



POSITION DESCRIPTION

Position Title:	Infection Prevention & Control Clinical Nurse Specialist – Grade 2
Department:	Nursing
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, respectful, compassionate, bold

Classification:	Clinical Nurse Specialist - Grade 2
Vaccination risk category:	Class A
Award:	War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status:	Permanent Part-time
Hours:	16 hours per week

Position reports to:	Nurse Unit Manager – Morgan Unit, Service Manager/DDON
Position Supervises:	Nil
Key relationships:	WMH Morgan Nursing Team, WMH Nursing Leadership Team, WMH Executive Team, WMH Medical, WMH Allied Health, SESLHD Infection Control Network, Prince of Wales IPC, Uniting IPC

POSITION PURPOSE

This Clinical Nurse Specialist (CNS) 2 role is the WMH site lead in Infection Prevention and Control (IPC), providing leadership and expert advice to the sub-acute inpatient unit, clinical non-admitted services, non-clinical support services and facility management on the WMH campus. This role has supported oversight of the quality and governance aspects of IPC, including ensuring compliance with the relevant NSW Ministry of Health and South Eastern Sydney Local Health District (SESLHD) policies, the prescribed auditing schedule and ensuring the requirements of Standard 3 of the National Safety Quality Healthcare Service Standards are met for hospital accreditation purposes.

War Memorial Hospital
ABN 78722 539 923
125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

POSITION OBJECTIVES

- Applies an extended level of professional clinical knowledge in the delivery and leadership of IPC in a sub-acute healthcare environment through their advanced clinical skills and authorised extended scope of practice
 - Provides clinical leadership that facilitates the ongoing development and evaluation of IPC clinical practice
 - Provides oversight and maintenance of strict IPC processes supportive of high quality patient care and a safe clinical care environment
 - Oversees and manages pre-employment Occupational Screening and Vaccination, inclusive also of occupational exposure management
 - Under the steerage of the WMH Quality & Governance Manager role, the IPC CNS2 is the site co-lead for the IPC related components of the National Standards as per the National Safety Quality Healthcare Service Standards and WHS IM Profile
 - Participates in and leads IPC contribution to WMH Outbreak and Pandemic Management Plans, alongside WMH Emergency Management Committee
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KEY RESPONSIBILITIES

Financial management & awareness:

- Ensure that all activities within the scope of responsibility are performed in accordance with hospital and relevant cost centre budget
- To consider cost effectiveness when procuring equipment/products or making IPC related recommendations
- Identify areas for cost efficiency where clinically appropriate
- To provide sustainable, reasonable and practical solutions relative to IPC portfolio
- Considers the importance of environmental sustainability impact and solutions relative to the IPC portfolio

Operational processes:

- Responsible for the provision of specialist IPC advice for all clinical, non-clinical services and staff on campus
- Leads all IPC related activities onsite including awareness and compliance with all policies, procedures, legislation and their relevant updates
- Assesses where local business rules and flow charts may be required to support relevant policies etc.
- Ensures optimal clinical outcomes for all WMH patients, with particular focus on sub-acute inpatient setting, by maintaining and promoting best IPC practice, including evaluation of clinical care outcomes
- Oversight of the National Antimicrobial Prescribing Stewardship (NAPS) processes for in-patient unit
- Oversight of patient related infection alerts on admission with relevant guidance for WMH staff
- Understanding of IPC related hospital acquired complications
- Oversight of the audit schedule for IPC related topics including hand hygiene, warm water testing, legionella sampling, environmental cleaning audits
- Is the site lead for Hand Hygiene Australia audits and engages other staff in auditing process
- Oversight of the WMH Employee Screening & Vaccination Service (ESVS), including new employees, surveillance of existing staff and updating records
- Site lead for annual Flu Vax program, supported by other site vaccinators

