



ROLE DESCRIPTION

Role Title:	Nurse/Midwife Consultant – Health Care Infection Surveillance Coordinator
Classification Code:	Registered Nurse/Midwife Level 3
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster	
Division:	Public Health
Department/Section / Unit/ Ward:	Communicable Disease Control Branch, Infection Control Section
Role reports to:	Nursing Director Infection Control Service
Role Created/ Reviewed Date:	March 2019, updated December 2023
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children’s Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Healthcare Infection Surveillance Coordinator is responsible for the central collection, analysis and interpretation of healthcare associated infection data and the production of regular surveillance reports, which are used to improve clinical outcomes for patients.

The role includes:

- development and dissemination of up-to-date surveillance definitions and training of data contributors in their application and correct use of the state-wide infection surveillance data management system.
- provision of specialist advice on infection surveillance and prevention to the public, other government departments, and other health professionals at both State and National level.

The incumbent may also assist with the investigation of cases of possible healthcare-related transmission of multidrug-resistant microorganisms, blood borne viruses and other notifiable diseases, and contribute to the provision of written and verbal advice to infection control professionals on the management of healthcare associated infections.

Direct Reports:

> Nil

Key Relationships/ Interactions:Internal

- > Maintains cooperative and productive working relationships with all members of the Infection Control Service team and other units within the Communicable Disease Control Branch.
- > Accountable to the Director, Communicable Disease Control Branch and reports to the Director, Infection Control Service Section (ICS).

External

- > Maintains close collaborative working relationships with all level 3 and level 4 Nurses/ Midwives responsible for infection prevention and control through provision of individual advice and support and attendance at relevant meetings;
- > May also provide specialist advice on healthcare associated infection to other government organisations/agencies;
- > May on occasion be required to liaise with surveillance coordinators and epidemiologists within other Branches of the Department.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Keeping abreast of the changing epidemiology of antibiotic resistance and ensuring that surveillance indicators capture new and emerging resistances; may require liaison with infectious diseases physicians and/or laboratory scientists.
- > Ongoing workforce changes require frequent training of new staff in LHNs who are responsible for providing surveillance data; these staff may have limited computer skills.
- > Problem solving skills are called on to create new and innovative ways to streamline processes and provide robust data quality assurance.

Delegations:

- > None

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB Reference to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA)* and Regulations
- > *Controlled Substances Act 1984 (SA)* and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health/LHN/SAAS policies, procedures and standards

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the Aged care Act 1997 (Cth).
- > For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons Act (2016))*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > All staff to achieve the learning outcomes defined for levels one and two as per The Aboriginal Cultural Learning Framework. Additionally, managers and staff in leadership roles will be required to achieve the learning outcomes defined for level three of this framework.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Expert clinical knowledge underpins and informs the ability to support, lead and/or provide expert clinical care to improve and optimise nursing/midwifery care. > Contribute expert nursing/midwifery assessment and advice to local clinical teams to achieve integrated nursing/midwifery care within a risk management framework by: <ul style="list-style-type: none"> o Providing expert advice to infection control nurses and other clinicians on the interpretation of infection surveillance definitions and collection of accurate and meaningful data. o Providing expert clinical advice on the investigation and control of outbreaks of antibiotic resistant organisms, and the collection of relevant specimens for investigation, as required. > Provide general telephone advice on nosocomial infection risks and control of infection to other health professionals and members of the public from metropolitan and rural areas in South Australia.
Support of health service systems	<ul style="list-style-type: none"> > Use available information systems: to inform decision making, to implement and co-ordinate processes for quality improvement, to monitor and analyse infection surveillance data, and convey relevant information to stakeholders. > Maintain and advise on further development of the state-wide infection information management system to streamline data collection by infection control professionals at the individual hospital sites and provide technical support where required. > Coordinate the design and preparation of reports to individual contributors and the relevant state-wide governance committees and ensuring their timely distribution. > Provide summary healthcare associated infection data to external bodies (e.g. Australian Institute for Health and Welfare) for national reporting as required; > Assist with the collection and recording of data pertaining to the Critical Antibiotic Resistance Alert program and participate in outbreak control meetings as required. > Contribute specific expertise to nursing/midwifery practice through clinical protocol and standards development in the field of healthcare infection surveillance.
Education	<ul style="list-style-type: none"> > Hold a contemporary professional practice portfolio containing evidence of postgraduate qualifications, learning and practice experience that underpin a demonstrable application of knowledge and skills commensurate with the level and type of practice expected of the role. > Apply and share expert clinical knowledge to improve patient/client care outcomes by training nursing staff responsible for data collection in the application of indicator definitions to ensure that only high-quality data are collected. > Contribute clinical expertise to learning environments, which may include individual/team capability development and/or post registration clinical teaching
Research	<ul style="list-style-type: none"> > Contributes specific expertise in the field of infection surveillance to monitor and evaluate research activities in order to improve nursing or midwifery practice and service delivery. > Establishing, implementing and evaluating systems, which ensure best practice/evidence and patient/client outcomes by contributing to the establishment of appropriate surveillance programs for additional infection indicators, as required. > Applies evidenced based recommendations to improve practice and

