

Job Description



South Tees Hospitals
NHS Foundation Trust

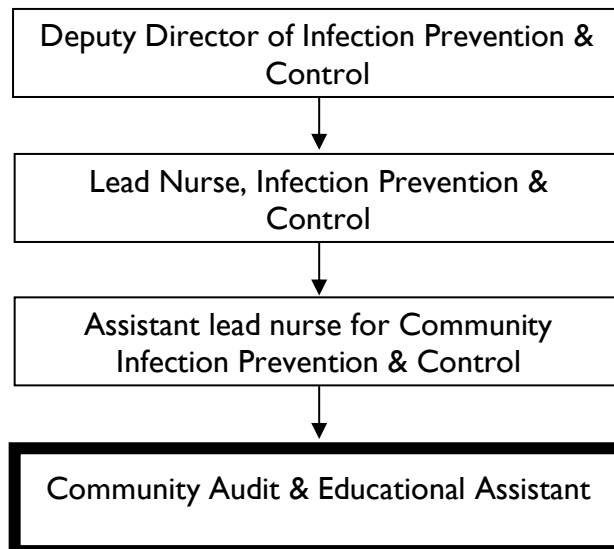
Role Details

Job Title	Community Audit and Educational Assistant
Band	Band 4
Department/Service	Infection Prevention & Control Team, Corporate Services

Organisational Relationships:

Responsible to:	Deputy Director of Infection Prevention & Control
Accountable to:	Assistant lead nurse for Community Infection Prevention & Control
Professionally Accountable to:	Deputy Director of Infection Prevention & Control
Responsible for:	The community audit and educational assistant will work as an active member of the infection prevention and control team.

Organisational Chart:



Job Summary/ Role:

The community audit and educational assistant will work as an active member of the infection prevention and control team. They will be allocated specific educational and audits tasks by the Assistant lead nurse IPC in collaboration with other leads within the IPC team. They will be expected to work independently, prioritise their workload and implement evidence-based guidance on all aspects of their work.

Key Relationships:	
Core Functions:	
<p>The community audit and educational assistant will make informed judgements on IPC practices within the community care homes/Domiciliary/Home care services. The community audit and educational assistant will support the trust on driving the patient safety agenda which includes IPC practices; hand hygiene, environmental audits, equipment cleaning, decontamination audits and auditing effective management of common conditions such as Meticillin Resistant Staphylococcus Aureus (MRSA) and <i>Clostridioides difficile</i> (CDI). Other aspects of the job will include environmental auditing. The audit and educational assistant will support community areas on individual queries relating to resident safety in order to support safe and effective practices ensuring that best practice is achieved according to national and locally agreed standards/policies.</p> <p>The audit and educational assistant will provide support predominantly to the Assistant lead nurse for Community Infection Prevention & Control and the IPC team and will work within defined Trust policies, procedures and competencies.</p> <p>The post holder will be expected to develop knowledge and skills within the specialty.</p> <p>The post holder will support the training of Care Home, Domiciliary, Home Care, Daycentre staff and all other staff in IPC and other resident safety practices within the scope of their job.</p> <p>The post holder will demonstrate the Trust values and behaviours and the Trust code of conduct, acting in the best interests of residents and treating everyone with dignity and respect. Support and help drive the quality improvement agenda and change within the working area.</p> <p>The post holder has a duty of care to residents and is expected to comply fully with Trust policies in particular policies relating to personal and patient safety and the prevention of healthcare associated infections. As a Trust employee they will honour their work commitments, be reliable, trustworthy and uphold values and beliefs of the Trust.</p>	
Administrative Responsibilities	<p>Uses the appropriate trust/team audit templates.</p> <p>Records in team communication folders.</p>
Clinical Responsibilities	<p>Assist the Care Home/Domiciliary staff in the importance of cleaning, decontamination and other resident safety issues.</p> <p>Communicate with all health professionals and other agencies as requested.</p> <p>Act within own level of competency to undertake specific tasks seeking advice and supervision.</p>

	<p>Support and deliver teaching and training on all aspects of resident safety practices in relation to IPC.</p> <p>The post holder will work effectively as a member of the corporate IPC team carrying out designated tasks/roles.</p> <p>Contribute to the Governance agenda in the clinical area and engage with staff to ensure implementation and compliance.</p>
Management and Leadership Responsibilities	<p>Band 3 And Above</p> <p>Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement.</p> <p>Acts to maintain personal safety and security and that of others and challenge the practice of others, escalating concerns.</p> <p>Ensures the full implementation of all Trust policies in the delivery of safe clinical care.</p> <p>Identifies potential and actual risks using the Trust incident reporting system in line with Trust policy and escalates as appropriate and contribute to investigations.</p> <p>Identifies residents at risk and raises concerns appropriately on issues of child protection and the protection of vulnerable adults.</p> <p>Takes appropriate action to initially manage emergency situation summoning appropriate assistance where necessary and delegates as appropriate.</p> <p>Identifies and challenges unsafe practice and escalates appropriately to ensure a safe outcome.</p> <p>Always act in such a manner that promotes the positive image of the ward trust/Infection prevention and control team and the Trust and take responsibility to address issues in relation to behaviours of junior colleagues.</p> <p>Supports all Care Home/Domiciliary staff and student nurses.</p> <p>Be involved in Department, Centre and Trust meetings and disseminate information and support implementation of changes.</p> <p>Communicate in a professional and courteous manner at all times in line with the Trust code of conduct acting as a positive role model.</p> <p>Communicate and support staff in understanding their role in cleaning and all aspects of resident safety and escalate concerns to the lead nurse where appropriate.</p>