- Leads the development and delivery of IPC speciality related education programs for both patients and staff across the WMH campus inclusive of staff orientation, PPE donning & doffing, aseptic technique
- Represents as senior nurse and IPC in relevant forums and on relevant WMH Committees e.g. Governance, WHS, Senior Nurse Leadership etc.
- Inputs regular IPC related topics for necessary reporting to relevant forums
- Identifies areas for quality improvement of clinical practice
- Lead role for Standard 3 in ACHS Quality accreditation and NSW MoH WHS IM Profile
- Provides IPC input and leadership in relevant onsite planning & management, e.g. Outbreak Management Plan, WMH Pandemic Management Plan
- Is the IPC contact for the purchase of any new equipment onsite
- Committed to own professional development and annual performance development plan
- Appreciates the merits of departmental and campus staff engagement activities

Client management & engagement (internal & external stakeholders):

- Effective communicator in the delivery of high quality patient centred care
- Able to understand clinical and non-clinical context of IPC delivery and to engage with all stakeholders in a manner they will understand
- Understands the importance of professional networks in the delivery of IPC services from a standalone site e.g. POW, SESLHD and Uniting

People management & teamwork:

- Provides clinical nurse leadership in IPC portfolio to nursing colleagues and all other members of the clinical MDT and non-clinical workforce
- Engages with other disciplines and departments in the surveillance and recording of IPC related topics e.g. Hospital Acquired Complication data, Environmental Cleaning etc.
- Provides an accessible and clearly directed employee vaccination service

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Demonstrates consideration of financial stewardship and hospital budget, alongside quality and safety, when engaging with contractors for product or equipment selection
- Works with relevant department or service manager for cost efficient solutions to IPC matters
- Leverages SESLHD and Uniting networks for industry recommended, cost efficient procurement options
- Demonstrates a commitment to environmental sustainability in the delivery of IPC solutions

Operational processes:

- Delivers specialist IPC advice for all clinical, non-clinical services on campus
- Ensures awareness and compliance with all IPC policies, procedures, legislation and their relevant updates
- Develops and collaborates on local business rules and flow charts as required
- Assesses, supports and evaluates clinical care outcomes for WMH patients relative to IPC
- Attends to National Antimicrobial Prescribing Stewardship (NAPS) processes for in-patient unit

- Monitors patient related infection alerts on admission and provides guidance for WMH staff
- Alert to IPC related hospital acquired complications and collaborates with other MDT members e.g. Medical Records dept, to mitigate or address same
- Engages in the completion of relevant audits as per the IPC audit schedule including collection of data, documentation and delivery of resultant actions
- Leads Hand Hygiene Australia audits and supports other HHA trained staff in completion of necessary audits
- Manages the WMH Employee Screening & Vaccination Service, engaging with new and existing employees and updating records in Vaxlink
- Delivers the annual Flu Vax program with support of other site vaccinators
- Delivers IPC related education programs for both patients and staff across the WMH campus
- Attends relevant e.g. Governance, WHS, Senior Nurse Leadership etc.
- Produces regular IPC related reporting with relevant analysis and actions
- Engages in QI activities and projects
- Co-leads in the delivery of National Standard 3 requirements as per ACHS accreditation and NSW MoH WHS IM Profile
- Engages directly with WMH Management in IPC documentation and leadership as contingency for Outbreak Management or Pandemic Management
- Provides IPC input for the purchase of any new equipment onsite
- Engages in own regular professional development and annual performance development plan
- Engages in campus staff engagement activities

Client management & engagement (internal & external stakeholders):

- Engages directly in patient care within the sub-acute in-patient unit in a compassionate patient centred manner
- Delivers IPC advice in a clinical and non-clinical context, either directly or consultatively
- Proactive in maintaining IPC professional networks and attending relevant meetings across SESLHD & Uniting

People management & teamwork:

- Delivers IPC information in a clear and digestible format for clinical and non-clinical workforce alike
- Engages with relevant other disciplines and departments as required e.g. WMH Medical Records in the surveillance and recording of Hospital Acquired Complication data, Quality & Governance Manager for accreditation, WHS IM Co-ordinator for WHS matters
- Is approachable and efficient in delivery of employee screening & vaccination service
- Demonstrates a high level of effective communication via verbal, written, presentation and educational formats
- Acts as an appropriate and effective professional role model and promotes a culture that reflective of the organisational (Uniting and NSW MoH) values
- Actively engages in and seeks out opportunities for collaboration across WMH campus

