



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Infection, Prevention and Control (IPC) Nurse
Department	Quality
Reports to	Infection Prevention and Control Officer (or designated Officer)
Head of Department	Manager, Quality (or designated officer)
Supervision Provided to	Enrolled Nursing Assistant

JOB SUMMARY

The Infection Prevention and Control (IPC) Nurse is responsible for assisting in the implementation and monitoring of an Infection Prevention and Control Programme in the Tobago Regional Health Authority. The incumbent is also responsible for coordinating all aspects of infection prevention and control within all of the Authority's facilities. This includes developing, implementing, monitoring, and evaluating infection control practices to ensure the safety of patients, staff, and visitors in alignment with national health regulations, accreditation standards, and best practices.

RESPONSIBILITIES

- Detect, identify, analyze, collate and quantify any occurring infections.
- Investigate, counsel and manage the process of accidental exposures to staff, patients and visitors.
- Orient new staff about the policies and guidelines related to infection prevention and control in the health facility.
- Continue in house training and re-training of staff members to keep health facility staff abreast of current and relevant information on infection prevention and control.
- Prepare monthly reports on the surveillance findings and the Infection Prevention and Control activities.
- Distribute reports to Heads of Department in the Hospital and the Authority's Infection Prevention and Control Committee.
- Ensure staff immunization status and medical examinations are updated as necessary.

- Ensure all areas of the institutions are adequately equipped with the necessary controls such as: hand washing stations, sharps disposable bins, personal protective equipment, etc.
- Participate in Hospital Infection Prevention and Control Committee Meetings.
- Monitor and ensure safe patient care practices.
- Monitor staff health and safety in the workplace along with members of the Occupational Safety and Health (OSH) Department.
- Perform research to upgrade the quality of Infection Prevention and Control service.
- Participate in Infection Prevention and Control Audits, e.g. handwashing.
- Consult with other members of the Quality department.
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/DHWSP, Registering Board/Association and the TRHA.
- Performs other related duties as assigned.

ACCOUNTABILITIES

- Continuity of patient care
- Maintaining professional registration/licensure
- Engaging in continuing professional development in order to enhance knowledge, skills and values needed for safe effective practice
- Personal actions or omissions relating to own clinical practice and advice given to members of the team
- Disclosure and non-disclosure of information

AUTHORITIES

- To liaise with intra and inter-departmental representatives
- To challenge in a respectful and diplomatic way, any intervention which fails to deliver a quality service to external and internal patients/clients

SPECIAL REQUIRMENTS

- Must be available to work overtime, public holidays, night shifts and weekends as required (Sunday to Sunday).
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster.

KNOWLEDGE, SKILLS AND ABILITIES

- In-depth knowledge of infection prevention standards and health regulations.
- Expert practitioner in designated speciality.

- Superior analytical and problem-solving abilities to analyze and interpret complicated, highly technical information and utilize the knowledge to develop, present and implement a detailed work plan to address complex issue.
- Knowledge of the ICN Code of Ethics for Nurses
- Knowledge of current trends in nursing
- Knowledge of communicable diseases and vaccination.
- Good oral and written communication skills
- Good Management skills.
- Ability to take personal accountability to identify, respond to and act on service needs, maintaining a focus on the patient/stakeholder
- Ability to understand and value individual differences and to consider these differences when working with others
- Ability to maintain a level of sensitivity and flexibility for the diverse needs and perspectives of others
- Ability to train and educate diverse staff groups.
- Ability to manage multiple priorities and work collaboratively in a multidisciplinary team.
- Attention to detail and a proactive approach to risk mitigation.
- The ability to work with others and establish relationships through trust, feedback and demonstrating mutual respect, acknowledging that learning to work with and for others is an active, co-evolutionary process.
- ICT skills - Proficiency in the use of Microsoft Office Suite; ability to search inter and intranet.
- Excellent inter-personal skills.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science degree in Nursing or a Diploma in Nursing from an accredited educational institution.
- Current Registration with the Nursing Council of Trinidad and Tobago.
- Post-basic training in sub-speciality area of Infection Prevention and Control.
- Formal training in Basic Epidemiology, Basic Microbiology, Policy Making, Management or Nursing Administration will be an asset.
- Five (5) years' experiences in the clinical area as a Registered Nurse, with at least two (1) year in infection prevention and control area.
- Experience in staff training, auditing, and quality improvement initiatives is an asset.
- Any equivalent combination of training and experience.