



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Health Protection Practitioner Infection Prevention		
GRADE:	G10	SERVICE AREA:	PUBLIC HEALTH
JOB CODE:	EE99HEALG10 JE Checked 11/06/2020		
REPORTS TO:	CONSULTANT IN PUBLIC HEALTH	LOCATION:	CIVIC CENTRE
SPECIAL CONDITIONS:	<p>The post holder will be:</p> <ul style="list-style-type: none"> • expected to commute between partners, clients and neighbouring organisations as required to carry out the role effectively • expected to work outside their normal contracted hours at times such as health protection associated outbreaks and other incidents 		

1. Main purpose of the job role:

The post holder will:

- be a qualified nurse who will be required to work with the Consultant in Public Health, Nurse Consultant Health Protection, Emergency Planning colleagues and with partner organisations to identify all the requirements needed to ensure that Public Health Walsall meets its statutory obligations and exercises the local authority's functions in planning for and responding to emergencies to ensure comprehensive agreed inter-agency plans
- provide planning, operational management and technical advice in regard to Health Protection (Infection Prevention and Control)
- establish and then support health and social care providers to maintain infection prevention standards to provide the Director of Public Health and the Clinical Commissioning Group with measurable and auditable assurance in respect of this area
- develop, co-ordinate and provide appropriate education and training to enable the delivery of a safe service in line with infection prevention principles.

2. Role specific duties and accountabilities:

HEALTHCARE ASSOCIATED INFECTIONS

1. To promote a health economy approach to the prevention, control and management of infectious diseases within Walsall residents
2. To monitor infection prevention standards against national guidance to manage a sustained reduction in healthcare associated infections
3. To further develop the existing infection prevention service to meet the needs of GPs, Dentists, Care Home and Domiciliary Care providers to enable them to deliver safe care – this will include audit, training, outbreak control, root cause analysis (RCA) of specific events, surveillance and investigation into concerns and safe-guarding issues received by the Commission for Quality Control or the Local Authority's contract management team
4. To critically appraise evidence and influence change by implementing infection prevention guidance and research into practice

5. To communicate effectively (verbally) with customers including key external organisations such as Public Health England (PHE), NHS England, Care Quality Commission (CQC), Clinical Commissioning Group (CCG), Walsall Healthcare Trust (WHT), Dudley & Walsall Mental Health Partnership Trust (DWMHPT), voluntary organisations and charities, providing advice and /or information in accurate spoken English
6. To offer expertise and guidance to the above organisations and professional colleagues in health and social care and the general public
7. To provide specialist infection prevention advice both at committees and on site for capital build projects and equipment procurement undertaken by Walsall Council, independent healthcare providers and the CCG as appropriate
8. Working closely with the Council's communications team and Public Health colleagues, develop and maintain a web page that will outline Walsall's approach to infection prevention and control and provide links to useful sites for further information
9. To instigate new ways of communicating effectively with independent healthcare providers enabling them to be aware of any changes in policy that may be required and providing a means to feedback lessons learned from RCAs
10. To collate infection prevention reports as required for internal and external committees and
11. To be able to present complex information and data to groups of individuals in a professional and meaningful manner
12. To contribute to outbreak and pandemic plans ensuring they are fit for purpose
13. To undertake annual audits of the infection prevention services to ensure they remain compliant with national standards
14. To advise CCG on CQUIN data and develop initiatives to meet the requirements of infection prevention quality premiums
15. To identify robust ways of information sharing between health and social care providers so that the whole patient experience can be enhanced and policy, practice and procedures are standardised across the health economy
16. To undertake joint work with the Medicines Management Team of the CCG to enable greater antimicrobial stewardship across the health economy.

HEALTH PROTECTION

1. Ensure that the organisation's response to health protection and infection prevention complies with National guidelines including:
 - Section 6C of the Health Act 2006
 - Health and Social Care Act 2012
 - Department of Health 2012: Health Protection and Local Government
 - Department of Health 2012: The new Public Health role in Local Authority
2. To work with other members of the wider health protection team in delivering the whole public health agenda including pollution, communicable diseases, emergency planning, screening and immunisations
3. To assist in identifying novel ways to increase uptake of screening and immunisation in Walsall residents
4. To represent senior members of the team at relevant health protection meetings as required
5. To provide expertise in infection prevention to environmental health services to assist them in the improvement of standards delivered by regulated activities that occur outside of health and social care.
6. To further develop skills in emergency planning, pollution, communicable diseases, cancer and non-cancer screening and immunisations and to take the lead in one or more of these areas as agreed by the Consultant in Public Health (Health Protection).