	<p>Liaise and communicate effectively with a range of people on a range of matters within the multidisciplinary team, recognizing and managing barriers to communication.</p> <p>Keep accurate, legible and complete records consistent with legislation, trust policies and procedures, promoting and maintaining confidentiality.</p> <p>Working independently under the minimal supervision of the lead nurse, managing and prioritizing own workload effectively, prioritising and using time management skills implementing evidence based practice.</p>
Policy and Service Development	<p>Band 3 And Above</p> <p>Champion and lead quality improvement initiatives across your immediate team and within your service.</p> <p>Service improvement can help to improve the quality, efficiency and productivity of patient care. All staff have a responsibility to actively engage in service improvement activities and initiatives. Evidence of service improvement initiatives should be demonstrated during the appraisal process.</p> <p>Identifies areas of practice to be developed and support improvements.</p> <p>Shows commitment in identifying areas for improvement, passing on constructive views on how to improve services.</p> <p>Actively participate in implementing lessons learnt from incidents.</p> <p>Utilises knowledge and skills to support the working of others.</p>
Research and Audit Responsibilities	<p>Demonstrates the ability to use Information Technology to support practice.</p> <p>Leads aspects of the clinical audit programme within the Care Home/ Domiciliary area and contributes to improvements identified.</p> <p>Contributes to the improvement of resident safety and engages care home/Domiciliary staff to participate in achieving best practice in relation to safe and effective practices.</p> <p>Identifies, reports and escalates any areas of concern regarding inappropriate practices.</p>
Managing Resources Responsibilities	<p>Demonstrates the efficient and effective use of resources in the delivery of resident safety services.</p> <p>Contributes, identifies, and influences others in the effective use of resources.</p>

Education and Training	<p>Identify own development needs via the Trust appraisal process.</p> <p>Act upon strengths and weaknesses identified, applying reflective practice to demonstrate knowledge and skills.</p> <p>Promote the standards of the nursing profession by actively supporting all trust staff, student nurses and volunteers.</p> <p>Demonstrate clinical competence, developed through continued professional development, reflective practice and maintain a skills portfolio relevant to the service specification.</p> <p>Comply with the trust requirements for mandatory training and demonstrate a commitment to lifelong learning to expand knowledge base.</p> <p>Actively contribute to the development of others.</p> <p>Working within the limits of own competency under the minimal supervision of the lead nurse.</p>
<i>The job description and duties may be subject to future review as the needs of the service change.</i>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<p>Work in line with the Trust Code of Conduct.</p> <p>Excellent communication and listening skills and adopts an appropriate style and method of communication.</p> <p>Ability to present written information clearly.</p> <p>Ensure compliance with confidentiality at all times.</p> <p>Positive approach to customer care.</p> <p>A team player able to work well with others and demonstrate commitment to team objectives.</p> <p>Ability to work effectively and co-ordinate and prioritise workload without direct supervision.</p> <p>Ability to use initiative to make a decision within sphere of work and/or knowledge recognising where assistance is required.</p> <p>Leads aspects of quality and service improvement.</p> <p>Work with minimal supervision and will challenge the practice of others.</p> <p>Intermediate level information technology skills e.g. Microsoft Office, database entry.</p>		
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method

<p>Level 2 in Maths and English.</p> <p>Completion of the Core Competency pack.</p> <p>NVQ Level 3 in Health or Social Care (Level 3 Diploma in Health Care).</p> <p>TAQA – Modules from Training, Assessment and Quality Assurance or equivalent.</p> <p>Foundation Degree.</p>	<p>Band 3 And Above</p> <p>Attendance at foundation improvement training and the new and aspiring leaders program within first year of role</p> <p>Level 3 Certificate in Assessing Vocational Achievement</p>	
EXPERIENCE		
Essential	Desirable	Assessment Method
<p>Knowledge and experience on patient safety practices.</p> <p>Previous experience of working as part of a team.</p> <p>Demonstrate skills of infection prevention and control practices and act as a professional role model.</p> <p>Previous experience of working in health and/or social care.</p> <p>Understands the principles of audit and surveillance.</p> <p>Previous experience in supporting others in a supervisory role.</p>		
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<p>Caring and empathetic attitude to patients and colleagues – professional at all times.</p> <p>Motivated and enthusiastic, receptive to change.</p>		

<p>Undertake further training and development to maintain competence.</p> <p>Flexible approach to working hours and practices.</p> <p>Car driver and access to transport</p>		
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General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-

compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the appraisal process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

HR Use Only

Job Reference No:



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APPENDIX 2

PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos						
Lifting weights/objectives above 15 kilos						
Using equipment to lift, push or pull patients/objects						
Lifting heavy containers or equipment						
Running in an emergency						
Driving alone/with passengers/with goods						
Invasive surgical procedures						
Working at height or in a confined space						
Concentration to assess patients/analyse information						
Response to emergency situations						
To change plans and appointments/meetings						

depending on the needs of this role						
Clinical interventions						
Informing patients/family/carers of unwelcome news						
Caring for terminally ill patients						
Dealing with difficult family situations						
Caring for/working with patients with severely challenging behaviour						
Typing up of formal minutes/case conferences						
Clinical/hands on patient/client care						
Contacts with uncontained blood/bodily fluids						
Exposure to verbal aggression						
Exposure to physical aggression						
Exposure to unpleasant working conditions dust/dirt/fleas						
Exposure to harmful chemicals/radiation						
Attending the scene of an emergency						
Food preparation and handling						
Working on a computer for majority of work						
Use of road transport						

