

POSITION DESCRIPTION

Position Title	Infection Prevention and Control Service Coordinator
Reports to (Title)	Group Director – Nursing and Clinical Education
Group Director/ Chief	Group Director – Nursing and Clinical Education
Department	Infection Prevention and Control Service
Position Location	Cabrini – all acute and non-acute areas
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	Nil

Position Summary & Role Purpose

The Infection Control Coordinator provides expert clinical advice to Cabrini professionals, contractors, and consumers to ensure the organisation delivers exceptional clinical services in collaboration with the broader leadership and multidisciplinary team.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

Cabrini is committed to working in partnership with patients, their families, staff, VMO's, consumers, volunteers and service contractors to ensure that they receive the best care possible to reduce harm and achieve good health outcomes.

The Infection Prevention and Control Service Coordinator is responsible for:

- Maintain expert knowledge of state and federal standards and legislation relevant to Infection Prevention and Control and actively promote compliance to all such standards and legislation.
- Ensure effective and robust governance over the National Safety and Quality Health Service: - Preventing and Controlling Infections Standard with a strong focus on leading organisational compliance.
- Annual review of the of Department of Health Infection Prevention and Control Management plan requirement.
- Annual review of the Infection Prevention and Control Risk register and use this to inform the Quality improvement plan.
- Coordination and review of the Infection Prevention and Control audit and surveillance registers.
- Management of the Infection Prevention and Control budget.
- Review the Infection Prevention and Control budget monthly, including approval of payments for external pathology accounts as per delegation of authority.
- Annual performance review of staff in the Infection Prevention and Control Service including completion of mandatory training.
- Assist in facilitating relevant activities necessary to prepare for reviews by DHHS, ACHS and ISO for organisational accreditation.
- Partner with consumers.

This role will:

- Develop teamwork and collaboration within the Infection Prevention Control Service team and support the Antimicrobial Stewardship team through leadership, role modelling and effective communication processes.
- Facilitate the Infection Prevention and Control Management Committee (IPCMC) meetings, papers, and actions in collaboration with the committee chair.
- Oversee the maintenance and development of Infection Prevention and Control policies and procedures based on current guidelines, standards, and evidence.
- Lead and advise the organisation regarding Infection Prevention and Control strategies, in collaboration with the Infection Prevention and Control team.
- Ensure the service is flexible and adaptable to meet changing environmental and operational demands.
- Liaises closely with the relevant service departments and provide expert advice and act as a resource for all staff, volunteers, VMO's and contractors in Infection Prevention and Control
- Act as expert resource for patients and families requiring support and guidance on Infection Prevention and Control issues.
- Provide Infection Prevention and Control advice regarding redevelopment projects, ensuring compliance with the current guidelines for health care environments.
- Oversee the development of information for consumers of the health service on Infection Prevention and Control issues.
- Liaises closely with the quality, education clinical risk and patient liaison teams to address Infection Prevention and Control issues and support opportunities for quality improvement and patient care.

1.2 Operational Responsibilities

- Prepare reports for the Infection Prevention and Control Management Committee and the Quality & Safety Committee.
- Work in collaboration with the Executive teams, Nurse Directors and Hospital coordinators in the management and delivery of Infection Prevention and Control strategies.
- Act as a resource offering expert advice on Infection Prevention and Control principles, on disease management/prevention, standard and transmission-based precaution, hand hygiene, aseptic technique, and environmental controls.
- Work in collaboration with Group Food and Domestic Services Manager ensuring compliance With clean environment and safe food handling.
- Work in collaboration with engineering department to ensure compliance with environmental standards.
- Responsible for overseeing the management and maintenance of the Surveillance program, identifying opportunities for benchmarking and quality improvement.
- Liaison with the Pathology Service and data management experts and external bodies (eg VICnISS, NHHI) for reporting of surveillance activities.
- Lead clinical reviews of identified Hospital Acquired Infections.
- Drive the organisational wide Infection Prevention and Control audit and quality improvement program.
- Coordinate the Hand Hygiene (NHHI) program and ensures compliance with the program, supporting and assisting the Hand Hygiene auditors across the organisation.

