



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

## ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Infection Prevention Nurse / Practitioner
<b>Pay Band</b>	6
<b>Hours of Work and Nature of Contract</b>	Full / Part-time
<b>Division/Directorate</b>	Corporate Nursing
<b>Department</b>	Infection Prevention and Control Team
<b>Base</b>	Grange University Hospital / TBC

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Senior Nurse Infection Prevention & Control
<b>Reports to: Name Line Manager</b>	Lead Infection Prevention Nurse
<b>Professionally Responsible to:</b>	Senior Nurse Infection Prevention & Control

### OUR VALUES:

This image cannot currently be displayed.

**Key Responsibilities**

The Infection Prevention Nurse / Practitioner will provide specialist infection prevention & control support and guidance to clinical teams and care providers both in hospital and community settings.

To be a confident and competent practitioner who practices within the sphere of their professional code of conduct and health board policies.

**Job Summary:**

The Infection Prevention Nurse / Practitioner is accountable to the Senior Nurse / Practitioner for Infection Prevention. They will be part of a team providing Infection Prevention resource and support across the health board and to independent providers of health and social care.

The overarching aim of the infection prevention service is to reduce the incidence of preventable infections for hospital in-patients and people receiving care in community settings.

The Infection Prevention Nurse / Practitioner will be expected to develop and maintain a level of competence to allow them to work within their own professional limitations and to adhere to their professional code of conduct and local policies.

The post will be rotational across the organisation to meet service need, working Monday to Friday and providing weekend cover, when competencies are achieved.

**DUTIES/RESPONSIBILITIES:**

Works within the Strategy and Philosophy of the Infection Prevention Team to:-

**a. Clinical**

- i. Respond to key infection alerts advising teams on patient placement and infection control precautions ensuring that interventions are communicated and documented clearly.
- ii. Provide specialist infection prevention advice and guidance within a variety of different settings.
- iii. Manage a caseload of patients by assessing, planning, implementing and evaluating infection prevention and control interventions under supervision from the Lead Infection Prevention Nurses / Practitioners.
- iv. Provide infection prevention advice and support for patients, relatives and carers.
- v. Under the supervision of senior colleagues to work in partnership with clinical and site teams, commissioners, independent care providers and outside organisations supporting and advising on the management of infection balancing the risks of the spread of infection and the impact on service delivery.
- vi. To work in partnership with colleagues and associated agencies to support and inform the management and investigation of incidences and outbreaks of infection.
- vii. To be responsible for own clinical / specialist competence.
- viii. To be responsible for safe and effective use of equipment and resources

**b. Surveillance**

- ix. Undertake daily collection and reporting of surveillance data.
- x. Under the supervision of the of Lead Infection Prevention Nurse / Practitioner feedback agreed surveillance reports at local departmental / divisional meetings, providing specialist support for the implementation of action plans to reduce the incidence of preventable infections.

**c. Audit & Assurance**

- xi. Monitor infection prevention practice and the care environment, identifying opportunities for, and supporting improvement to reduce the risk of infection. Raise concerns appropriately and swiftly if there is an immediate risk to any individual.
- xii. Audit infection prevention practices and the care environment, providing feedback respectfully and clearly to individuals and teams, providing support for completion of the audit cycle.
- xiii. Support quality assurance strategies within the Infection Prevention Team, for the organisation as a whole, and for independent care providers.
- xiv. Promotes best Infection prevention practice, and working collaboratively with infection prevention and clinical / care colleagues to identify where there are areas requiring improvement. Actively participate in quality improvement initiatives.
- xv. Develop, implement and maintain SOP's in their department environment to enhance the Department's ability to provide optimum service to all stake holders.
- xvi. Contribute with specialist advice to other divisions with regards to their SOP's, policies and procedures.

**d. Education**

- xvii. Confidently and competently deliver a variety of education packages to care teams both within ABUHB and independent care provider organisations.
- i. Evaluates the quality of education provided, and participates in formulating and improving teaching packages.
- ii. Confidently and competently support student nurses / practitioners during their placements with the Infection Prevention team
- iii. Promotes awareness, and supports the implementation and evaluation of Infection Prevention policies and guidance.
- iv. Under the guidance of Lead IP Nurse / Practitioner, participates in courses/study days, national and global awareness initiatives, working in partnership with outside agencies (e.g. Public Health Wales, specialist professional bodies, colleges, universities etc.)

