



INFECTION PREVENTION & CONTROL OFFICER

Department:	Quality & Safety		
Salary:	\$104,816 to 110,334 (pro-rata part time)	Classification Code:	Clinical Nurse Consultant A or B – CAPR 3.1 or 3.2
Award/Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024		
Position created:	June 2016	Date Reviewed:	12 May 2022

PRIMARY OBJECTIVES	<p>THE ORGANISATION Sunraysia Community Health Services (SCHS) is a service providing primary and preventive care for our community members who are at risk of poor health outcomes, and experience health disparities. SCHS understands the influence of the Social Determinants of Health (SDoH) upon health inequities experienced by community members. The centrepiece of care at SCHS is providing a client relationship based care coordination approach, that identifies and attempts to address the SDoH for clients, work with consumers and community members, to structure their care around the context in which they live and work.</p> <p>THE PROGRAM SCHS aims to meet or exceed quality and safety standards and seek continual service improvement to ensure our workforce delivers the safest, most effective care. This endeavour is supported by rigorous systems and standards. SCHS’ Quality & Safety department monitors events and threats to quality and consumer safety, identifies and ensures implementation of actions towards building safer systems.</p> <p>THE POSITION The Infection Prevention and Control Officer (IPCO) stimulates enquiry, reflection and the use of evidence in clinical practice to promote excellence in the delivery of high quality care. The position is key to providing clinical and non-clinical personnel with the knowledge, skills and clinical expertise relevant to the speciality of infection prevention and control. The Champion of Standard 3 National Safety and Quality Health Service Standards, the IPCO oversees SCHS’ Infection Prevention & Control framework.</p>
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KEY SELECTION CRITERIA	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Bachelor of Nursing (or equivalent) with current unrestricted NMBA/AHPRA registration. • Recent and relevant clinical experience within a health service. • Sound knowledge of the National Safety and Quality Health Service Standards and evidence based practice related to area of expertise. • Relevant post graduate qualifications in infection control (or be working towards, and committed to achieving the same in a timely manner)\Accredited Nurse Immuniser. • Demonstrated ability to maintain positive working relationships when providing audit results and recommendations. • Ability to utilise a variety of computer programs, including but not limited to Microsoft suite of programs. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Hand Hygiene Auditor certification with up to date annual validation evidence.
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SPECIFIC ACCOUNTABILITIES	<ol style="list-style-type: none">1. Service Provision<ul style="list-style-type: none">• Auditing of infection prevention and control protocols within the organisation and the preparation of results and recommendations to ensure SCHS practices are reflective of current evidence based best practice.• Maintaining a comprehensive IPC audit schedule, liaising with key stakeholders to ensure audits completed effectively across all clinical and hygiene related programs.• Review and maintain SCHS IPC related controlled documents, to ensure they remain current, fit for purpose and reflective of best practice.• Coordinate annual influenza vaccination programs for the workforce.2. Teamwork<ul style="list-style-type: none">• Assess staff immunisation histories and serological status according to risk associated with each job role.• Committee, working party and team meeting contribution.• Support fellow members of the Quality & Safety team to ensure the team achieve its primary objectives.3. Stakeholder Engagement<ul style="list-style-type: none">• Provide education to new and existing staff, students and contractors on SCHS' infection prevention and control protocols.• Provide pre- and post-testing counselling, and support to individuals impacted by occupational exposure events.4. Service Improvement<ul style="list-style-type: none">• Assist Quality & Safety team colleagues to maintain improvement registers.• Provide tangible recommendations to stakeholders on infection prevention and control related matters, giving consideration to relevant nuances and complexities.5. Service Promotion<ul style="list-style-type: none">• Provision of IPC audit reports to various target audiences including Board of Directors, Governance committee, staff and consumers• Represent SCHS at external IPC related meetings and working parties as required.6. Program Evaluation<ul style="list-style-type: none">• Assess infection prevention and control practices, review results and document improvements necessary, and where relevant, implement the necessary improvements to ensure best practice and high quality health outcomes are achieved.• Coordinate internal and external auditing of IPC elements (including NSQHS Standard 3) in consultation with the Quality & Safety team.7. Organisational<ul style="list-style-type: none">• Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices.• Operate, adhere to and demonstrate organisational Mission, Vision and Values.• Other reasonable duties as directed.
CONDITIONS OF EMPLOYMENT	<ol style="list-style-type: none">1. New employee Probation<p>New employee appointments are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time.</p>2. Organisational Behaviour<p>All employees are required to abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards including Child Safe Standards, codes of practice as well as various legislation both state and federal including but not limited to OH&S act, Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.</p>

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3. Professional Standards

All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practise. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. The Codes / Standards should also be interpreted with reference to, but not necessarily in deference to, any organisational rules and procedures to which health professionals may be subject.

4. Continuous Improvement & Safety

All employees are required to contribute effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.