



POSITION DESCRIPTION

Health & Safety
Chief Operating Officer Portfolio

Clinical Nurse Consultant - Infection Control Coordinator

POSITION NO	0050502
CLASSIFICATION	UOM 9
SALARY	Total Package Circa \$150,000 (inclusive of Superannuation & allowances)
SUPERANNUATION	Employer contribution of up to 17% (negotiable)
EMPLOYMENT TYPE	6-12 Months Fixed Term / Contractor
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
CURRENT OCCUPANT	New Role
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<i>Talent Acquisition Team</i> <i>MDHSTalent-Acquisition@unimelb.edu.au</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Infection Control Coordinator is responsible for ensuring the provision of high-quality Infectious disease control; This will include prevention, management and supporting the containment of potentially infected students within the Universities accommodation providers and affiliates.

The Infection Control Coordinator is responsible for implementation and delivery of all 'Infectious Disease Control' protocols within the accommodation provider and affiliates housing, including regional housing.

The key element of this role is ensuring a high level of care is provided to our on-site students, which will include putting best practice measures in place to prevent infection and developing frameworks for when infection is identified and isolation is required, both self-isolating and isolation of infected students. Carry out protocols and ensure there is oversight of isolated students that may deteriorate in health requiring immediate medical intervention.

The Infection Control Coordinator reports directly to the Associate Director of Health & Safety

Selection Criteria

1.1 ESSENTIAL

- ▶ Current AHPRA Registration as a Division 1 Registered Nurse with specialty qualifications in infection control or public health
- ▶ Clinical experience in the management of nursing staff and the development of protocols and procedures for the management of infectious diseases
- ▶ High-level organisational skills and the demonstrated ability to respond to changing priorities, including leadership skills and the capacity to initiate, embrace and foster change.
- ▶ Ability to educate, train and foster best practice amongst lay staff /non-medical staff around infectious disease management
- ▶ Computer literacy skills and an ability and willingness to learn new programs and applications
- ▶ Ability to actively listen, and excellent negotiation skills
- ▶ Excellent interpersonal skills, including the proven ability to effectively communicate with a cohort of students.
- ▶ Specific nursing and health promotion experience in the field of infection control or public health
- ▶ Knowledge of relevant statutes, legislation, regulations and compliance requirements in the management of infectious diseases.
- ▶ Ability to manage and prioritise use of allocated resources effectively, to ensure best outcomes

1.2 DESIRABLE

- ▶ Experience in the provision of services in a clinical population (preferably focused on a young adult population)
- ▶ Sound knowledge of Environmental Health and Safety principles in the workplace.
- ▶ Membership of appropriate professional organisations.
- ▶ A comprehensive and clear understanding of general practice trends and initiatives.

2. Special Requirements

- ▶ Implementation and involvement in professional development activities that ensure awareness of trends and developments in the provision infectious disease prevention and management
- ▶ Membership of appropriate professional organisations.
- ▶ Practice accreditation experience.

3. Key Responsibilities

3.1 CLINICAL LEADERSHIP

The Infection Control Coordinator will:

- ▶ Manage the provision of all infection control, including prevention and management required in the accommodation provider and affiliates and configure these services accordingly This includes allocation of duties and responsibilities to the employees on site in the accommodation provider and affiliate buildings.
- ▶ Ensure that all work responsibilities are allocated in a fair and equitable manner, and that staff assigned to these duties are knowledgeable, competent and professional in the provision of services. The Infection Control Coordinator will be required to demonstrate and teach appropriate infectious disease prevention and management skills to other staff where necessary.
- ▶ Support and encourage all students to carry out good infectious disease prevention practices.
- ▶ Provide expert advice and support to all students as required.
- ▶ Oversee the management of specifically assigned infection control prevention practices, including dissemination of health alerts, infection control, risk management and maintenance of student privacy.
- ▶ In the event of a confirmed case, provide leadership to maximise the Universities chances of containment.
- ▶ In line with best practice and principals of continuous quality improvements, provide expert advice around opportunities to initiate change; including identifying and growing a stream of work that focuses on a proactive infectious disease prevention. This would entail creating a strategy, plan and budget and also identifying capabilities and resourcing needed to offer such a service.
- ▶ Participate in the Health & safety management team providing expert infectious disease prevention and management advice.
- ▶ Provide leadership in quality improvement and risk management, ensuring that systems support safe and best clinical practice to all students;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

3.2 PROFESSIONAL RESPONSIBILITIES

- ▶ Ensure, appropriate nursing care and support for infected students
- ▶ Providing advice to the University on isolation
- ▶ Ensure that all the required equipment is available within the housing to monitor the health of the isolated students.

