching, guidance and assessment of staff and students.
- Ensure staff are aware and in compliance with current Hospital policies, procedures and guidelines.

- Ensure that patient care is based on the latest research findings and constitutes best practice and act as an expert clinical resource for nursing, medical and AHP staff particularly in the specialist area of nursing.
- Keep abreast of research and developments in nursing, facilitate, and contribute to nursing research.
- In association with staff members, develop and implement an orientation programme for new nursing and ancillary staff.

Audit & Research:

The CNM2 will:

- participate in post discharge surgical site infection surveillance
- Conduct on-going alert organism surveillance using appropriate IPC criteria, documentation and investigation of healthcare associated infections (HCAI) through review of admission diagnoses, microbiology culture results, isolation orders, patient records, consultation requests.
- Regularly collate and record relevant data and information/compile and interpret surveillance reports to the CNM3 IPC, IPC committee and to the ADON/DON
- Contribute to the implementation and assessment of quality management initiatives/programmes in line with HIQA standards and HCAI and AMR Clinical programme.
- Participate in critical appraisal and evaluation of control of infection measures by means of inspection, audit and surveillance with a view to recommending improvement where required.
- Assist in monitoring hospital hygiene standards with the use of a recognised audit tool and report findings to the infection control team.
- Undertake infection prevention/control and hygiene audits and complete reports against agreed guidelines

Conditions of Employment:

- Annual Leave Entitlement: 25 – 28 days per annum pro- rata (according to criteria in Circular 111/99). Annual leave is calculated January to December of each year.
- Sick Leave Regulations: Please refer to contract of employment and Hospital sick leave Policy.
- A minimum of one month's notice of termination of employment is required. Notice of termination of employment must be received in writing.
- Uniform Policy must be adhered to at all times. Hospital uniform must not be worn outside of the hospital.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings.
- Fire orders must be observed and staff must attend fire lectures every 2 years
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e., Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital building is not permitted.
- All Staff are advised to avail of Hepatitis B Vaccination with Occupational Health.
- The use of personal mobile phones is prohibited in clinical care areas.

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 St Michaels Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies/Legislation:

All hospital policies and procedures form an integral part of 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 hospitals ethical codes of practice.

Mandated Person – Children First Act 2015

As a mandated person under the Children First Act 2015 you have A LEGAL obligation:

- ***To report child protection concerns at or above a defined threshold to TUSLA***
- ***To assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report***
- ***To complete the HSE e-learning programme 'An Introduction to Children First'***
- ***To complete the HSE e-learning training for Mandated Persons (CHO6)***

You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the legislation Mandated Person – Children First Act 2015 Mandated Person – Children First Act 2015

Confidentiality:

In the course of your employment, you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.
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