

## Job Details

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Job Title: Matron Nurse Infection Prevention and Control

Hours of Work: 37.5

Band or Grade: 8a

Department: Infection Prevention and Control

Division: Corporate Nursing and Governance

Base: RAEI

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## Reporting Arrangements

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Managerially Accountable to: Deputy Director Infection Prevention and Control

Professionally Accountable to: Deputy Director of Nursing

Responsible for: Infection Prevention and Control nursing team, including registered and clerical staff.

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## Job Purpose

The post holder will work with the support of the Director of Infection Prevention and Control and Deputy Director Infection Prevention and Control to provide assurance to the Trust Board that best practice is embedded and embraced at all levels of the organisation and that this be reflected in performance against key IPC indicators, patient safety and patient experience.

The post holder will provide Infection Prevention and Control advice to the Trust, patients, and all healthcare employees of Wrightington, Wigan and Leigh NHS Foundation Trust. Working with the Director and Deputy Director Infection Prevention and Control and the Infection Control Doctors, the post holder will be the day-to-day co-ordinator and clinical nurse lead for the delivery of an effective, efficient, and quality service for the prevention, surveillance and prevention and control of infection across the Trust, including both Community and Hospital settings.

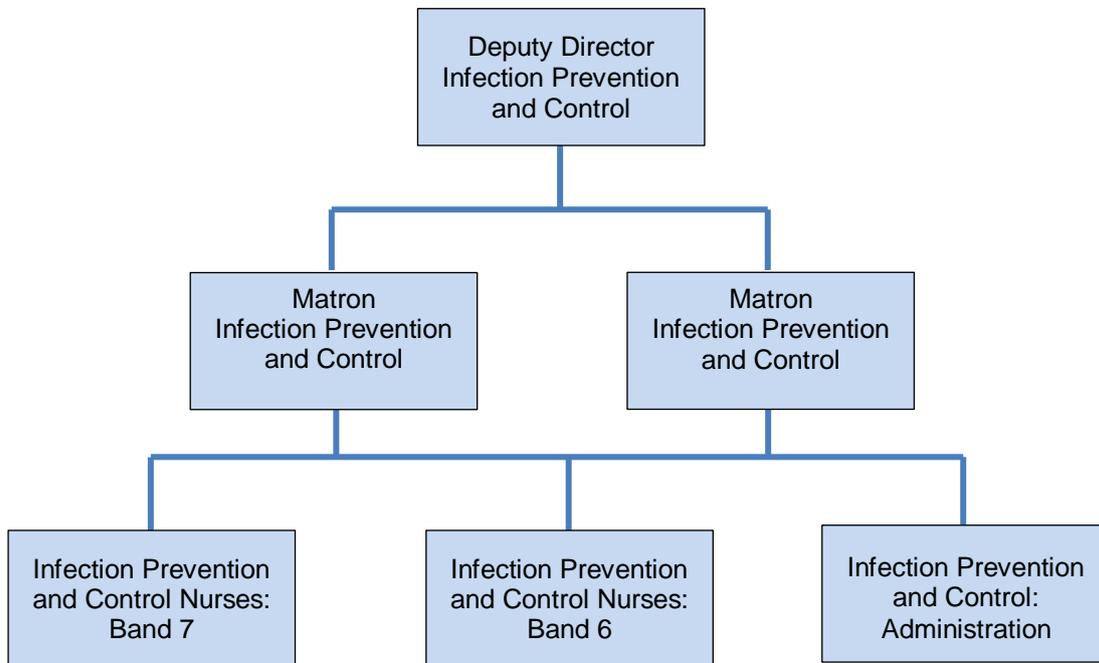
The post encompasses a significant level of nursing education, training and leadership responsibilities for the Infection Prevention and Control Nurses in co-ordinating the above.

The post holder will be a key member of the Infection Prevention and Control Team and of the Trust Infection Prevention and Control Group, and as such will play a major role in the provision of the Infection Prevention and Control Nursing Service within the Trust.

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## Organisation Chart

The organisational chart shows the position of the job within the department/ service, indicating any services/ functions directly managed.



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## Duties and Responsibilities

### Key results for the job holder: 8a Matron Infection Prevention and Control

Working as a key member within the Infection Control Team and with clinical colleagues, monitor infection control rates and take forward those actions and changes necessary to reduce the incidence.

