

POSITION DESCRIPTION

Position:	Infection Prevention & Control Manager
Directorate	Patient Experience
Division:	Patient Safety and Improvement
Business Unit:	Infection Prevention and Control
Enterprise Agreement	Dependent on incumbent
Reports to:	Director – Patient Safety and Improvement



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 900 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to page 6 of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



POSITION SUMMARY

The Infection Prevention and Control Manager acts as a resource for clinical and non-clinical departments in all areas related to the prevention and control of infection to ensure a safe environment for patients, staff and visitors.

This role requires the incumbent to develop coordinate and implement an effective Infection Prevention and Control program aligned to the National Safety and Quality Healthcare Standards to ensure an environment of high quality and safety in the area of infection control.

This role works in conjunction with the external consultants HICMR (Health Infection Control Management Resources) in the prevention and management of risk associated with Infection control as well as coordinating and implementing the Infection Control Program with HICMR consultants to ensure a high quality and safety in the area of Infection Control.

KEY RESPONSIBILITIES AND DUTIES

- Undertake collection, evaluation, reporting and monitoring of data in relation to hospital associated infections
- Ensure hospital compliance with all legislation and standards relating to Infection Control
- Provide staff health service by offering appropriate screening and vaccination to all staff and maintaining of staff health records
- Provide occupational blood/body fluid exposure management
- Report to the Infection Prevention & Control Coordinator, Hospital Infection Control Committee and consults with Clinical Microbiologist or ID physician as necessary
- Assist in the preparation and coordination of the Hospital Infection Control Committee as scheduled
- Report to relevant managers, hospital Executive and committees on Infection Control risks and issues as required
- Participate in scheduled reviews and ongoing development of the Infection Control Policies and Procedures
- Attend both local and overarching Infection Control Committee meetings and participate in networking promoting inter-hospital communication as required
- Participate in key focus groups and committee membership as required
- Maintain accurate and timely documentation and action documentation needs according to audits
- Maintain patient and staff privacy and patients' rights and responsibilities at all times
- Assist with developing policies and procedures as required in line with best practice needs
- Undertake collection, analysis and feedback of relevant speciality data relating to hospital performance

and statistics

- Liaise with Accredited Medical Practitioners in the analysis of clinical indicators relating to Infection Control
- Work closely with Department managers to manage and prevent infection in all clinical and non-clinical units
- Develop and build on expertise in regards to Infection Prevention and Control
- Develop and implement in-service education programs for Infection Prevention and Control as required
- Ensure that all documentation is accurate and completed in a professional and timely manner, including reporting of incidents, hazards, defective equipment and any workplace, health and safety incidents
- Detect and record nosocomial infections on a systematic and current basis
- Collect Infection Control Indicators and follows up any trends identified
- Review and report on identified Infection Control incidents reported through the Adverse Event reporting system
- Initiate and escalate investigations of all significant episodes of infection
- Assist in ensuring timelines are met for all documentation and reporting requirements

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Qualifications / Certificates

Essential:

- Tertiary qualification (health related discipline)
- Minimum of 3 years post graduate experience
- Demonstrated effective leadership and managerial skills
- Demonstrated effective interpersonal and communication skills
- Exhibit an interest in Infection Control, and a willingness to learn
- Demonstrated commitment to ongoing professional development and improving performance
- Ability to make a positive impact upon the professional development of others
- Sound computer skills in Microsoft Software programs and the like

Desirable:

- Demonstrated knowledge / experience NSQHS National Standards, Clinical Indicators and other quality projects.
- Experience/skills in Infection Control Practices or willing to work towards same
- Confidence in policy development, or willingness to learn
- Member of the Australian College for Infection Prevention and Control or equivalent, or willingness to obtain
- Immuniser Certification / qualifications or willingness to obtain
- Post exposure counselling certified or willingness to obtain

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- | | |
|-------------------------------------|---|
| "I choose..." | "Can we explore that more so I can understand it better?" |
| "I care..." | "We will...us...we can..." |
| "I prefer..." | |
| "I will..." | |
| "I can..." | |
| "Is there a better way to do this?" | |

LANGUAGE WE DON'T USE

- | | |
|--------------------------------------|---|
| "I have to..." | "Things have always been done this way" |
| "I must ..." | "Them and us" |
| "If only..." | |
| "Ah well, that is because of XYZ..." | |
| "Our processes do not let us do it" | |

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

