

PUBLIC HEALTH WALES NHS TRUST

JOB DESCRIPTION

JOB DETAILS

Job Title:	Health Protection Nurse / Practitioner
Pay Band:	Band 7
Hours of Work:	37.5 per week
Department:	Health Protection Team
Division:	Health Protection
Base:	Matrix House, Swansea
Duration:	Permanent

ORGANISATIONAL ARRANGEMENTS

Accountability:

- 1. Managerially** accountable to the Lead Health Protection Nurse.
 - 2. Reporting** to the Lead Health Protection Nurse
 - 3. Professionally** accountable to the Lead Health Protection Nurse, the Executive Director of Quality, Nursing and Allied Health Professionals, and the post holder's professional regulator/registration body
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JOB PURPOSE

The Health Protection Nurse / Practitioner will work in partnership with other members of the Health Protection Team (HPT) and the wider Health Protection Division in the surveillance, prevention and control of a range of infectious diseases and other health protection issues.

The post holder will act as a senior member of the All Wales Acute Response (AWARe) service, taking part in the rota for delivering the acute service, using their specialist knowledge, skills and significant experience in responding to a range of notifications, enquiries and incidents, providing expert health protection advice to other health professionals and members of the public.

As a senior member of the team, the post holder will also act as AWARe Coordinator (on a rota with other senior staff) to ensure that the acute service runs smoothly, that the highest possible standards are maintained at all times, and will also act as an advisor and expert resource for other team members.

In addition to delivering the acute response service, the post holder will also work with other team members to identify and agree a portfolio of planned proactive work at local and regional level. This involves working in collaboration with other agencies and disciplines (see below) in the provision of a specialist health protection service for the population of Wales.

The post holder may be expected to participate in an out-of-hours health protection rota in the future.

Key Working Relationships

Fellow team members

Other teams/departments within Public Health Wales (PHW)

Welsh Government

Health Boards

Primary care teams

Secondary care teams

Local Authorities (including social services, environmental health and education services)

Universities

Schools

Care Inspectorate Wales

Care homes
Nurseries
Independent Hospitals

1. Communication and relationship skills

- Communicate effectively with colleagues, partners, stakeholders and members of the public in a manner appropriate to each situation.
- Communicate complex health protection issues in a way that others can understand.
- Work with other team members to identify service improvement opportunities and how these can be implemented.
- Collaborate with colleagues to ensure the objectives of the organisation are met, identify potential barriers to this and offer solutions.
- Liaise closely with local authority environmental health departments, diagnostic laboratories, primary and secondary care services to maintain effective communication and ensure appropriate public health response to notifications and enquiries.
- Demonstrate effective interpersonal and communication skills when dealing with highly sensitive and complex information and especially when dealing with distraught or challenging members of the public.
- Identify ways to overcome language barriers in order to communicate with and advise people in their preferred language.
- Interpret complex information and laboratory reports and explain these to others where appropriate.
- Develop effective professional relationships with local partners and stakeholders and work collaboratively with them to identify opportunities to improve the health and wellbeing of the local population in respect of health protection.
- Work with local partners and stakeholders to improve community infection prevention and control services.
- Work collaboratively with primary and secondary care clinicians, infection prevention and control teams, sexual

health teams, etc, to improve communicable disease notifications and ensure effective follow-up and management of cases, incidents and outbreaks.

- Work with other healthcare professionals, Environmental Health Practitioners and staff of community establishments and facilities in the investigation and management of sporadic cases and outbreaks of infectious disease.
- Work with education establishments (further and higher education institutions) in developing the curriculum for public health related courses and contribute to the delivery of these. (e.g. pre-and post-registration nurse education, Diploma/Degree in Infection Prevention & Control, MSc in

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Public Health/Health promotion, Specialist Community Public Health Nurse (SCPHN) course).

Provide highly specialist advice to other health professionals to improve the detection and management of infectious disease and assist in raising the standards of infection prevention and control in the community.

- The post holder will have to deal with difficult and often highly emotive situations (such as bereavement) which require effective and sensitive interpersonal and communication skills both over the telephone and in person.
- Provide highly specialist advice on a broad range of health protection and infection prevention and control issues

2. Knowledge, Training and Experience

- Significant experience of working in a public health related field
- Experience in and knowledge of;
 - disease surveillance and data analysis
 - epidemiology in infectious disease or a public health field
 - policies or guidelines development
 - audit, research and development
- Knowledge of principal public health and health protection issues
- Knowledge of the main principles underpinning infectious disease, infection prevention and control, and vaccination and immunisation
- Knowledge of the needs of multi-cultural populations and sensitivity to cultural backgrounds
- Understanding of evidence based practice and related practical application
- The post holder will have the knowledge and experience to contribute to the management of community health protection and infection prevention and control issues.

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- Pursue a programme of continuous professional development and maintain and update knowledge of current research and developments in health protection, vaccine preventable diseases, infection prevention and control and public health.
- Meet the requirements of their professional regulator/registration body for standards, registration, CPD, professional development and revalidation, and ensure that professional registration is maintained.