Provide leadership to the Trust Infection Prevention and Control Programme in order to ensure a high profile of infection prevention and control across the areas operational service delivery.

The post holder will make a significant contribution to the work led by the Chief Nurse /DIPC and DDIPC to ensure the Trust enhances its compliance with the Health and Social Care Act 2008, and ensures the provision of a safe, clean patient care environment.

To have personal responsibility and accountability for Infection Prevention and Control practice within their sphere of responsibility.

Act as the Infection Prevention and Control First Point of Contact within WWL Trust services: inclusive of Community and Hospital settings. Work in partnership with the Matron IPC to lead and support the Infection Prevention and Control Nurses in their roles and deputise for the Deputy Director Infection Prevention and Control Nurse in their absence.

Maintain a high clinical profile, observing prevention and control of infection procedures. Develop and advise on care plans that reflect best practice guidelines including the education of patients, relatives, and the exchange of information to ensure continuity of infection prevention and control practices.

Co-ordinate the activities of the Infection Prevention and Control Nurses and to identify their training needs through the staff's annual Personal Development Review (PDR) process.

Co-ordinate the investigation of outbreaks of infection and introduce control measures as appropriate, liaising with the Patient Flow Team, Bed Managers, and other Divisional Managers to ensure that throughput of activity is not impaired and safety measures are maintained.

Deputise as required for the Deputy Director of Infection Prevention and Control in the Risk Management and Clinical Governance frameworks for the Trust and participate as required with relevant infection prevention and control issues.

Act independently and make clinical decisions on behalf of the Deputy Director of Infection Prevention and Control in line with managing the Infection Prevention and Control Nursing Service. Be accountable for own actions.

Contribute to the development and implementation of Trust policies and protocols with other relevant external agencies relating to infection prevention and control. Ensure that all Infection Prevention and Control policies and procedures are subject to review in line with research development, National guidance and requirements of The Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance.

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The post holder will lead for the Estates and Facilities interface with infection control and any actions required to address any presenting infection control issues across the Trust.

The post holder will play a key role in developing a partnership relationship with the clinical team leaders. The post holder will be an effective communicator and an excellent team worker.

The post holder will have a key role in delivering initiatives to reduce the incidence of healthcare associated infections (HCAI). They will also be responsible for standards of environment and equipment cleanliness in line with the new NHS Cleaning standards, and the reduction of HCAI and monitoring to the new standards.

To be responsible for the implementation of strategies and actions which reduce the risk of HCAI.

To work in collaboration with Estates and Facilities colleagues to provide assurance around compliance with the legislation and regulatory requirements, including, not restricted to Health technical memoranda (HTM), Health Building Notes (HBN), as applicable within the Trust Estates and Facilities.

Working collaboratively with Estates colleagues to lead actions to improve standards of cleanliness within areas of responsibility and support the monthly compliance of Water safety and Ventilation.

Work collaboratively with Facilities colleagues to lead actions to improve standards of cleanliness within areas of responsibility, including participation in Environmental Cleanliness Audits, PLACE Programme, cleanliness and hand hygiene compliance, the monitoring and delivering of the NHS Cleaning standards.

To provide expert advice, and professional leadership in relation to estates, environment, equipment, ventilation, and water quality, in collaboration with the Estates Team to ensure governance and to improve operational patient safety.

Work closely with Divisions, Estates and Medical Equipment Teams with purchase of equipment, new builds or refurbishment works, including review of design briefs, construction, and development projects through to completion of works.

The post holder will work collaboratively with the user groups and design team members at the planning and during the construction phases of developments within the Trust estate, ensuring consideration is given to space utilisation throughout the Trust in anticipation of the Trust's strategic direction and working through development schedules, planning, and room layouts with the appropriate design/ planning teams.

The post holder will engage the clinical management teams in preparation of a new scheme or service variation or decommissioning or moves or transfers of services to ensure the Trust's clinical and corporate governance requirements are adhered to and operational services continues.

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Work closely with Estates and external partners to ensure best practice and compliance with national guidance in any building or maintenance projects.

The post holder will be a key member of the monthly compliance stakeholder groups i.e. medical equipment (including sterile surgical supplies), medical gases, water safety and ventilation groups and actively participate to seek safe assurances.

