# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

**Job Title:** Infection Control Administrator  
**Responsible to:** HAI Quality Improvement Facilitator (HAI-QIF)  
**Department and Base:** Area Laboratory, Borders General Hospital  
**Job Reference:** SS813  
**Last Update:** 03 March 2014

## 2. JOB PURPOSE

The Infection Control Administrator supports and assists the HAI-QIF in the daily operational issues within the IPCT.

This includes:
- Developing and maintaining a range of infection control related spreadsheets
- Developing, implementing and managing other databases required by the IPCT
- Produce monthly statistical reports
- Web administration i.e. management of internet and intranet Infection Control web sites
- Provide administrative support to the team for the development, implementation and review of the NHS Borders Annual Infection Control Programme and contribute to the Annual Infection Control Report
- Provide administrative support to the team for the development, implementation and review of the NHS Borders Infection Control Policies
- Work as a member of the Infection Prevention & Control Team.

## 3. SCOPE AND RANGE

NHS Borders Infection Prevention & Control Team provides Infection Control Services across acute and the wider community sectors. The Borders General Hospital provides acute care across a range of specialities in medicine and surgery (including haematology, orthopaedics, ear, nose and throat, urology, paediatrics and special care, women’s and reproductive health, intensive care, accident and emergency) as well as long stay medicine for the elderly. It provides care in small specialist units for renal dialysis, Macmillan centre for palliative care, Borders Eye Centre as well as diagnostics, therapies, support and mortuary facilities. A laundry, clinical and domestic waste incinerator and Area Sterilisation and Decontamination Unit are also contained on the main site. The community sector includes 4 community and 4 day hospitals, 23 general practices, 8 in-patient, 6 day unit and 9 community, Mental Health and Learning Disability facilities over 30 Care homes and several pre-school education providers. Healthcare is also provided in private contractors’ premises in Dentistry, Podiatry and Optometry.
4. ORGANISATIONAL POSITION

NHS Borders Infection Prevention & Control Team
February 2014

5. MAIN DUTIES AND RESPONSIBILITIES

Service Delivery
- To work as a member of the Infection Prevention & Control Team
- Maintaining and managing team diaries
- To support the team to implement and review Infection Control Policies, including support the collection, analysis and reporting of performance and compliance information as required
- To co-ordinate the administration of evidence for peer review or Healthcare Environment Inspectorate (HEI) assessment
- To support the ICT to meet timelines for national and local HAI agendas.

IT Systems
- Manage the Internet and Intranet web sites relative to Infection Control
- Analyse, programme, implement, maintain/update and support all IT/web based applications (e.g. Intranet) supporting the ICT
- Monitor and amend the Infection Control Committee (ICC) policies on the Intranet in liaison with IPCT
- Design, implement and manage data collection systems and data management systems for specific audit/project work.
Education and Training

- Contribute to the identification of training needs in infection control and the prevention of healthcare associated infection across NHS Borders
- Support the development, delivery and evaluation of induction, education and training programme/s to all staff
- Support NHS Borders’ staff’s enrolment and access to the NHS Education Scotland training programme “Cleanliness Champions” (CCP) and participate in the monthly programmes for staff within the learning resource centre
- Organise training venues, equipment, logistics as required to achieve effective training attendance and delivery of same
- Manage the maintenance of all equipment and materials relating to the effective delivery and evaluation of training
- Undertake additional projects as agreed in the Annual Infection Control Programme.

Reports

- Formulate written, graphical and statistical reports to agreed timescales Team e.g. bi-monthly, quarterly, annual reports to clinicians/managers and Infection Prevention & Control Team
- Provide information for the production of progress, annual and other reports as requested and where appropriate present findings at relevant forums within and outwith NHS Borders
- Maintain a high degree of accuracy and minimize errors in information gathered from computer and paper records to ensure valid and reliable data is recorded
- To support the senior ICM/SNIC and consultant microbiologist with collation of information for the production of the Infection control Annual report and other reports required for committees, Board meetings and outside agencies e.g. HPS/Scottish Government
- Maintain the confidentiality of patient, clinical data and NHS Borders at all times and meet the requirements of the Data Protection Act.

Meetings/Committees

- Arranging a wide variety of meetings, often requiring coordination with a broad range of individuals across a number of organisations. Agreeing dates, venues and facilities for meetings. Gathering, preparing collating and distributing agendas, minutes and relevant materials. Accurate taking and transcribing of minutes. Taking appropriate follow up action
- Key member of the IPCT and Infection Control Committee and other committees as required fulfilling the responsibility of the post
- Provide full administrative support, arrange and attend meetings of the Infection Prevention & Control Team and meetings as required fulfilling the responsibility of the post.

Information Resources

- Manage information resources for Infection Control and ensure all public information is inclusive across NHS Borders
- Design new and local materials as required in accordance with National and Local Policy
- Support the Infection Prevention & Control Team in the development and utilisation of information systems to support HAI Infection Control surveillance, performance management, and risk management
- To collate and analyse information from infection control audits as required.

Other

- Undertake ad hoc duties as required to commensurate with the grade of the post.
6. SYSTEMS AND EQUIPMENT

Extensive keyboard use for prolonged periods on PC: Microsoft Office suite – Microsoft Outlook, Internet Explorer, in order to produce protocols, procedures, policies, newsletters. To monitor outbreaks, epidemiology and prepare information statistics or for presentation to all levels of staff within NHS Borders as well as to the general public and other external agencies or statutory bodies.

The postholder must have excellent keyboards skills and be able to use the following Information Technology packages:

- MS Word
- MS Excel
- MS Access
- MS PowerPoint
- MS Publisher
- MS Outlook
- Internet/Intranet
- Adobe Acrobat Writer/Reader
- Chartrunner.

Use of, Trakcare and ICNet to support the ICT with monitoring the management and movement of patients presenting infection control risks within the healthcare setting.

Hardware:
- Computer e.g. VDU, Keyboard, Printers etc.
- Photocopier
- Fax Machine.

7. DECISIONS AND JUDGEMENTS

- The work of the Infection Control Administrator will be managed by the HAI-QIF. However, the Infection Control Administrator will be expected to work independently to achieve agreed objectives
- Will demonstrate a high degree of discretion with regard to sensitive and confidential patient information, some of which may be required for medico-legal purposes
- Manage work time flexibly to ensure compliance with set deadlines
- Collaborates and reports on the efficiency of Training and IT systems in Infection Control to inform future practices.

8. COMMUNICATIONS AND RELATIONSHIPS

Internal
- NHS Directors
- The ICD and Microbiology Lab
- IPCT, Health Protection Team, Occupational Health, Estates & Facilities, General Services
- Heads of Departments (Multi-Disciplinary)
- Health Care Workers (HCWs) (Multi-Disciplinary).
**External**
- Staff throughout NHS Borders
- Other agencies such as Health Protection Scotland, NHS Education for Scotland.

**Good Communication skills:**
- Able to communicate with all levels of clinical and non-clinical staff within NHS Borders
- Strong Presentation Skills.

### 9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Is expected to meet the unpredictable demands of the post which include:

**Physical Effort**
- Walking, sitting and standing are integral parts of the role – as is long periods focusing on VDU screens

**Mental Effort**
- Mental stamina for frequent and long periods of concentration.
- A high level of concentration and working with speed and accuracy when compiling reports and statistical information

**Working Conditions**
- Administrative and managerial duties, recording of information electronically requiring good keyboard skills and in-depth knowledge of Microsoft Office packages
- Working flexibly through the working day/out of normal working hours, responding to the needs of the IPCT

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- To work with a range of healthcare professionals and members of the public as necessary, ensuring a high level of diplomacy, discretion and professionalism
- Ensure Infection Control information is accurately updated accordingly for public and staff and remain flexible to meet the demands of changes with the Infection Control Service
- Responsible for maintaining one or more information systems where this is a significant job responsibility thereby ensuring that accurate information is readily available for ICT, groups, management and outside agencies
- Physical and psychological effort for working with a computer for long periods at a time and using advanced keyboard skills ensuring all work is accurate and of a high standard
- Highly developed organisational skills to meet the needs of the ICT
- Knowledge acquisition of subject matter, often within a short timescale
- Remain courteous at all times.
## 11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

### Qualifications
- HNC/HND Administration, or equivalent level of experience
- Maths and English higher grades or equivalent
- Business/office skills/IT qualification/typing qualification

### Experience
- Word processing
- Use of spreadsheets and formulas including generating graphs
- Use of databases
- Use of presentation software.
- Experience of maintaining internet/intranet sites
- Experience of using hyperlinks in documents
- Supervisory Experience

### Skills
- Proven Keyboard skills
- Proven Computer skills
- Good communication / organisational skills
- Excellent telephone manner
- Dealing with public
- Handling Difficult People

### Personal Qualities
- Able to work in a small team
- Flexible – willing to cover and assist with workloads
- Enthusiastic and committed
- Good written presentation
- Interview – good verbal communication
- Team player - willingness to support others and to carry on with jobs started but not completed.
- Ability to cross cover posts at short notice.

### Knowledge
- Knowledge of Microsoft Office software or equivalent
- Limited Medical Terminology
- Knowledge of NHS and/or Social Service structure, function, policies and procedures
- Knowledge of Infection Control
- Cleanliness Champion
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<tr>
<th>Person Specification – Knowledge, Training and Experience Required</th>
<th>Essential</th>
<th>Desirable</th>
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TERMS AND CONDITIONS

Grade and salary: Band 4: £19,202 - £22,236 per annum
Fixed term until 31/01/2016

Hours of work: 22.5 hours per week

Annual leave: 27 days per annum pro rata
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbooks.

Public Holidays: 8 days per annum pro rata on dates designated by NHS Borders
Details of other types of leave entitlement (such as sick leave) are set out in the Agenda for Change handbook.

Superannuation: The post-holder is entitled to join the NHS superannuation pension scheme.

If Unsuccessful:
If you have NOT heard from us within 4 WEEKS of the closing date, then we regret that your application has not been successful on this occasion. However, we appreciate your interest in working with NHS Borders and your time and effort in completing the application form. We would welcome your application for future posts.

Equal Opportunities:
In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity,
- race, religion and belief, sex and sexual orientation.
- Trade Union membership.

Disclosure checks:
We carry out criminal record checks on new staff who fall within certain staff groups within NHS Borders, through Disclosure Scotland. We send out Disclosure Forms to all shortlisted candidates for these staff groups, and ask for these to be completed and returned at interview. If a successful-at-interview candidate forgets to bring their completed form to interview, then they will be required to return the form (and proofs of identity) within 7 days, otherwise the provisional job offer will be withdrawn. Unsuccessful candidates forms will be shredded.

The Rehabilitation of Offenders Act does not apply to this post.
Mandatory Induction Standards for Healthcare Support Workers in Scotland:
Your performance must comply with the Mandatory Induction Standards for Healthcare Support Workers in Scotland and with the Code of Conduct for Healthcare Support Workers (in line with CEL 23 (2010)), both subject to amendment from time to time, which are attached.

If, despite ongoing support, you fail to adhere to the Standards or to comply with the code, your performance will be managed in line with the NHS Borders Management of Employee Capability Policy and could result in the termination of your employment with NHS Borders.

Tobacco policy:
We have a Tobacco policy in place. When selecting staff, we do not discriminate against applicants who smoke, but staff must observe our policy on smoking.

Hepatitis B:
We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.
If your work involves exposure-prone procedures, you must keep to the document “Protecting Health Care Workers and Patients from Hepatitis B”, and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will investigate to find out whether you are Hepatitis B positive or not.

Health and Safety at Work:
You must take look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the NHS Borders’ Health & Safety Adviser.

The closing date for completed application forms is: 5pm on Wednesday 24 September 2014