- ▶ Ensure that training is provided for staff at the accommodation provider and affiliates to recognise potential infection issues.
- ▶ As the nominated responsible person delegated to care for these students ensure this is to the relevant legislation, and within the restrictions of the permit.
- ▶ Manage the promotion of Infectious disease prevention within accommodation provider and affiliates locations. This will incorporate the dissemination of hygiene promotion material and equipment

3.3 FINANCIAL AND RESOURCE MANAGEMENT

- ▶ Monthly auditing of medical consumables, medication, including a balance against stock on hand, and seeking resolution to any discrepancies.
- ▶ Identifying medical consumables required by the accommodation provider and affiliates and making specific recommendation for the purchase and regular testing of all medical equipment; including, medical supplies and ensure that these are appropriate and relevant for the practice and sourced at competitive prices.
- ▶ Ensuring compliance with all regulations and documentation concerning financial transactions within the University.

3.4 LIAISON

The Infection Control Coordinator will regularly liaise with staff in the accommodation provider, affiliates and COVID 19 management team.

The Infection Control Coordinator has responsibility for:

- ▶ The Environment Health and Safety Audit of the accommodation provider and affiliates
- ▶ The collation of material relevant to the prevention of COVID19

3.5 ADDITIONAL DUTIES

- ▶ The Infection Control Coordinator will undertake additional relevant duties as required by the Associate Director of Health & Safety.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Infection Control Coordinator has a degree of autonomy and operates using their own initiative receiving only broad direction from the Associate Director, Health & Safety.

The Infection Control Coordinator assumes general nurse managerial responsibilities and follows the infectious disease prevention protocols as set out in the operational response plan, they will be required to demonstrate initiative in responding to emergency situations in the appropriate management of medical issues that may arise in their everyday duties.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Infection Control Coordinator relies heavily on their own personal and professional judgement in undertaking the duties and responsibilities of the position. They must be prepared to make clinical and other judgements related to their duties without having access to an immediate reference point or supervisor.

A critical aspect of this role is the development of close working relationships with the students and staff located at the accommodation provider and affiliates.

The Infection Control Coordinator relies on their own judgement in making relevant decisions, and also on their own skill and supervision in ensuring that staff working under their direction understand and adhere to protocols developed for infectious disease control.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Infection Control Coordinator will need to demonstrate:

- ▶ Clear understanding of the complexities and nuances in providing nursing and support to a student cohort, including the management of Infectious Disease Control matters.
- ▶ Knowledge of relevant legislation, operational protocols and best practice in the delivery of these services. This includes awareness of the need to conform to the regulations of the Health Insurance Commission and Health Insurance bodies and to Occupational Health legislation.
- ▶ An understanding of the organisational structure of the University, and the relationship of the Health & Safety Service to other areas in University Services.
- ▶ Understanding of University policies and procedures, as they relate to the operation of the Health & Safety

4.4 RESOURCE MANAGEMENT

The Infection Control Coordinator is responsible for a large amount of clinical stock, including ordering, rotation and appropriate storage of medical consumables. They are also responsible for the routine testing and maintenance of all medical equipment as per manufacturer's instructions and in accordance with accreditation requirements.

4.5 BREADTH OF THE POSITION

The Infection Control Coordinator has a critical and pivotal role in the provision of excellent nursing and infectious disease prevention services. The position requires the capacity to develop and deliver an infectious disease control service to students in the first instance, and the Health & Safety Service as a whole: it encompasses not only direct nursing services but also financial and resource management, development and implementation of policy and procedures, and involvement in a wide range of health promotion activities.

The Infection Control Coordinator is responsible for ensuring that the Health & Safety Service achieves and maintains accredited Infections disease prevention and control in all accommodation provider and affiliates and adheres to the Environmental Health and Safety requirements of the university.

5. Other Information

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at hr.unimelb.edu.au/careers.

THE UNIVERSITY OF MELBOURNE'S STRATEGIC PLAN 2020-2030:

ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

■ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

■ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

■ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel