

SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork



Job Description for the post of:

Clinical Nurse Manager II – Infection Prevention & Control
Permanent Part-time – 19.75hours per week

This document sets out the manner in which applications are accepted for the above post. It also sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

4 copies of an up-to-date Curriculum Vitae (unbound) and 4 copies of a Cover Letter should be submitted to:

The Human Resources Manager
South Infirmary-Victoria University Hospital
Old Blackrock Road
Cork

The latest date for receipt of applications is:

1.00pm, Friday, 22nd June 2018

Interviews will be held Wednesday, 11th July 2018

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centered care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and catering for approximately 38,500 discharges and 72,500 outpatients each year. We are part of the South/South West Hospital Group.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing.

The following medical disciplines are specialties in the Hospital:

- Anesthesiology
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SI-VUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedure Room.

The SI-VUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SI-VUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquires

Can be directed to the relevant Head of Department / Line Manager

Our website is accessible on

www.sivuh.ie

Details of the Post

Title / Grade:

The title and grade of the post is Clinical Nurse Manager II – Infection Prevention & Control.

Reports to:

The post-holder will report to the Clinical Nurse Manager III – Infection Prevention & Control.

Responsible to:

The post-holder will be responsible to the Director of Nursing or designated officer

Working Relationships:

The post holder will liaise with all Nursing, Medical, Allied Health Professional staff, Heads of Departments, Clerical/Administrative staff and other hospitals/services as required.

Qualifications & Experience:

A candidate must, on the latest date for receiving completed applications for the post:

- (i) Be registered in the General Division of the live register of nurses maintained by The Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann (NMBI)
- (ii) Have at least 5 years post-registration experience
- (iii) Demonstrate evidence of on-going professional development.
- (iv) Have good IT Skills/Experience
- (v) Possess or be willing to undertake a recognised Infection Prevention and Control post graduate course
- (vi) Be aware of new developments in Infection Prevention and Control

Desirable:

- (i) Have knowledge and experience in Infection Prevention and Control
- (ii) Have management experience

Note:

If being processed for appointment, original documentation will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the office must be of good character.

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being

appointed, shall undergo a pre employment health assessment. The Medical Examination will be provided by the Hospital.

Purpose of the Post

The CNM2 Infection Prevention and Control provides specialist Infection Prevention and Control advice within the hospital. The nurse will work in collaboration with the various specialist and professional teams within the hospital to develop Infection Prevention and Control. He or she will liaise with community and other external agencies in respect of Infection Prevention and Control matters. He or she will have a responsibility for surveillance and audit of the service and to actively participate in education and research. The appointee will be accountable for the day to day management of Infection Prevention and Control issues and in particular surveillance management of alert organisms and cross cover Infection Prevention and Control colleagues where necessary.

Key Responsibilities:

- Clinical Focus
- Patient / Client / Family Advocate
- Education and Training
- Audit and research
- Inter and intra disciplinary responsibilities
- To manage the resource of the Infection Prevention and Control Service within the hospital and to maximise its efficiency and effectiveness

Clinical Focus:

- Act as a resource for healthcare professionals within the hospital
- Be responsible for own case load in surveillance of alert organisms.
- Ensure Hygiene standards are maintained.
- Ensure weekly list of patients with Alert organisms is compiled and sent to the departments in a timely manner.
- In collaboration with ward staff, participate in the assessment, planning and evaluation of care to patients / clients and families, to ensure that optimum quality Infection Prevention and Control advice / care is delivered.
- Conduct and ensure that an efficient surveillance system is in place that will provide information and change on infection incidence.
- Ensure that outbreaks of Infection Prevention and Control are quickly controlled through containment measures, enhanced surveillance and control measures.
- Demonstrate through personal clinical competence as a member of the Infection Prevention and Control team the value and efficacy of delivering care based on researched evidence of best practice.
- Promote innovation and change in the approach to patient care delivery particularly in relation to new research findings and advances in treatment.
- Participate in the setting of professional standards, understand and co-operate with the need to measure and audit the effectiveness of Infection Prevention and Control advice / care given.
- Be a resource of clinical expertise for interdisciplinary teams.
- Conduct system analysis on patients with HCAI from alert organisms.
- Contributing to and implementing hospital policies e.g. compliance, waste management, sharps disposal, disinfectant policies etc.

Patient / Client / Family Advocate Responsibilities:

The post-holder will:

- Identify particular problems / needs and take appropriate action to resolve or improve these difficulties through liaison with the multi-disciplinary team in co-ordinating on going care of individual patients.
- Provide patients and families with appropriate information / advice, guidance and support, thus enabling patients and families to understand Infection Prevention and Control and how their management must be planned.
- Anticipate the many varied Infection Prevention and Control needs of staff, patients / clients and families.
- Adapt a collaborative approach to patient care through the co-ordination of care and interventions provided by other members of the interdisciplinary team.
- Act as an advocate for the patient and their family to ensure that they are appropriately informed and counselled regarding their short / long term care needs as they apply to Infection Prevention and Control in conjunction with the team.
- Collaborate with the patient, their family, the interdisciplinary team and the services within the community to facilitate appropriate planning and continuity of care.
- Provide a relaxed and informal atmosphere so that the staff, the patient and his / her family feel that there is adequate time to discuss their problems of an Infection Prevention and Control nature.

Education and Training Responsibilities:

The post-holder will:

- Promote the Infection Prevention and Control service among appropriate health care professionals throughout the Hospital.
- Provide day-to-day guidance and instruction when appropriate to all staff caring for the patient.
- Participate in in-service and training programmes as necessary.
- Act as a role model and resource person to all staff within the clinical environment.
- Have awareness of the need to develop appropriate teaching skills.
- Participate in the assignment of post-graduate students undergoing clinical placement.
- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the area.
- Participate in the clinical induction of all staff
- Keep abreast of the current developments in Infection Prevention and Control
- Be responsible for his or her own continuing education through formal education opportunities, thus ensuring continued clinical credibility amongst nursing, medical and paramedical colleagues.
- Participate in the hospital's global induction training programme.

Audit and Research Responsibilities:

The post holder will:

- Audit Clinical Practice on an ongoing basis.
- Promote and disseminate Infection Prevention and Control research findings.
- Participate in the implementation and evaluation of interdisciplinary audit systems.

- Act as a nursing research resource in Infection Prevention and Control for nursing staff throughout the hospital.
- Initiate and participate in research projects being undertaken by the Infection Prevention and Control team.
- Advise on the implementation of appropriate research findings.
- Contribute to nursing research relevant to practice.
- Demonstrate a commitment to identify and develop tools to audit current practice and contribute to nursing research.
- Audit the quality of patient care given on an ongoing basis.
- Provide annual report of service delivered.
- Participates in quality improvement initiatives for the enhancement of patient care.

Inter and Intra-Disciplinary Responsibilities:

The post holder will:

- Consult with and be a resource to other nurses, including students and Public Health Nurses, and other healthcare professional both within and outside of the hospital.
- Participate and be a key member on various hospital committees e.g. SIVUH Infection Prevention and Control Committee, Regional Infection Prevention and Control Committee Hygiene Audit Group.

To manage the resource of the Infection Prevention and Control Service within the Hospital and to maximise its efficiency and effectiveness, the post holder will:

- Promote a safe clinical environment with due regard to health and safety and risk management strategies.
- Develop the ability to use the resource provided in an effective and economic manner.
- Maintain appropriate and accurate written records regarding patient care.
- Ensure that all hospital policies and procedures are adhered to.
- Comply with all safety regulations and audits in line with the Safety, Health and Welfare at Work Act, 1989.
- Investigate and discuss untoward incidents / accidents involving patients, staff and / or equipment when appropriate.
- Advise on cost containment, budgeting and other financial matters.
- In collaboration with other members of the Infection Prevention and Control department provide an annual report.
- Be knowledgeable submit data for the monthly HCAI & AMR reports.
- Cross cover IPC colleagues and act up for CNM3 as required.
- Performs such other duties appropriate to the post as may be assigned from time to time by the CNM3.
- There is a responsibility on all staff to adhere to all hospital guidelines, policies & procedures and best practise. This includes Infection Control guidelines, Waste Management, and Environmental Management etc.
- There is a responsibility on all staff to participate in internal and external audit and review as appropriate.
- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Health, Safety at Work Act 2005.

- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy
- To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.
- To attend and participate in such meetings and events as may be required from time to time.
- Any other duties as may be assigned from time to time by the Director of Nursing, Assistant Director of Nursing, Chief Executive or other designated Officer.

Note:

The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required.

The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.

PARTICULARS OF THE POST

1. **Remuneration:**
Salary Scale: €48,570 - €57,421 per annum.
Salary payment frequency will be monthly.

Incremental credit may be granted in respect of recognised experience. Recognisable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”.

New employees wishing to claim incremental credit for previous employment/s must submit details (documentary evidence) within the first year of their employment, otherwise the Hospital will not be liable for retrospective payments. New employees experiencing difficulty with a previous employer in obtaining any letters/documentation in this regard should notify the Salaries & Wages Department as soon as possible within the first year of employment.

2. The post is Permanent, part-time and pensionable.

3. **Annual Leave**

Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy.

*0-5 years service: 25 days per annum
5-10 years service: 26 days per annum
more than 10 years service: 28 days per annum (pro-rata)*

4. **Working Hours**

19.75 hours per week. Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8 am to 8 pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. **Superannuation**

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Probation**

The appointment shall be made subject to the conditions that: the person appointed shall hold the appointment for a probationary period of 9 months which the South Infirmery-Victoria University Hospital may, in exceptional circumstances, extend by a maximum of 6 weeks. The specific reasons for the extension shall be made known in writing to the person appointed. Performance and conduct of the person appointed will be monitored on an on-going basis within the probationary period, with written reviews every 3 months, to determine suitability for continued employment. Termination of the appointment within or at the end of the probationary period will be at the sole discretion of the South Infirmery-Victoria University Hospital. At the end of a satisfactory probationary period, the South Infirmery-Victoria University Hospital shall certify that the service has been satisfactory and confirm the appointment on a permanent basis. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.

7. **Notice**

When resigning, the post holder is required to give one month's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**

VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term Permanent (12 months or longer) or permanent employees only.

9. **Confidentiality**

In the course of his/her employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition,

records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.

10. **Safety, Health and Welfare at Work**

The South Infirmar-y-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.

11. **Hospital Policies & Procedures (PPPGs)**

Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.

12. **Personal and Hospital Property**

Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.

13. **Garda Vetting**

Garda Vetting is sought for all South Infirmar-y-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process.

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information and is subject to review and amendment as required.

Job Description – Clinical Nurse Manager II - Infection Prevention & Control – June 2018

PERSON SPECIFICATION

CNM2 Infection Prevention & Control

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Be a Registered General Nurse ◆ Evidence of ongoing Professional Development ◆ Possess or be willing to undertake a recognised post graduate Infection prevention and Control course. 	<ul style="list-style-type: none"> ◆ Management Course

Experience	
Essential	Desirable
<ul style="list-style-type: none"> ◆ 5 years post-registration experience 	<ul style="list-style-type: none"> ◆ Evidence of involvement in quality/audit ◆ Knowledge and experience of Risk Management ◆ Managerial Experience

Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Knowledge of speciality ◆ Be aware of new developments in Infection Prevention and Control 	<ul style="list-style-type: none"> ◆ Knowledge and experience of research based practice

Aptitudes & Skills	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Displays leadership skills ◆ Ability to work on own initiative ◆ Planning and organisation skills ◆ Training and Motivating of Staff ◆ Excellent written and verbal skills 	<ul style="list-style-type: none"> ◆ IT skills ◆ Awareness of issues involved in change management ◆ Professional skills ◆ Has managed change ◆ Leading a Clinical Practice and Quality Service

Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> ◆ Excellent communication skills ◆ Approachable ◆ Flexibility to respond to service needs and demands 	