

# Candidate Pack

For

Job Title



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Our  
**values**



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

## Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





## Additional Information

### Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity

- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

### Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

### Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

### Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB  
Lucas House, 305-309 Fore Street, Edmonton, N9 0PD  
Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD  
Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL  
Eagle House Surgery, 291 High Street, Enfield, EN3 4DN  
Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ  
Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD  
George Marsha Centre, St Ann's Hospital Site  
Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> <li>We are always looking for opportunities to develop all our staff and our services</li> </ul>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

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## Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



## Job Description

**Post Title:** Infection Prevention and Control Nurse

**Hours:** 37.5

**Minimum Qualifications:** Registered Nurse/Midwife/AHP Qualification

**Band:** 7

**Reports to:** Lead Nurse Infection Prevention & Control

**Accountable to:** Associate Director of Infection Prevention & Control

## Key Working Relationships

- Director of Infection Prevention and Control (DIPC)
- Deputy Director of Infection Prevention and Control (DDIPC)
- Infection Prevention & Control Team
- Antibiotic Pharmacist
- Microbiology Laboratory
- Decontamination Lead
- Modern Matrons
- Ward Managers/Sisters
- Facilities Soft and Hard Services
- Procurement
- Occupational Health
- Bed Manager/Clinical Site Managers
- Infection Prevention and Control Link Professionals (ICLP)

## Job Summary

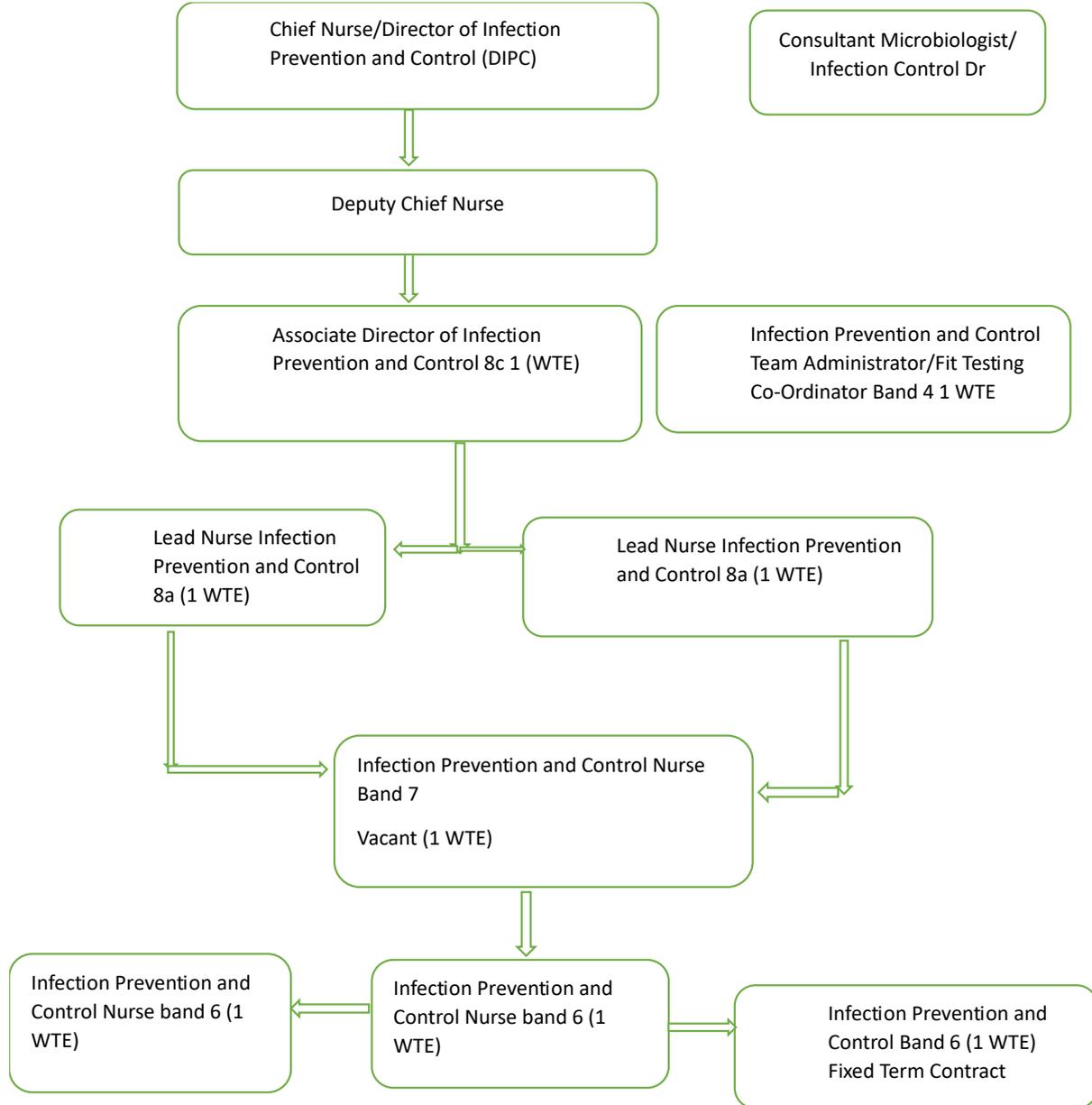
The post holder will be responsible for designated clinical areas. To share the Infection Prevention & Control workload with other IPCN's, but will lead on Infection Prevention and Control education in the Trust and will act as the deputy to the Lead Nurse/Matron. The post holder will also be responsible for project work and implementing the Trust's Infection Prevention and Control Action Plan to ensure compliance with the Health Act (2008). This will involve ensuring that infection prevention and control policies are adhered to by working closely with staff, demonstrating good practice, providing education and training, and auditing the results.

