

Employment

Position Description

Position:	Infection Prevention and Control Coordinator
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Classification:	As per EBA
Status:	As per Contract of Employment
Qualifications:	Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse A minimum five years relevant post - graduate nursing experience

Position Objective(s)

To deliver an effective and efficient infection prevention and control program across Lyndoch Living within a culture of improving performance and best practice which is consistent with our organisational values.

This role has the overall responsibility for maintaining the relevant accreditation standards to meet infection prevention and control compliance.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “nine pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

- Team leader for continuous quality improvement activities and accreditation requirements as outlined in Standard 3 for Lyndoch Living.
- Coordinate the annual Infection Prevention audit plan to underpin mandatory jurisdictional auditing requirements such as VICNISS, the National Hand Hygiene Initiative and key performance indicators as required by the CEO Statement of priorities.
- Implement strategies to ensure that Lyndoch Living meets all legislative requirements relevant to infection prevention.
- Act as a resource for all hospital personnel in matters pertaining to infection prevention and control, and provide recommendations for improvement across all departments.
- Coordinate policy and procedure development and review in consultation with key stakeholders
- Coordination of the monitoring, auditing and surveillance of healthcare associated infection(HAI) rates and provide regular feedback of HAI data to individual clinicians and specific specialties and preventative measures to reduce the risk of infection to patients, staff and visitors
- Maintain accurate and detailed records to assist in the management and evaluation of the Infection Prevention and Control service.
- Collaborate with product and device committees to assess the infection prevention implications of new devices, procedures and technologies.
- Consult on capacity for novel respiratory and other communicable disease emergencies in Collaboration with Emergency Response Committees and Outbreak management
- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
 1.
 - Infection Control policies

- Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector
- 2.
- Employment principles and Code of Conduct
 - Fire, disaster and other emergency procedures
 - Smoke Free Campus policy
 - Risk Management policies and guidelines
 - Consumer Participation Strategy
- 3.
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
 - Current Immunisation status in alignment with Lyndoch Living's Immunisation policy
 - Promote the organisation in a positive manner
 - Participate as a cohesive member of the health care team
 - Respect the rights of individuals
 - Provide a child safe environment
 - Participate in Continuous Quality Improvement within the organisation
 - Accept responsibility for your own personal belongings
 - Respect and appropriately care for the organisation's property and equipment
 - Participate in an annual Staff Development Review.

Organisational Relationships

Reports to:	DON
Supervises:	IPC CNS
Internal Contacts:	NUMs, all staff
External Contacts:	Medical staff, Infection Prevention Consultant, VICNISS & National Hand Hygiene Initiative

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- A Registered Nurse holding a current Registration Certificate as required by AHPRA.
- Minimum Graduate Certificate in Infection Control
- A minimum five years relevant post - graduate nursing experience
- Demonstrated skills in management and education.
- Demonstrated high levels of written and verbal communication skills.
- Proven ability to consult and liaise with all levels of staff.
- Demonstrated computer literacy
- Demonstrated ability to collate and analyse data and report data as required.
- Hand Hygiene Australia Gold Standard Auditor
- Certified HIV, Hepatitis C pre & post-test counsellor
- Credentialed Infection Control Professional – or working towards same

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Acting Director of Nursing

Date: August 2022