Work Health Safety and Wellbeing Requirements:

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner taking all reasonable care for self and others, adhering to

instructions, policies, procedures and training relating to work health, safety and wellbeing and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will initiate and participate in worksite inspections, identify safety hazards, risks, concerns or incidents through accident reporting and investigations within required timeframes, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident management and complaint response turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

PROFESSIONAL SKILLS AND KNOWLEDGE

Qualifications, Skills & Experience:

- Current unrestricted Registered Nurse with the Nursing & Midwifery Board of Australia (AHPRA)
- Relevant post graduate qualifications in Infection Prevention and Control; Statement of attainment of Immunisation for Registered Nurses and Hand Hygiene Australia Gold Standard Auditor or willingness to work towards same and at least 3 years recent experience working in the Infection Prevention and Control clinical area
- Understanding the management of Occupational Exposures and pre-employment Occupational screening and Vaccination
- Demonstrated ability to lead and implement IPC policies, principles and compliance requirements in the context of sub-acute clinical care and service delivery
- Demonstrated ability to exercise autonomy of decision making while also working effectively as part of a multidisciplinary team and engaging with relevant IPC professional networks e.g. SESLHD, Uniting and others as relevant
- Demonstrated understanding of Quality and Safety elements relative to IPC portfolio, including quality assurance, quality improvement, relevant components of ACHS National Standards, Hand Hygiene Australia audits and WHS Profiling
- Demonstrated high level interpersonal skills including written, verbal and presentation formats ensuring clear communication of key messaging for clinical and non-clinical audiences
- Demonstrated competence in the use of MS Office suite, health related IT systems and databases for input, analysis and report generation

Employee Name:			Managers Name: Title	
Date:			Date:	
Signature:			Signature:	

JOB DEMANDS CHECKLIST

Job Title: Clinical Nurse Specialist
 Department: Nursing
 Assessor: Jane McGuire
 Date of Assessment review: July 2021

Service/Unit: War Memorial Hospital
 Manager / Supervisor: NUM & Service Mgr
 Date of Assessment: July 2021

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks			x			
	Standing Remaining standing without moving about to perform tasks			x			
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			x			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	x					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		x				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks		x				
	Kneeling Remaining in a kneeling posture to perform tasks		x				
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks		x				
	Crawling Moving by crawling on knees & hands to perform tasks						x
	Leg/ Foot Movement Use of leg and or foot to operate machinery						x
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding	x					
	Lifting/ Carrying		x				
		x					
		x					
	Reaching Arms fully extended forward or raised above shoulder	x					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	x					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)		x				
	Hand & Arm Movements Repetitive movements of hands & arms	x					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands		x				
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work	x					
	Driving Operating any motor powered vehicle			x			
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				x		
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries				x		
	Smell Use of smell is an integral part of work performance e.g. working with chemicals		x				
	Taste Use of taste is an integral part of work performance e.g. food preparation						x
	Touch Use of touch is an integral part of work performance			x			
		FREQUENCY					

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	I	O	F	C	R	N/A
	Assisting ↓						
	Distressed people e.g. emergency or grief situations		x				
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		x				
	Unpredictable people e.g. dementia, mental illness and head injuries		x				
	Restraining Involvement in physical containment of patients/clients						x
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies		x				
CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						x
	Gases Working with explosive or flammable gases requiring precautionary measures						x
	Fumes Exposure to noxious or toxic fumes						x
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						x
	Hazardous substances e.g. dry chemicals, glues						x
	Noise Environmental/background noise necessitates people to raise their voice to be heard						x
	Inadequate lighting Risk of trips, falls or eyestrain						x
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						x
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						x
	Confined spaces Areas where only one egress (escape route) exists						x
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground						x
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls						x
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						x
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases		x				

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: **Date:**/...../20.....