**e. Professional**

To work in partnership with colleagues and associated agencies to support, analyse and inform the

management and investigation of incidences and outbreaks of infection, where there could be a range of options, balancing risks and providing guidance of minimising risk.

- v. Ensure case and incident management is documented accurately and clearly.
- vi. Maintain personal professional registration providing evidence of continuing professional development.
- vii. Responsible for ensuring own attendance and completion of on-line and mandatory training.
- viii. Develop and keep up-to-date with specialist infection prevention expertise, using reflection to develop specialist knowledge and awareness.
- ix. Confidently and competently participates in the induction of new team members.
- x. In partnership with the Lead IP Nurse / Practitioner ensures that own Personal Appraisal Development Review is undertaken annually
- xi. Participate in the Infection Prevention weekend service when competence achieved.
- xii. Acts in a professional manner ensuring behaviour complies with health board equality and diversity policies

**f. Research / Clinical Effectiveness**

- xiii. Actively contributes to Infection Prevention research and quality improvement initiatives

**g. Personal Responsibility**

- xiv. To wear and display ID badge at all times whilst on duty.
- xv. To be responsible for safe and effective use of equipment and resources - Educational resources, projectors, screens etc.
- xvi. Responsible for safe use of Glow Bug - Hand hygiene education tool
- i. Responsible for safe use of quantitative fit testing equipment

In undertaking these duties the post holder will be expected to use customer care skills in answering the telephone, responding to queries via email, communicating appropriately with the general public at all times. The post holder must conduct oneself in accordance with health board policies, current legislation and professional codes and guidelines.

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

**NOTE: Please do not use the number of years' experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post. Essential criteria must not state "or willing to work towards" any qualification.**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Educated to degree level in professional practice (e.g. Nursing) Current healthcare professional registration. Infection Prevention Qualification or equivalent level of knowledge and experience in relevant area	Teaching & Assessing qualification	Application form and pre-employment checks
<b>Experience</b>	Registered nurse / healthcare practitioner with some post registration experience.  Evidence of post registration education or experience in infection prevention and control.		Application form and interview
<b>Aptitude and Abilities</b>	Able to demonstrate a professional, confident and diplomatic manner when working with others. Able to communicate effectively and sensitively both verbally and in writing reports and corresponding via email. IT skills Ability and resilience to work in a fast moving & high pressured environment. Flexibility to meet the needs of the service when required.	Ability to speak Welsh	Interview
<b>Values</b>	Commitment for equal opportunities and the values of the health board. Commitment to improving safety for patients and people by reducing the incidence of preventable infections.		Application Form Interview References
<b>Other</b>	Willingness to travel where required to cover the service across the Health Board area.		Application form and interview

	IT skills. Flexible approach to work.		
--	--	--	--

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or digitally. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should

consult their manager if they have any doubt as to the correct management of records with which they work.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have occasional direct / and indirect contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Job Title: Infection Prevention Nurse**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Driving may be required	Once a week	Maximum 45 minutes	
Kneeling, crouching, twisting when undertaking audits	Once a month	1-3 hours	



## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Receipt of results and acting accordingly e.g. linking with the ward, reading of notes etc.	Throughout the day	Daily combined 3 hours	
Respond to emergency bleep / telephone calls	Throughout the day	Daily combined 1.5 hours	

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Supporting clinical site teams during times of high system demand	Once a week	More than half a shift sometimes whole shift	
Difficult conversations with patients regarding infections	Once a week		

## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

<b>Examples of Typical Conditions</b>	<b>How often per week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
<b>Will regularly visit wards and community settings where there are infections outbreaks.</b>	<b>Twice a Month or more</b>	<b>Half a shift</b>	
<b>Regular VDU use</b>	<b>Every day</b>	<b>1-4 hours continuously</b>	
<b>Occasional verbal aggression when advising of infection prevention precautions</b>	<b>Once a month</b>		