### **Planning and Organisational Duties**

Responsible for the co-ordination of the Infection Prevention and Control Nurses in the prevention, surveillance, and control of infection throughout the Trust as a member of the Infection Prevention and Control Team, and act in the absence of the Infection Prevention and Control Nurses accordingly

Evaluate new techniques and equipment with reference to infection prevention and control procedures and practices.

Co-ordinate the regular audit of infection prevention and control measures and propose updates to policies /protocols as and when necessary, in conjunction with the Infection Deputy Director of Prevention and Control.

Give relevant specialist advice to the planning and upgrading of facilities and capital projects as required across the Trust. Ensure that equipment purchase and building work meets infection prevention and control requirements.

In conjunction with the Deputy Director Infection Prevention and Control provide specialist infection prevention and control advice on the preparation of tender specifications for relevant services.

On behalf of the Deputy Director Infection Prevention and Control review national/ local documents/ guidance and advise the Trust accordingly on their nursing impact on infection prevention and control. Advise the Trust with regards to compliance with infection prevention and control policies, guidance and, in particular mandatory and statutory regulations.

### **Communications and Key Working Relationships**

Provide specialist infection prevention and control advice and expertise to the multi-disciplinary team of Trust personnel.

Counsel patients, relatives and staff on infection prevention and control matters, including the interpretation of highly complex and sensitive issues in a manner consistent with everyone's capacity to understand. Identify, anticipate, and mitigate any barriers to acceptance, which may lead to confrontational, antagonistic, or emotionally volatile relationships.

Promote good industrial and professional relationships within the Trust and between the Trust and external organisations to enhance the image of the Trust Infection Prevention and Control Team. Represent the Trust in nursing aspects of infection prevention and control at professional meetings and conferences as delegated by the Deputy Director Infection Prevention and Control.

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Provide Infection Prevention and Control advice and support to patients and their relatives requiring Infection Prevention and Control precautions.

### **Responsibility for Finance**

Support the Deputy Director Infection Prevention and Control in maintain departmental finance and be conscious of financial implication of their advice. To deputise for the Deputy Director Infection Prevention and Control when required.

### **Responsibility for Human Resources**

Co-ordinate and lead the Infection Prevention and Control Nurses, including the planning, development and deployment of Infection Prevention and Control staff in a manner which supports the Trust's Infection Prevention and Control vision and strategy, and Department of Health initiatives.

Support the Deputy Director Infection Prevention and Control in the provision of a prevention and control of infection service and deputise in their absence as required, at Trust committees and groups in order to provide specialist infection prevention and control advice. Contribute to the role and function of the Trust Infection Prevention and Control Committee

Perform annual PDRs with the Infection Prevention and Control Nurses and identify their personal development needs in line with service requirements.

### **Responsibility for Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

### **Responsibility for Teaching**

Always operate within the scope of clinical practice and The NMC Code, actively seeking clinical supervision for oneself and providing clinical supervision to others as required.

Carry out all aspects of the role in accordance with Trust Infection Prevention and Control policies and participate in the Trust's Staff Appraisal programme.

Co-ordinate the development and delivery of the Trust Infection Prevention and Control Education Programme and develop the Infection Prevention Nurses in the delivery of the programme.

Responsible for delivering the Infection Prevention and Control Training Programme across the Trust for all healthcare professionals in relation to the prevention and management of infection. Ensure that relevant health promotion information to patients, relatives and healthcare professionals is available, regularly reviewed and updated. Instigate and develop programmes of education and training to assist changes in practice.

Undertake training of all Trust personnel (multi-disciplinary) in relevant infection prevention and control matters

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## **Work Circumstances & on-call**

To ensure that the Infection Prevention and Control office is covered adequately between the hours of 9-5 Monday to Friday as a minimum.

To take responsibility for the Infection Prevention and Control On-call nursing rota arrangements and take an equal share of evening, weekend, and bank holiday 'On-call' duties, covering the Trust. Payment is for telephone advice only and is in accordance with Agenda for Change Handbook rates.

## **Standard Duties and Responsibilities**

The Trust operates a No Smoking Policy.

All Wroughtington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e., with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the General Data Protection Regulations 2016, Data Protection Act 2018 and Information Governance Principles – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health and Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person, or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in

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dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal, and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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This document is also available in audio, large print, Braille, and other languages upon request. For more information call 01942 773106.

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