



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Infection Prevention and Control Coordinator
<b>DIVISION/DEPARTMENT:</b>	Nursing Administration
<b>CLASSIFICATION:</b>	RN Gr 5 Clinical Consultant C (ZA7)
<b>INDUSTRIAL AGREEMENT:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent agreements.
<b>REPORTS TO:</b>	Director of Clinical Services

### PRE-REQUISITES:

#### Essential

- Registration with AHPRA as a Registered Nurse, preferably with substantial post basic experience in Nursing.
- Relevant postgraduate qualifications in infection control or prepared to work towards and obtain same.
- Current Police Check.
- Current Working with Children Check

#### Desirable

- Certificate IV in Assessment and Training or prepared to work towards
- Accredited Nurse Immuniser or prepared to work towards
- Ability to utilise a variety of computer programs

### KEY SELECTION CRITERIA:

- Demonstrate well-developed communication and interpersonal skills.
- Demonstrate ability to articulate clear decision making processes.
- Knowledge and commitment to Quality Management and Accreditation processes.
- Ability to work as part of a multi-disciplinary team and to work independently of others.
- Demonstrates understanding of the strategic direction of the health service.
- Demonstrates ability to lead and manage change.
- Knowledge of the National Standards with a strong focus on leading organisational compliance with Standard 3, Preventing and Controlling Healthcare Associated Infections.

- Ability to provide clinical education, information and orientation regarding infection control to all Nursing staff, other hospital staff, patients/clients and residents as required in partnership with Education and Research staff.
- Ability to interpret Infection Control and Waste Management Standards and develops / implements related policies and procedures.
- Ability to assess infection control practices, reviews results and implements necessary improvements to ensure best practice is achieved

### **OUR PURPOSE:**

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

### **OUR VALUES:**

Compassion, Empathy, Accountability, Respect and Excellence

### **POSITION SUMMARY:**

The role of the Infection Prevention and Control Coordinator is one of risk management. The Infection Prevention and Control Coordinator;

- Is responsible for ensuring all services provided by Benalla Health meet best practice standards, to prevent the spread of infection thereby ensuring that the risk of patients, residents', clients and staff acquiring infection is minimised.
- Has expert knowledge of the National Standards with a strong focus on leading organisational compliance with Standard 3, Preventing and Controlling Healthcare Associated Infections.
- Provides expert knowledge and advice regarding the prevention and management of diseases/complications caused by microorganisms.
- Provides clinical education, information and orientation regarding infection control to all Nursing staff, other hospital staff, patients/clients and residents as required in partnership with Education and Research staff.
- Is involved in the interpretation of Infection Control and Waste Management Standards and develops / implements related policies and procedures.
- Will work as part of the senior management team and is a member of a number of strategic and other organisation meetings/groups.
- Must demonstrate clinical expertise, act as a mentor, role model, and facilitate the development of clinical and management skills in staff.
- Is responsible for auditing and monitoring infection control data and reporting results to Executive, Department of Health, Human Services (DDHS) and other areas as required.

### **RESPONSIBILITIES:**

The role of the Infection Prevention and Control Co-ordinator assists and promotes Benalla Health's strategic directions by ensuring duties are performed within legislative compliance incorporating Benalla Health's:

- Policies and Procedures;
- Quality Activities;
- The Occupational Health and Safety Act and;
- Other Standards or Acts this role must operate within.

### ***Specific skills/activities***

- Assesses infection control practices, reviews results and implements necessary improvements to ensure best practice is achieved
- Collects and reports data as required as per Department of Health schedule e.g. VICNISS surveillance, Influenza vaccination rates, hand hygiene audits
- Conducts compliance audits and provides reports
- Reviews medical products and devices and ensures compliance in accordance with regulatory bodies
- Co-ordinates staff health/immunisation program and maintains accurate records
- Promotes and encourages hand hygiene practices
- Co-ordinates surveillance activities
- Manages outbreaks and provide reports to Executive, DDHS and other bodies as required
- Ensures all facility developments and maintenance needs meets all infection control standards
- Co-ordinates occupational exposures  
Co-ordinates infection control committee meetings and monitors outcomes through action-orientated minutes

### **Key Performance Indicators**

- Customer service: Treat all patients, clients, residents, visitors and staff in accordance with Benalla Health's values. Provide a proficient and customer focused service;
- Strategic service development: Ensure efficient and effective operation of infection control in line with the strategic direction of the organisation;
- Care Continuum: Ensure the needs of the community and the organisation are met. Make recommendations to relevant stakeholders to facilitate service/system improvement.
- Administration: Ensure all administrative functions are completed within the mandates of the position;
- Liaise at managerial level with other senior managers and executive staff within Benalla Health to ensure that services meet the needs of the community;
- Financial accountability: Ensure management of designated cost centre is in line with budgetary framework;
- Education and research: Promote research and critical analysis in order to ensure services and nursing practice benchmarks are achieved. Facilitate and participate in the delivery of models of education to staff and students.
- Compliance: Ensure personal and hospital compliance with relevant Acts, Legislation and organisational Policies and Procedures;
- Continuous Improvement: Monitor standards of service and practice through the quality framework. Implement interventions identified from quality framework;
- Safe Practice: Ensure safe work practices and focus on clinical and environment risk management strategies. Ensure all practices are in accordance with Infection Control Standards;

- Incident Management: Comply with Benalla Health's policies regarding the reporting of actual and near-miss events and implement appropriate follow up actions.

### **SAFETY MANAGEMENT SYSTEMS:**

In accordance with current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participating in OH&S consultation and training
- Cooperating with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each Employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measures put in place by the Employer and any related occupational health and safety requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

### **TRAINING AND DEVELOPMENT:**

The Infection Prevention and Control Coordinator will support the professional growth and practice of staff, by encouraging participation in the maintenance of individual professional development requirements and maintenance of mandatory education and competencies.

### **Demonstrate compliance with;**

- Meeting the Nursing and Midwifery Board of Australia competency standards for the Registered Nurse and Midwife if applicable.
- The Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Registered Nurse and Midwife if applicable
- The ANMC Code of Professional Conduct and Code of Ethics for Nurses in Australia and midwives if applicable.

### **QUALITY & RISK:**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

### **POLICY & PROCEDURES:**

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

## **CONFIDENTIALITY:**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

## **MANDATORY ORGANISATIONAL COMPETENCIES:**

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the following competencies as prescribed (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement
- Emergency Response and Fire Extinguisher Training (both theory and practical sessions)
- Manual Handling
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

## **CONSUMER ENGAGEMENT**

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

## **PREVENTION AND RESPONSE TO FAMILY VIOLENCE**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

**PERFORMANCE REVIEW & DEVELOPMENT:**

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

*This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.*

*As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.*

<p><b>EMPLOYEE'S NAME:</b> _____</p> <p><b>EMPLOYEE'S SIGNATURE:</b> _____</p> <p><b>DATE:</b> ...../...../.....</p>
<p><b>MANAGER'S NAME:</b> _____</p> <p><b>MANAGER'S SIGNATURE:</b> _____</p> <p><b>DATE:</b> ...../...../.....</p>

**CREATED** 2010  
**REVISED** July 2017, DCS & IPCC

<b>Benalla Health</b>				
<i>Aligning behaviours to our Values and Code of Conduct</i>				
<b>Compassion</b>	<b>Empathy</b>	<b>Accountability</b>	<b>Respect</b>	<b>Excellence</b>
<b><i>In our team we ...</i></b>				
are kind to each other are forgiving respect personal space seek clarity where there is uncertainty maintain confidentiality for those in our care and those we work with encourage and support each other to discuss issues ensure open consultation and two-way communication	ask others 'how can we help' act to include each other seek to understand the facts will support those who admit errors pull together especially in tough times have patience for those who are learning are safe to question and be inquisitive	are honest and reliable do what we say we will do are honest with each other call below the line behaviour reflect on our own behaviour acknowledge problems and seek and/or offer a solution	acknowledge the views, opinions, beliefs and ideas of others say thank you manage each other up encourage robust discussion smile and greet each other acknowledge people from culturally diverse backgrounds turn up on time	have a 'can do' attitude work hard choose our attitude encourage innovation lead by positive example work as a team acknowledge when we are wrong encourage each other to be the best we can be and celebrate each other's achievements

<p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour</p>	<p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>apologise when we have hurt others and/or have been below the line in our behaviour</p> <p>model and demonstrate polite behaviour</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	
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***In our team we do not ...***

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
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***Our standard is what we choose to walk past ...***