## Introduction to the Department

The IP&C team plays a vital and highly visible role in all sites of our hospital (Community and Acute). Comprised of dedicated IP&C nurses, an Infection Control Doctor, Associate Director of IP&C, and administrative staff, our team is a tight-knit group that fosters an inclusive and progressive environment. With individuals from various clinical backgrounds and a wealth of experience, we continuously review our practices and interventions to ensure the highest standards of care.

If you are a motivated and enthusiastic individual with exceptional leadership skills, we cordially invite you to be part of our exciting journey. We are searching for someone who can inspire others by being a role model. If this sounds like you, please do not hesitate to reach out to the IP&C team for more information. Our contact details can be found below.

**Organisation Chart**



**Duties and Responsibilities:**

**1. Education**

- 1.1 To be the Infection Prevention and Control team lead on the planning, implementing, co-ordination and evaluation of Infection Prevention and Control education and training programmes within the Trust for all disciplines and grades of healthcare workers and relevant non-clinical staff.

1.2 To manage the Infection Prevention and Control Link Practitioners training programme.

## **2. Surveillance**

2.1 To support on the surveillance of alert organisms. This includes data collection, interpretation and feedback of communicable infections.

## **3. Policy Development, Implementation, Monitoring and Review**

3.1 To contribute to and implement the Trust's policies and guidelines relating to infection prevention and control, in collaboration with other Infection Prevention and Control Team members and relevant staff.

3.2 To regularly evaluate, monitor and update Infection Prevention and Control policies, protocols and guidelines throughout the Trust in accordance with recent research as directed.

## **4. Infection Prevention and Control Advice**

4.1 To provide advice on the planning, implementation and evaluation of patient care to ensure the highest standards are maintained.

4.2 Be the point of contact for the provision of Infection Prevention and Control advice to all staff within the Trust.

4.3 To participate in the development and implementation of the annual programme for the Trust Infection Prevention and Control Committee.

4.4 To provide support to and deputise for the Lead/Matron IPCN.

4.5 To provide readily available information to staff on effective Infection Prevention and Control standards.

4.6 To advise on bed management issues relating to Infection Prevention and Control.

4.7 To advise on decontamination issues as relevant in close collaboration with the decontamination managers.

4.8 To provide advice on new equipment with reference to safe Infection Prevention and Control practice and effective decontamination.

4.9 To provide Infection Prevention and Control advice on building and architectural plans and projects.

- 4.10 To manage outbreaks and infection clusters as they occur.
- 4.11 To formulate patient information leaflets on specific organisms and Infection Prevention and Control issues as required in liaison with team members.

## **5. Clinical Audit/Quality**

- 5.1 Trust-wide audit and feedback of clinical practice, the hospital environment and compliance with Infection Prevention and Control policies.
- 5.2 To be involved in monitoring and evaluating the Infection Prevention and Control service across the Trust.
- 5.3 To set up, monitor and evaluate standards of care pertaining to Infection Prevention and Control.
- 5.4 To promote safe working practices relating to Infection Prevention and Control in accordance with the Health & Safety Policy, Control of Substances Hazardous to Health Regulations and other relevant policies, including the training of staff, investigation of and reporting of hazardous or ineffective procedures.
- 5.5 To monitor trends of hospital acquired infection and identify areas where the most intensive Infection Prevention and Control output is required.
- 5.6 To investigate and keep detailed records of outbreaks of infection with particular reference to their source, mode of spread and means of control.
- 5.7 Develop and maintain a database on outbreaks of infection.
- 5.8 To liaise with audit groups in relation to Infection Prevention and Control and promote audit in areas where practice varies or there is concern.

## **6. Liaison**

- 6.1 To establish and maintain close links with key personnel in all clinical areas including Lead Nurses and Ward managers/Modern Matrons.
- 6.2 To liaise closely with facilities department and cleaning, portering, catering and estates contractors.

- 6.3 To work collaboratively with the bed managers/clinical site managers to optimise bed management and patient safety with regard to Infection Prevention and Control issues.
- 6.4 To work closely with the DIPC, ADIPC and the microbiology laboratory.
- 6.5 To collaborate as required with the antibiotic pharmacist.
- 6.6 To work collaboratively with Procurement in advising on new and existing products and conducting new product trials.
- 6.7 To establish close links with the PHE and the local ICB as necessary.
- 6.8 To liaise closely with Occupational Health Department in relation to Infection Prevention and Control issues that involve staff.
- 6.9 To work collaboratively with the Decontamination Manager/Estates dept in relation to decontamination issues.