	service function by identifying appropriate areas for infection prevention interventions and monitoring the effectiveness of such interventions as applied in the individual healthcare facilities.
Professional leadership	<ul style="list-style-type: none"> > Provides leadership and direction, acts a role model, mentor, consultant and resource person in the field of healthcare associated infection surveillance. > Lead nursing/midwifery clinical practice within the professional practice framework established by the Director of Nursing/Midwifery and/or lead a multidisciplinary team. > Contribute to the redesign of care and treatment practices.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Registered or eligible for registration as a Nurse/Midwife with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills:

- > Possess high level analytical skills and the ability to apply the techniques of an epidemiological investigation.
- > Demonstrated skills in the use of spreadsheets, word processing, large databases and statistical software.
- > Effective communication skills - written, verbal and interpersonal, combined with the ability to communicate on sensitive issues with tact and diplomacy.
- > The ability to work as part of a multi-disciplinary team and autonomously with limited supervision;
- > Sound time management and organisational skills, with the ability to work to short deadlines.

Experience

- > Demonstrated experience in the application of epidemiological techniques to the analysis of infection data and the production of clear, succinct and accurate epidemiological reports.
- > Experience in delivery of healthcare worker education.

Knowledge

- > Comprehensive understanding of the causes of healthcare associated infection and the application of infection prevention and control principles.
- > Sound knowledge of surveillance systems and their application to the field of infection control.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post-graduate qualification in epidemiology, public health, or Infection Control Nursing.

Personal Abilities/Aptitudes/Skills:

- > Formal training in the use of desktop applications including MS Word, MS Excel, MS Access or statistical database packages (e.g. Epi Info, Stata, or equivalent).

Experience

- > Experience in outbreak investigation and prevention.

Knowledge

- > Detailed knowledge of healthcare associated infection surveillance systems.
- > Knowledge of the South Australian Public Health System.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Led by the Chief Public Health Officer, the PHD is a service delivery arm of the Department for Health and Wellbeing, using health protection, health promotion and preventive health approaches at a population level. The Public Health Division comprises of the following branches:

- Office of the Chief Public Health Officer
- Communicable Disease Control Branch
- Health Protection and Regulation
- Public Health Planning and Response

The Public Health Planning and Response Directorate supports the statutory role of the CPHO, LHNs, Local Government and other partners to prepare and respond to health emergencies, other public health challenges and manage blood supply and organ and tissue donation. The Communicable Disease Control Branch works to control communicable and infectious diseases at a population level in South Australia including health biosecurity at our borders. The Health Protection and Regulation Directorate has responsibility for a wide range of health protection functions through policy development, legislation and provision of technical advice, delivery of health protection programs and the management of compliance with public health legislation.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: