

Duty Statement – IPC Lead

Lead Title:	Infection Prevention and Control (IPC) Lead		
Site/Facility:			
Reports To:	Facility Manager		
Date of Preparation:	3 March 2021	Date Updated:	02 April 2024

Primary Purpose

The IPC Lead supports the facility manager and leadership team at the facility to lead good practice in the prevention and management of infection and infectious diseases including COVID-19, influenza and others. The IPC Lead also takes the lead in ensuring good practice in antimicrobial stewardship.

The IPC Lead's role within the service is to observe, assess and report on infection prevention and control, and to assist with developing procedures and providing best practice advice. This is to ensure that each service has up-to-date processes and procedures in place regarding infection prevention and control, and outbreak management, which are reflective of best practice.

The IPC Leads, with support and guidance from the Calvary National IPC Advisor – Aged Care, and support from the IPC champions/s, will be held accountable for the role requirements stipulated below.

Accountabilities

Policy and Procedure Development

- Contribution to relevant policy and procedure development and implementation
- Point of contact for facility staff

Quality Improvement

- Identify and actively participate in opportunities for quality improvement

Education and Training

- Ensure all IPC required education is completed and required competencies are met
- Monitor IPC related mandatory training completion at the facility and ensure 100% compliance (incl. Aseptic Non-Touch Technique (ANTT) and Hand Hygiene Compliance)
- Training and mentoring of staff as required
- Preparation and distribution of relevant communications regarding IPC such as flyers, newsletter and posters
- Identify and support staff who may qualify to become a future IPC lead

Outbreak/pandemic Preparedness and Management

- Ensure pandemic and outbreak management plans are current, available and understood by key staff
- Assist with preparation for and communication about pandemic and outbreak management
- Attend all relevant meetings in the event of an outbreak
- Ensure required documentation such as reports, line listings and meeting minutes are maintained
- Assist logistics regarding outbreak/pandemic management such as extra cleaning, isolation processes, monitoring residents, staff and visitors
- Maintain the Outbreak kits with equipment needed to manage all types of outbreaks

Staff Health

- Support and plan for seasonal influenza immunisations at the service
- Encourage resident and employee's to receive required vaccinations

- Provide information to residents and employees on vaccination requirements and relevant programs (annually or as required)

Audits and Surveillance

- Ensure routine IPC audits are conducted, reported and uploaded as prescribed by quality calendar
- Collect, report and oversee actions regarding routine infection data collection

Antimicrobial Stewardship (AMS)

- Review usage monthly and prepare reports for governance committees
- Support Registered Nurses and staff in appropriate processes and practices in use of antimicrobial agents
- Audit practices using AMS tool and report and oversee relevant improvement activities

Work Health & Safety (WHS)

- Ensure outbreak management kits, spill kits, and sharps bins are maintained appropriately and audited as required
- Ensure staff have access to, and know where to access from, appropriate Personal Protective Equipment (PPE)
- Ensure staff are trained on the correct order for donning and doffing of PPE
- Assist response to WHS incidents e.g. spills and occupational exposure incidents (incl. needle stick injuries)

Support Services (e.g. Linen, Waste, Cleaning and Food Services)

- Provide guidance and support to the Support Services staff to ensure best practice IPC requirements are being adhered to
- Conduct regular audits of the delivery of service to monitor compliance with IPC requirements

Care and Practice

- Oversee care planning relevant to IPC (e.g. resident infection screening, monitoring and clearance)
- Monitor relevant alerts and communication are in place regarding any transmission-based precaution requirements

Key Relationships

Internal:	<ul style="list-style-type: none"> • Facility manager • Clinical staff and leadership team • Quality and education staff • IPC Champion/s • National Manager Infection Prevention & Control • National IPC Advisor: Aged Care
External:	<ul style="list-style-type: none"> • DOH • PHU • Pharmacy providers

Selection Criteria

- Registered nurse
- Completed relevant infection prevention and control education, including those mandated by the Department of Health and Aged Care

Approvals

Job Holder's signature:	Date:
Manager's signature:	Date: