

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Infection Prevention Nurse</b>		
<b>Division</b>	Nursing	<b>Unit</b>	Nursing Administration
<b>Campus</b>	Leongatha		
<b>Classification</b>	ZA7		
<b>Award</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020		
<b>Reports To</b>	Executive Director of Nursing		
<b>Date</b>	March 2018	<b>Replacement/ New Position</b>	
<b>Position Approved By</b>	Executive Director of Nursing		

### Position Outline:

The position of an Infection Prevention Nurse (IPN) is a rewarding and challenging career opportunity at GSHS. As an integral member of the multidisciplinary team, the IPN works to provide a microbiologically safe environment for patients, staff and visitors at Gippsland Southern Health Service and participates in the delivery of staff immunisations and post exposure follow-up for staff of GSHS.

This objective is achieved by adhering to the following core principles;

- Maintaining professional nursing care for residents, patients and clients
- Respecting client rights in cooperation with the client, their representatives and other health professionals
- Providing effective infection control leadership, supervision and clinical support to all clinical staff
- Ensuring care is provided in accordance with GSHS policies and procedures
- Ensuring practice is conducted in a way that supports the Occupational Health and Safety principles of GSHS

### Divisional Context:

The Acute Services Division at GSHS is a dynamic team of nurses, personal care attendants, hotel and domestic workers, managers and a variety of key medical practitioners who provide a broad range of acute and nursing-based services to the South Gippsland Shire, including ;

- Inpatient Care
- Specialist Acute Nursing Services
- Infection Control
- Clinical Support Services
- Staff Education and Development
- Quality Improvement
- Hotel & Domestic Services
- Complaints Officer

## Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra and servicing a community health centre at Tarwin Lower, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

GSHS employs 240 EFT, with a total of 520 staff across all sections of the organisation. A significant capital development was completed in December 2013 with the \$35M rebuild of the acute, subacute and primary health facilities at Leongatha.

## Vision, Mission and Values:

Vision
<i>Excellence in Healthcare</i>

Mission
<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none"> <li>• Continuous Improvement</li> <li>• Evidence Based Practise</li> <li>• Consistency of Practice</li> <li>• Innovative Practice</li> <li>• High Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Unwilling to Improve</li> <li>• Lack of Innovation</li> <li>• Non-Adherence</li> <li>• Inconsistency</li> <li>• Acceptance</li> </ul>
Individuality	<ul style="list-style-type: none"> <li>• Be Tolerant</li> <li>• Acknowledge Rights</li> <li>• Personalise</li> <li>• Support Individuals</li> <li>• Practice Self Care</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of Respect</li> <li>• Discriminating</li> <li>• Being Inconsiderate</li> <li>• Being Judgemental</li> <li>• Being Dismissive</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Value Teamwork</li> <li>• Involve Others</li> <li>• Actively Listen</li> <li>• Ask and Offer Solutions</li> <li>• Support Decisions and Change</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Communication</li> <li>• Criticising Others</li> <li>• Being Negative</li> <li>• Not Open</li> <li>• Withholding Information</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Take Responsibility</li> <li>• Set Clear Expectations</li> <li>• Manage Performance</li> <li>• Results Focused</li> <li>• Ethically Bound</li> </ul>	<ul style="list-style-type: none"> <li>• Blaming Others</li> <li>• Unethical Behaviour</li> <li>• Underperforming</li> <li>• Unreliable</li> <li>• Shirking Responsibility</li> </ul>
Respect	<ul style="list-style-type: none"> <li>• Respect People</li> <li>• Respect Privacy</li> <li>• Respect Property</li> <li>• Respect Views</li> <li>• Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>• Being Rude</li> <li>• Being Negative</li> <li>• Being Disrespectful</li> <li>• Being unhelpful</li> <li>• Disrespecting Property</li> </ul>
Empowerment	<ul style="list-style-type: none"> <li>• Take Initiative</li> <li>• Actively Participate</li> <li>• Ask Questions</li> <li>• Clarify Expectations</li> <li>• Empower Others</li> </ul>	<ul style="list-style-type: none"> <li>• Authoritarian</li> <li>• Discrimination</li> <li>• Blaming Others</li> <li>• Not Sharing</li> <li>• Stifling Development</li> </ul>

## Key Responsibilities

### Service Delivery

1. Provides education on Infection Prevention and Control principles and techniques to clinical and non- clinical staff to ensure adherence to safe practice across the health service
2. Participates in the staff immunisation and post exposure program including provision of immunisation, counselling, and data management
3. Recognises and maintains professional boundaries of the nurse – client relationship.
4. Reviews and develops Infection Prevention and Control policy and procedure as required
5. Develops annual Quality and Business plans for Infection Control
6. Undertakes surveillance programs including gathering, entering, interpreting and presentation of data
7. Undertakes outbreak investigation and management
8. Conducts Infection Control Audits on a regular basis to ensure compliance with Infection Control best practice within the health service
9. Submits Infection Control data to the relevant bodies in a timely manner
10. Maintains staff immunisation database
11. Contributes to the provision of relevant health care information to individuals and groups.
12. Delegates responsibilities/tasks to others appropriately, that is, consistent with their educational preparation, experience, knowledge, and physical/emotional ability ('competence' and 'readiness');
13. Assists with product evaluation as appropriate
14. Ensures compliance with all Infection Control guidelines of relevance to the position

### Organisational

1. Work within the "Delegations of Authority" consistent with the role.
2. Accept accountability for own actions and seek guidance from an appropriate senior leader when limited by own level of expertise.
3. Assume rotation into higher duties when delegated or required to do so, based on the level of educational preparation and competence.
4. Ensure the disposal of waste according to GSHS Waste Management Policy.
5. Perform any other reasonable duties as requested by supervisor/manager.
6. Function in accordance with GSHS policies and procedures and relevant legislation, conducting practice within a professional and ethical framework to deliver care that protects the rights of individuals and groups.
7. Responsible for the safe management of equipment – this includes using equipment within standard operating guidelines, conducting appropriate preventative maintenance and not using unsafe equipment.
8. Participate in Committees to further develop nursing practice at GSHS

### Training and Development

1. Completes annual mandatory training requirements as per organisational policies.
2. Recognises the need for ongoing commitment to personal and professional development.
3. Maintains a level of competency required for the position.
4. Actively participate in own performance review in accordance with GSHS policy and procedures.

### Occupational Health and Safety

1. Ensures compliance with Occupational Health and Safety and Workcover legislation and regulations.
2. Maintains current knowledge of emergency procedures and ensures these are enacted as appropriate.
3. Carries out duties in a manner which does not adversely affect their own health and safety or that of others.
4. Implements and maintains measures introduced in the interest of health and safety, ensuring all staff within the unit are educated in such measures and comply with them.
5. Undertake any training provided in relation to Occupational Health and Safety.
6. Refrain from recklessly or wilfully interfering with anything that has been provided for health and safety reasons; appropriately manage staff to comply with same.
7. Is familiar with and can enact Critical Incident Response

### Quality

1. Responsible for ensuring the Unit's compliance with the relevant quality standards, including the ongoing review and monitoring/auditing of systems and procedures to ensure they align with the relevant quality standards.
2. Lead an ongoing review of service delivery to identify opportunities for Continuous Quality Improvement.
3. Acts to positively promote GSHS both internally and externally.
4. Promote, practice and comply with all GSHS policies and procedures and familiarise with policies and procedures relevant to the position.
5. Actively participate in the maintenance of relevant policies and procedures to ensure best practise.
6. Participate in required meetings and committees.
7. Actively participate in the performance appraisal process, three months after commencement and annually thereafter.
8. Embraces the GSHS' Mission, Vision and Value statements to direct work practices.
9. Contributes to achieving the GSHS Strategic Plan
10. Promotes a quality culture within the organisation highlighting the values of customer service
11. Delivers prompt and courteous culturally appropriate services

### Information / Communication

1. Liaises and communicates with all departments and employees.
2. Maintains appropriate communication channels
3. Completes documentation (as required by the position).
4. Maintains accurate records, statistics and reports, as required.
5. Demonstrates ability to operate PC based software packages confidently at the level required to fulfil the role.
6. Demonstrates an understanding of the organisations Health Information Management system at the level required to fulfil the role.
7. Regular monitoring of clinical and non-clinical documentation to ensure compliance with applicable legal and regulatory bodies
8. Ensure records are maintained according to the policies and procedures of GSHS

### Financial Management

1. Identifies productivity and efficiencies savings within department.
2. Consider the costs and budget implications in relation to work practices and consumables related to patient care.
3. Be accountable and responsible for the economic use of resources.

### Risk Management

Responsible for effective risk management within area of influence, including:

- adhering to organisation risk management policies and procedures;
- assists in fostering a risk aware culture and
- Implements risk management within their respective areas and where there are intersections with other areas and/or agencies.
- Ensures risks are identified, treated, monitored, reported, escalated and closed in line with organisational procedures.
- Ensures that risk mitigation or control activities in their area of responsibility are implemented.
- Ensures their staff members are aware of expectations in relation to risk management.
- Identifies new and emerging risks
- Contribute feedback to risk management review processes

## Qualifications, Technical Skills & Experience:

### Essential

- Current Registered Nurse with Australian Health Practitioners Regulation Agency
- Current (less than 12 months upon commencement and 3 years thereafter) National Police Records Check
- Organisational and problem solving skills
- Time management and decision making skills
- Evidence of ongoing self-development
- Excellent interpersonal and communication skills with all levels within the organisation
- Ability to work as part of a team as well as independently
- Understanding of ANCI competencies and Codes of Ethics/Professional conduct

### Desirable

- Post graduate qualifications in Infection Control or willingness to undertake
- Demonstrated knowledge, interest, skills and experience in Infection Control
- Experience in development, delivery and evaluation of education
- Nurse Immuniser and Post Exposure Counselling certification or willingness to obtain

### Nursing Capabilities

Mapped to the Australian Nursing and Midwifery Accreditation Council, National Competency Standards for the Registered Nurse/Midwife. Demonstrated ability to practice within the domains and competencies that make up the National Competency Standards for Registered Nurses:

1. Professional Practice
2. Critical thinking and analysis
3. Provision and coordination of care
4. Collaborative and therapeutic practice

### Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

### Values & Conduct

Managers are responsible for ensuring staff comply with GSHS Employee Charter and where required, take any necessary action to address "below the line" behaviour. Managers will ensure "above the line" behaviours are appropriately recognised and rewarded. We expect that all staff will embrace GSHS' Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee's conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

### Performance Management

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

### Clinical Supervision

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

**Additional Requirements:**

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

***This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS' discretion and activities may be added, removed or amended at any time.***

**Sign-off to verify agreement with this Position Description:**

Incumbent		Date	
Manager		Date	