## **7. Research**

- 7.1 To be a resource for the Trust on up to date Infection Prevention and Control research.
- 7.2 To participate in research pertaining to Infection Prevention and Control as advised by the ADIPC.

## **8. Personal and Professional Development**

- 8.1 To represent the Trust in Infection Prevention and Control at professional conferences and meetings.
- 8.2 To participate in Professional Development Reviews with the ADIPC.
- 8.3 To critically reflect on new performance through clinical supervision, coaching or mentoring.
- 8.4 To work within the NMC Code of Professional Conduct and all Trust Guidelines.
- 8.5 To continue own personal development through the pursuit of relevant professional and academic study.
- 8.6 To keep up to date on professional issues in nursing practice, research and the National Health Service.

**This list is not exhaustive and other responsibilities may arise as part of the course and time spent in clinical practice. All staff must abide by Trust policies and procedures.**

## TRUST POLICIES

### Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

### Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

### Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

### **Smoking Policy**

The Trust provides a smoke free work environment.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Clinical Governance**

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

### **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

### **Safeguarding Vulnerable People**

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

### **Organisational Change**

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

## PERSON SPECIFICATION

**Post: Infection Prevention Control Nurse Specialist**

**Department: Infection Prevention Control**

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ul style="list-style-type: none"> <li>• Registered Nurse / Midwife or Allied Health Professional, on live register.</li> <li>• Bachelor (or working towards) degree in a health-related subject</li> <li>• Two years' experience of working in infection prevention and control at band 6 or above level e.g. working in a provider or commissioning capacity</li> <li>• IPC qualification</li> <li>• Qualification/training in teaching e.g. ENB 998 or equivalent and/or professional development</li> <li>• Evidence of ongoing personal development.</li> <li>• Willingness to undertake training as required e.g. leadership programme.</li> <li>• Understanding of Infection Prevention and Control targets and current national and local agendas to reduce risk of HCAI across the health economy</li> <li>• Knowledge of clinical governance issues including complaints handling and clinical risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of contributing towards service development</li> <li>• Management qualification</li> <li>• Master's degree</li> <li>• European Computer Driving license or similar</li> </ul>	AF / Interview

Skills and abilities	<ul style="list-style-type: none"> <li>• Team leadership</li> <li>• Able to demonstrate knowledge and experience of infection prevention in clinical practice</li> <li>• Well-developed interpersonal and communication skills. Able to challenge teams &amp; individuals.</li> <li>• Able to communicate effectively verbally and in writing.</li> <li>• Prioritise complex workload</li> <li>• Able to present information to professional groups</li> <li>• Ability to lead, manage, motivate and develop all staff within sphere of responsibility including IPC team.</li> <li>• Self-motivated and able to work under pressure.</li> <li>• Physically able to visit clinical and non-clinical areas.</li> <li>• Able to sit at a keyboard for periods of the working day on a daily basis.</li> <li>• Well-developed keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• Interested in continuing to develop clinical skills.</li> <li>• Able to negotiate and influence.</li> <li>• Experience of change management in practice</li> <li>• IT Literate in Outlook, Word, Excel, PowerPoint, and use of internet</li> </ul>	AF / Interview
Experience	<ul style="list-style-type: none"> <li>• Recent consolidated Infection Prevention and</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of training and</li> </ul>	AF / Interview

	<p>Control experience e.g. as a junior Infection Prevention and Control Nurse/Practitioner.</p> <ul style="list-style-type: none"> <li>• Two recent years working in an acute NHS hospital setting at band 6 or above</li> <li>• Experience of challenging practice</li> <li>• Experience of working closely within a multidisciplinary team</li> <li>• Evidence of changing practice and leadership.</li> <li>• Knowledge of the principles of Infection Prevention and Control Management</li> <li>• Knowledge of surveillance, clinical governance and audit.</li> </ul>	<p>mentoring staff and facilitating practice development in the clinical setting</p> <ul style="list-style-type: none"> <li>• Experience of research and development in practice</li> <li>• Experience of performing audits and using audit results to improve care for patients.</li> </ul>	
<p>Personal qualities</p>	<ul style="list-style-type: none"> <li>• Professional appearance, with adherence to Trust policy: Acts as a role model for others</li> <li>• Self-aware, confident, resilient and a team worker.</li> <li>• Able to work flexibly in line with requirements of the post</li> <li>• Dynamic and enthusiastic, with sense of humor.</li> <li>• Able to work in a rapidly changing environment</li> <li>• Able to manage stress in self and others</li> </ul>	<ul style="list-style-type: none"> <li>• Able to deliver to tight deadlines and to rapidly switch between multiple pieces of work in order to respond to unpredictable service demands</li> </ul>	<p>AF / Interview</p>

Values	Demonstrable ability to meet Trust values		Interview/assessment
Other requirements	<ul style="list-style-type: none"> <li>• Knowledge of the principles of Infection Prevention and Control Management</li> <li>• Knowledge of surveillance, clinical governance and audit.</li> </ul>		