DATE REVISED: 14 January 2021

POSITION: Infection Prevention Lead (Hotel Support Services)

AWARD/AGREEMENT: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020

CLASSIFICATION TITLE: RN G3B Y1-Y2 (YU11-YU12)

DEPARTMENT/UNIT: Hotel Support Services (HSS)

DIVISION: Operations

ACCOUNTABLE TO: Clinical Manager (Hotels)
Clinical Manager (Infection Prevention)
Infection Prevention Manager (Hotel Support Services)

ALFRED HEALTH
Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE
To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS
Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do;
- How we do things is as important as what we do;
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental;
- Excellence is the measure we work to everyday, through research and education, we set new standards for tomorrow;
- We work together. We all play vital roles in a team that achieves extraordinary results;
- We share ideas and demonstrate behaviours that inspire others to follow.

DEPARTMENT
Hotel Support Services (HSS)
Alfred Health has been engaged to provide clinical care within the Department of Justice and Community Safety’s COVID-19 Accommodation response (the Program), for returned international travellers and/or community members (residents). Alfred Health provides clinical support and management for all people residing in the Program’s clinical setting, but does not provide services to quarantine hotel settings.
POSITION SUMMARY

Infection Prevention Lead (HSS)

The role of the Infection Prevention Lead works to support the implementation and upkeep of the relevant polices, guidelines and procedures in place within the Program to support the infection control measures. This role is focused on providing high standards of training and auditing to ensure compliance and acting as a clinical resource where required.

KEY DUTIES AND RESPONSIBILITIES

Critical for Hotel Support Services Team

☐ Acknowledge and understand the inherent risk of the working environment and the shared responsibility to wear adequate personal protective equipment and maintain high levels of personal hand hygiene;
☐ Understand and actively engage in multi-agency response;
☐ Role model appropriate behaviours in a high-risk environment including wearing of PPE;
☐ Continually assessing risk in changing environment;
☐ Actively contribute to HSS Operations Leadership team culture.

Operations and Clinical

☐ Collaborate with Clinical Manager (Infection Prevention) to ensure a safe standard of infection prevention principles and practice are upheld;
☐ Act as a PPE spotter to provide guidance in safe don and doff for all staff working in the assigned hotel;
☐ Act as an advocate and educator for staff and residents in the assigned hotel in ensuring the appropriate wearing of PPE;
☐ Assist with orientation and on-boarding of new hotel employees, contractors and other agency workers, including knowledge of relevant Alfred Health guidelines, policies and procedures;
☐ Ensure all staff (either Alfred Health employees or agency contractors) follow policies and procedures required to protect and support the health and wellbeing of residents and staff;
☐ Ensure that all hotels have completed audits and action lists completed and actioned appropriately;
☐ Escalate all clinical concerns to the Infection Prevention Manager (HSS) or the relevant Clinical Manager;
☐ Identifying and escalating any breaches in PPE;
☐ Monitoring stocks of PPE and cleaning materials (eg hand rub or Clinell wipes);
☐ Participate where relevant in hotel huddle meetings with other program leads from within Alfred Health and external agencies such as CQV, DJCS, DHHS, Spotless, Victoria Police;
☐ Serve as an Infection Prevention and Control resource and subject matter expert within the hotels;
☐ Work closely with the Infection Prevention Manager (HSS) and Clinical Manager to ensure that the standard of care and practice within the hotels meets Alfred Health Infection Prevention Standards.

PRIORITY ACTIONS:

1. Staff and passenger safety and support is at the forefront of everything you do;
2. Ensure staff are inducted and orientated to their role, procedures and environment;
3. Ensure staff adhere to Infection Prevention guidelines following strict social distancing rules, use of PPE and hand hygiene. This includes Infection Prevention education in particular donning and doffing PPE and ensure IP Team have completed all necessary LEX training;
4. Work in partnership with Alfred Health Clinical Team Leader to monitor and maintain an adequate supply of equipment, PPE and office supplies.
DELEGATION AND SUPERVISION

- You will operate within the scope of the Infection Prevention Lead position description;
- Matters requiring escalation notification for issues that cannot be resolved at the local level:
  - **For clinical issues:**
    - Clinical Manager Hotels 0700 – 1700
    - After Hours Clinical Manager (on-call) Alfred Health 1700 -0700

KEY CAPABILITIES

- Managing relationships with clients and stakeholders;
- Optimising and improving processes and the overall approach where necessary;
- Working as part large and diverse teams.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for resident safety, quality and risk and contribute to organisational quality and safety initiatives;
- Follow organisational safety, quality and risk policies and guidelines;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself;
- Promote and participate in the evaluation and continuous improvement processes;
- Comply with principles of Patient Centred Care;
- Comply with Alfred Health mandatory continuing professional development requirements;
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements;
- Maintain responsibility for supporting enterprise security.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines;
- Comply with relevant privacy legislation;
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health;
- Comply with Alfred Health medication management and medication safety policies and guidelines;
- In this position, you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline;

QUALIFICATIONS/EXPERIENCE REQUIRED

**Essential**

- Relevant recent experience or evidence of an interest in Infection Prevention required;
- Previous project management desirable;
- Infection Prevention and Control Qualifications desirable;
- Registered Nurse
- Written and verbal communication skills;
- Capacity to manage high stress situations;
- Ability to multi-task and manage various project elements simultaneously;
- Leadership skills;
- Big-picture thinking and vision;
- Attention to detail;
- Conflict resolution skills.
COMMITMENT TO CHILD SAFETY

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

Position Description authorised by: Maria Logan (Director of Operations, Hotel Support Services)

Date: 12 January 2021