



## Job Description

<b>Post:</b>	Trust Infection Control Lead
<b>Location:</b>	Central Office, East Court, Doctors Hill, Wookey, Wells, Somerset, BA5 1AR
<b>Pay scale:</b>	£ 12.47 per hour
<b>Work pattern:</b>	22 hours per week (up to 37.5 hours per week) negotiable work pattern
<b>Hours per week:</b>	22 hours but could be negotiated to 37.5 hours
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Infection Prevention and Control across all services within Orchard Vale Trust

### Overall Purpose and Objectives

This role is responsible for the delivery of Orchard Vale Trust's Infection Prevention and Control processes across all services within the Trust, including the 4 residential care homes and the Community and Day service.

This role will ensure that Infection Prevention and Control are delivered to high standards and are embedded in the practice of all services and individuals across the Trust. The Infection Control Lead will work closely with the Senior Management Team in each service supporting training, developing effective practice and processes for effective Infection Prevention and Control.

This role needs to be a minimum of 22 hours but additional hours up to 37.5 would be considered for a candidate with the capacity to take on additional management duties in relation to supporting adults with learning disabilities and residential care. The work pattern is open to negotiation with the successful candidate.

Patron: Dame Judi Dench  
Registered Charity Number: 326940



**Main Duties, Responsibilities and Accountabilities**

**To be responsible for the safe and effective infection prevention and control across the Trust**

1. Develop new policies and processes in relation to infection prevention and control.
2. Monitor the implementation of policies and processes across all services in the Trust.
3. Ensure that the most recent advice from the Government, all regulatory and advisory bodies is reflected in policies and processes.
4. Ensure that PPE stocks are maintained and distributed across the Trust.
5. Ensure that the products used for Infection and Prevention Control are appropriate for the setting and tasks.
6. Support Senior Managers with the regular testing for COVID-19.

**To review and maintain a high standard of Infection Prevention and Control across all services in Orchard Vale Trust**

1. Create a schedule for the monitoring of Infection Prevention and Control processes in each service.
2. Conduct monthly Infection Prevention and Control audits in each service in the Trust.
3. Support service managers to develop and deliver action plans in response to monthly audits.
4. Develop a training schedule for all staff.
5. Monitor the frequency and quality of staff training in Infection Prevention and Control.
6. Keep Chief Executive informed on Infection Prevention and Control across all services in the Trust, including preparing a monthly report.



**To ensure information in relation to Infection Prevention and Control is shared effectively across the Trust**

1. Ensure that changes in guidance, policies and procedures are communicated in a timely manner to all staff.
2. Attend Senior Management meetings.
3. Co-ordinate a weekly Infection Prevention and Control Briefing with all Deputy Managers of services.

**To ensure that all administrative processes are implemented effectively**

1. Ensuring that information given in confidence by clients and/or their representatives is handled and stored in accordance with the Trust's written policies and procedures and the GDPR 2018 and Data Protection Act 2018.
2. To ensure that records are accurately kept and updated in order to comply with the Trust's policies and practices and current legislation e.g. Care Standards Act 2008, Health & Safety at Work Act.
3. To ensure that the services information technology systems are used in accordance with the Trusts written policies and procedures and the GDPR 2018 the Data Protection Act 2018.

**To assist in the development of the Trust**

1. To assist with the development of appropriate systems and procedures
2. To support fund-raising events held by OVT in accordance with its function as a charitable organization.
3. Taking reasonable care of health and safety if self, others and resources whilst at work.
4. Attending and contributing to team meetings.
5. Attending and carrying out supervision and appraisal meeting, as requested.
6. Attending training courses as required and to take responsibility for personal development.



### Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessed</u>
Qualifications	Recognised and certified training in: Infection Prevention & Control Health & Safety at Work	Level 3 or above in Health and Social Care	Application/CV
Knowledge	Knowledge of Infection Prevention and Control  Knowledge of working in a regulated Health and Social care environment  Knowledge of supporting individuals in a residential care setting  Knowledge of CQC Key Lines of Enquiry	Supporting individuals and staff teams  Knowledge of current guidance on COVID-19 in residential and social care settings	Application/CV
Experience	Previous experience working in a regulated Health and Social Care or medical service  Proven experience in communicating with teams and individuals  Experience of working in a role with responsibility for individual staff or a team	Experience working for a Charity or person-centred organisation	Application/CV  Interview
Skills	Strong proven communication skills  Good attention to detail  Ability to convey written information clearly and effectively	Ability to use Excel	Application/CV  Interview



# Orchard Vale Trust

Supporting Adults with Learning Disabilities to Live Life to the Full

Qualities	<p>A passion for high quality delivery and attention to detail</p> <p>Positive attitude towards equality and diversity with particular regards to inclusion</p> <p>Desire to work as part of a team and support a team to deliver at the highest level</p>	<p>Demonstrable commitment to promoting the welfare of vulnerable adults with learning difficulties</p> <p>Proven ability to work under pressure</p>	<p>Application/CV</p> <p>Interview</p>
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