- Liaise with Clinical Education Department in reporting and monitoring of Hand Hygiene and Aseptic Technique mandatory training competency compliance via the IPCMC and Quality & Safety Management Committee.
- Advise Clinical Education Department of training requirements related to Infection Prevention and Control as necessary. (i.e. PPE training in the event of an outbreak)
- Oversee the Immunisation team.
- Coordinate and oversee the staff health programs for Immunisation, and mandatory flu COVID -19 vaccination reporting and staff immunology status for communicable diseases.
- Facilitates the management and follow up of communicable disease exposures e.g. blood and body fluid exposures, measles, and TB etc.
- Provides and coordinates the completion of Infection Prevention and Control reports on clinical risk incidents, outbreak management, exposure management, audit finding (Hand Hygiene, AS 5369:23, clinical and environmental audit, Hospital Acquired Infections surveillance reports to internal and external bodies.
- Collect data in support of epidemiological studies on specific problems or problem areas to determine the source of the issue and make recommendations.
- Liaise with relevant external bodies on Infection Prevention and Control issues – SPHU – DHS
- Facilitates the prevention/management of an outbreak or cluster of infections.
- Benchmarking of Infection Prevention and Control surveillance data – submit annual Surveillance plan to VICnISS.
- Provide a feedback loop to all relevant departments on Infection Prevention and Control surveillance and audit findings.
- Undertake quarterly myocardium water testing of the Cardiac Heater Cooler units as per DHS guidelines.
- Review all positive microbiology testing from CSSD endoscopy and water sources and ensure corrective action occurs.
- Undertake quality projects as required.
- Leads the Respiratory Protection Program (Fit testing) as outlined by the Victorian Department of Health

1.3 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

1.4 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

Organisational Relationships

- Reports directly to Group Director – Nursing and Education
- Maintains a close collaborative working relationship with all Cabrini employees, Visiting Medical Officers, Volunteers, and contractors.
- Maintain a close and supportive relationship with patients and their families/carers.

Committee Membership

The Infection Prevention and Control Clinical Coordinator will participate as a member of the following committees:

- Infection Prevention and Control Management Committee
- Be a member or delegate a representative of Infection Prevention and Control Service to the following committees.

- Accreditation Steering Committee
- Antimicrobial Stewardship
- Brighton Work Health and Safety
- Equipment & Product evaluating meeting.
- Cabrini Quality and Safety Management committee
- New building and renovations
- Work Health and Safety

Staff Development

The Infection Prevention and Control Service Coordinator will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Infection Prevention and Control Service Coordinator must demonstrate the following requirements:

ESSENTIAL

Educational

- Registered Nurse Division 1
- Infection Prevention and Control post graduate qualification
- Accredited Hand Hygiene Auditor Educator or prepared to work towards.
- Knowledge and commitment to Quality Management and Accreditation processes.
- Ability to function with minimal supervision and to liaise with all levels of staff on a day-to-day basis.
- Demonstrated ability in collection and analysis of audit data.

Registration

- AHPRA registration certificate

Experience

- Minimum five (5) years post graduate nursing with proven management experience
- Exceptional Leadership skills and experience
- Highly developed interpersonal skills with the capacity to work closely with various stakeholders and communicate and negotiate at senior levels.
- Effective consultation, conflict resolution and negotiation skills
- Capacity to define and reconcile complex and competing priorities.
- Project management skills
- Ability to think strategically.
- Effective change management skills
- Effective oral and written communication skills
- Ability to be innovative and flexible.

Knowledge

- Demonstrate computer skills in all Microsoft and Excel programs.
- Demonstrate a broad knowledge of clinical nursing and principles of Infection Prevention and Control
- Sound knowledge of quality patient and family centred care and evidence-based practice.
- Understanding of the organisational requirements for Accreditation

- Proficient use of Microsoft Office, Excel and PowerPoint and other programs

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice

- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
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We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role



Authorised:

Group Director Nursing and Clinical Education

20/03/2024

Date