TRAINING

1. Develop, co-ordinate and provide appropriate education and training to colleagues and partners to inform and ensure delivery of an effective infection prevention service
2. To facilitate meetings and participate in training exercises as appropriate in line with the role of health protection and prevention and other emergency planning events

GENERAL MANAGEMENT DUTIES

1. To represent Public Health Walsall on behalf of Walsall Council and to play an active part in relevant infection prevention meetings such as Regional and Local Infection Prevention Committees, HCAI Steering Group, outbreak meetings and RCAs
2. Deal with sensitive and confidential material from healthcare providers and regulators in lines with the statutory responsibilities
3. Work closely with health and social care providers, voluntary sectors and charities within Walsall and surrounding neighbourhoods to ensure effective communication between these agencies
4. To participate in wider Public Health initiatives by taking part in campaigns, training forum and workshops as required
5. To work closely with internal and external partners' Communications team during times of outbreaks and campaigns to ensure effective and timely bulletins are cascaded as appropriate

OTHER

Personal Development

- Undertake personal development and training in order to enhance skills and expertise
- Maintain professional registration and ensure professional development requirements are met
- Participate in clinical supervision
- Achieve managerial and professional objectives through the appraisal process

Duties and Responsibilities

The information supplied above is intended to summarise the key responsibilities and duties of the role. The post-holder may be required from time to time to carry out other reasonable requests and duties as required consistent with the responsibilities of the grade

Job Design and Review

This job description may be subject to change in the future. Any proposed changes will normally be discussed fully with the post-holder and confirmed via the issue of an updated job description.

Confidentiality and Data Protection

All staff who have access to personal data in relation to clients or staff will be aware of their responsibilities under the Data Protection Act 2018 (including General Data Protection Regulations) and will abide by the principles of that Act. Any breach of the Act could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Act.

Health and Safety

Individual employees of Walsall MBC have a responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation including all new Health & Safety Regulations. In addition employees must comply with all the organisation's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably and attend mandatory health and safety training sessions.

Clinical Governance

All employees are required to actively contribute towards the organisation's clinical governance systems taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

Diversity

All staff through personal example, open commitment and clear action, should ensure that diversity is positively valued resulting in equal access and treatment in employment, service delivery and external communications. To be familiar with, actively promote and work within, the spirit of the organisation's Equal Opportunities policies at all times.

Infection Control

Staff will work to minimise any risk to clients, the public and other staff from Healthcare Associated Infection including MRSA and *C. difficile* by ensuring that they are compliant with the Health Act 2006 – Code of Practice for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the organisation's Infection Control policies.

Smoking

Walsall MBC operates a No Smoking policy.

Policies and Procedures

All staff will familiarise themselves with the WMBC policies, procedures and protocols relating to their service and work within the guidelines at all times.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

DATE REVIEWED: 13/01/20 Reviewed and approved



JOB TITLE	Health Protection Practitioner (HCAI)		GRADE G10
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3	
Behaviours: refer to corporate behaviours document			
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3	
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable		
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3	
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3	
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3	
Abilities/Skills: (refer to JE guidance document)			
Ability to prioritise and organise heavy and complex workloads	I	3	
Ability to take responsibility for a range of management responsibilities including performance management and discipline	I	3	
Ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3	
Ability to present complex information in a clear manner at both strategic and operational level through the use of oral, visual and written presentations and reports and using a variety of resources including ICT packages	I	3	
Ability to deal with emergency situations in a calm, knowledgeable, effective and confident manner in liaison with others	I	3	
Ability to travel to stakeholder /user organisations on a frequent basis	I	3	
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Experience in working at an Agenda for Change Band 6 or above (or equivalent) as an Infection Prevention and Control Nurse	A/I	3	
Experience in liaising at a senior level with internal and external groups and individuals	A/I	3	
Experience in outbreak management and control	A/I	2	
Experience in developing and delivering training for all levels of staff	A/I	3	
Experience in report writing and presentation at Board level	A/I	2	
Experience of developing and delivering infection prevention projects	A/I	3	

Knowledge and experience of providing a leadership approach to incidents and when providing guidance, advice and/or making recommendations related to infection prevention and control	I	2
Experience of gathering and recording information in an appropriate manner	A/I	3
Evidence of continuous professional development with recent experience of community infection prevention and control	A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
<ul style="list-style-type: none"> • Qualified Registered Nurse 	A	
<ul style="list-style-type: none"> • Post-graduate training in Infection Prevention / Infectious Diseases; or equivalent 	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Flexible approach to duties to meet the demands of the service	I	3
Imaginative and innovative in developing new ways of facilitating adherence to infection prevention principles and meeting service needs	I	3
Prepared by:	Mandy Beaumont/Janice Rowley	Date: 13/01/20