

**LONDON AMBULANCE SERVICE NHS TRUST
CLINICAL & QUALITY DIRECTORATE
JOB DESCRIPTION**

Job Title:	Infection Prevention & Control Advisor (North/South Sector)
Location:	Pocock Street
Grade:	Band 6
Hours:	37.5 hours per week (weekdays)
Reporting to:	Infection Prevention and Control Specialist
Accountable to:	Head of Infection Prevention and Control (HIPC)

Summary of role:

The Infection Prevention and Control Team is responsible for the provision of specialist advice on the prevention, surveillance, investigation and control of infection within the London Ambulance Service (LAS) NHS Trust, the formulation and implementation of policy and procedures, and continuously shaping the education of health care workers through lessons learned, national guidance and compliance with regulation.

The Infection Prevention and Control Advisor role in each Sector supports the overall Trust's commitment to reducing healthcare associated infections to provide safe, quality care to patients and ensure the well-being of its staff by delivering a comprehensive Infection Prevention and Control service, and provide assurance to the Trust. Assist in the development and delivery of infection prevention and control training portfolio for all healthcare staff.

Other duties include undertaking infection prevention and control audits for all clinical areas incorporating a procedure for feedback, action planning and support to the sector; linking in with other services around the Trust, e.g. Logistics, Estates, to monitor infection prevention and control risks for patients, staff and from the environment. Working closely with the Quality Governance and Assurance, Local managers and station staff in each sector.

Main tasks and responsibilities:

The JD provides a general outline of the post but it is not intended to be rigid final list of duties. Therefore, from time to time, it may be amended in consultation with the post holder.

- Responsible for providing an infection prevention and control advisory service to LAS staff, patients, visitors and non-trust staff working within the organization using a risk based approach.
- To work with the Head of and the IPC Specialist to deliver the IPC annual work plan, providing efficient and timely infection control advice and facilitate improvements in particular to the LAS services in either the North or South Sector

- Review the assurance data submitted from stations; implement a planned programme of verification audits of stations and undertake a monthly observational audit of practice at A&E departments across London
- To initiate and undertake an audit programmes, evaluate, analyse and support improvements required to the Sector; provide quality reports to Groups and Committees
- Review progress of reported incidents, update risks on the Datix
- Investigate infection incidents, participate in infection control surveillance to identify potential infection risks in patients, staff, equipment, premises or procedures and facilitate remedial actions and to change practice.
- Assist in the development and/or delivery of the infection prevention and control training portfolio for all staff, ensuring a blended delivery method that meets the organization's need and the learning objectives of Core Skills Framework
- Support the IPC Champion network, providing training and on-going support; contribute to the learning experiences and development of staff
- Provide complex reports, develop training packages, patient and staff information; uploading and updating the IPC Pulse page as required
- Develop and implement policies/procedures
- Maintain accurate up-to-date records for specific projects and provide regular reports in a timely way, ensuring confidentiality is maintained at all times
- Work as a team to ensure continuous team cover during leave periods
- Establish and maintain collaborative working relationships across directorates/services in the organization, and external partners
- Participate in team and trust wide groups, committee and projects; represent the Head of IPC, Infection Control Specialist at meetings when necessary
- Challenge any inappropriate care or behaviour or practice, escalating concerns if indicated to appropriate manager, using effective methods of communication
- Responsible for own self development
- Ensure visible role modelling for IPC

Other responsibilities:

The post holder must be aware of the responsibilities placed upon them and ensure as far as necessary, in the discharge of their duties, they enable the Trust to meet its legal obligations to the following:

- Health and Safety at Work Act 1974
- Health and Social Care Act 2008
- Equality Act 2010
- Uphold the Trust's values
- Take responsibility for their own Personal Development Plan
- Undertake any other duties commensurate with the grade and in line with the requirement of this position

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CLINICAL & QUALITY DIRECTORATE
PERSON SPECIFICATION**

Job Title: Infection Prevention & Control Advisors (Sector North or South)

Location: Pocock Street

Listed below are the key requirements needed to perform this job. Candidates will be assessed against these criteria.

	Essential	Desirable
Qualification Professional Development	Infection Prevention and Control (IPC) degree module or equivalent experience (A/R/I) Teaching qualification and experience of teaching (A/R/I) Minimum of 2 years working as a registered nurse, paramedic, or allied healthcare professional (A/R/I)	Other healthcare qualifications such as an advanced specialist healthcare qualification and healthcare experience
Experience	Experience of working in health care in any setting relevant to the role (A/R/I) Experience in policy development and procedures (A/I) Experience of developing, conducting, analyzing and reporting trends from IPC audits; taking action as appropriate (A/I) Experience of producing training materials and information leaflets (A/I) Strategic thinking (R/I)	Experience of working with an IPC team (A/R/I)
Knowledge and Skills	Current understanding of research, and application of evidence based practice (R/I) Proficient in using Microsoft Office (Outlook, Word, Excel, PowerPoint) (A/I) Able to undertake audits, report writing and sharing results at relevant groups or committees	Have an understanding of the NHS and IPC strategies and their impact on the Trust Database development and management

	<p>(A/I)</p> <p>Familiar with using Datix, or similar risk management system A/I</p> <p>Effective written and verbal communication skills at all levels within the Trust and with external partners (A/R/I)</p> <p>Effective use of change management skills and risk management (R/I)</p> <p>Ability to challenge practice using evidence based practice (R/I)</p> <p>Effective time management; able to manage own workload (R/I)</p> <p>Timely completion of task and accurate record keeping (A/R)</p> <p>Car driver with full driving licence; alternative means of transport across sites (A/I)</p>	
Personal attributes	<p>Excellent interpersonal skills (R/I)</p> <p>Organisational skills (R/I)</p> <p>Innovator, motivator (R/I)</p> <p>Assertiveness skills (R/I)</p> <p>Capable of lateral thinking (R/I)</p> <p>Works well using own initiative and as part of a team (R/I)</p> <p>Flexible and adaptable (R/I)</p> <p>Able to deal confidentially with personal and sensitive information (R/I)</p>	

A= assessed at application stage; I= assessed at interview; T = assessed at the assessment; R= reference

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