Ensure their specialist knowledge of health protection is kept up to date and based on current evidence.

3. Analytical and Judgmental Skills

- Receive, interpret and prioritise notifications of infectious disease and act on them accordingly.
- Actively disseminate professional experiences through written reports, internal and external presentations, publications and participation in working groups as appropriate.
- Work independently, as well as with colleagues, to support timely surveillance, investigation and prevention of infectious disease and other health protection incidents across Wales.
- Use surveillance skills to monitor trends in notifiable diseases, take appropriate action to initiate investigation of any unusual trends, and work with others to formulate a response.
- Respond appropriately to reports of chemical and environmental incidents and support health protection team colleagues in reacting to these.

4. Planning and Organisational Skills

- Contribute to emergency planning.
- Contribute to the promotion of all initiatives related to the surveillance and management of health protection issues and infection prevention and control locally and nationally.
- Reprioritise workload at short notice in order to respond to urgent situations on a daily basis. It may, therefore, frequently

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be necessary to adjust plans in order to ensure an appropriate response.

- Work with staff in other departments of Public Health Wales to develop a national approach to the management of health protection issues and infection prevention and control.
- Contribute to the investigation of, and response to, cases and outbreaks of infectious disease.
- Support Health Boards and Health Board Immunisation Leads in discharging their functions in commissioning and managing services, contribute to local training programmes and to national monitoring and audit programmes.

5. Physical Skills

The post holder will be expected to be computer literate with standard keyboard skills and ability to use office software.

- Car owner/driver or have access to suitable transport that allows all functions of the job to be performed.

6. Responsibility for Patient /Client Care

- Provide specialist advice on a range of health protection and infection prevention and control issues.
- Undertake detailed sensitive and effective investigations, which will inform a comprehensive response to a range of infectious diseases, statutory notifications and other health protection issues.
- Demonstrate an understanding of the diverse cultural needs of individuals and communities in Wales and use available resources to best meet these needs.
- Contribute to the organisation and administration of chemoprophylaxis and vaccination when required.
- Effectively manage complex patient information with the confidentiality, security and sensitivity required and determine the appropriate action.

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- Assess the needs of individuals and population groups, plan and implement interventions, provide highly specialist advice, evaluate outcomes of any interventions and maintain all associated records.

7. Responsibility for Policy/Service Development

- Develop and implement relevant protocols, policies and guidelines related to their area of practice, and to work collaboratively with others to develop and implement new policies which may impact on other services and agencies.
- Identify opportunities for service development and improvement and work with others to devise plans to address these.
- Collaborate with others in the implementation of local, regional and national guidelines, protocols and policies.
- Promote best practice in health protection and infection prevention and control and implement relevant innovations.

- Work in collaboration with Infection Prevention and Control Teams to deliver infection prevention services across primary, secondary and community care settings.
- Lead, develop and review local, regional and national guidelines, protocols and policies for health protection and infection prevention and control.

8. Responsibility for Financial and Physical Resources

- Responsible for reporting any opportunities for potential cost savings to the Lead Health Protection Nurse.
- Ensure appropriate safe use and safe keeping of all equipment provided to them by PHW.

9. Responsibility for Human Resources

- Participate in the assessment of training needs of health professionals (including Specialist Registrars) in all aspects of health protection, infection prevention and control and vaccine preventable disease, and contribute to delivery of specialist educational/training programmes to address these.
- Contribute to the professional development activities of other Health Protection Team members.
- Contribute to the ongoing development of the HPN/P role within Public Health Wales and the implementation of the HPN/P Career Framework.
- Contribute to the training and education of other health professionals in all aspects of health protection.

10. Responsibility for Information Resources

- The post holder will be expected to receive and, where appropriate, share sensitive and confidential information and will take responsibility for data entry and storage whether using computer or paper systems.
- Maintain appropriate and accurate case records, records of all interventions they have recommended, and communications with cases/patients and other disciplines and agencies.

- Participate in maintaining and updating the resources used by the out-of-hours Health Protection team.
- Ensure records are made accurately and timely, and are stored securely.
- Demonstrate an appropriate level of literacy in relation to information management and technology in order that surveillance and communication at local, regional and national level is not compromised.

11. Responsibility for Research and Development

- Develop and undertake audits relevant to field of practice.
- Interpret audit findings, feedback to relevant bodies and make recommendations relating to changes required to improve the service.
- Initiate and participate in research, interpret the analysis of results and the application of research findings into practice.
- Ensure that advice given, actions taken, and interventions recommended are evidence-based.

12. Freedom to Act

- Identify those situations in which they can take action based on their own interpretation of broad clinical/professional guidelines or policies, as well as the circumstances in which advice should be sought.
- Be aware of appropriate sources of advice and support and when and how these should be accessed.
- Take responsibility for work appropriately delegated to them and acknowledging limits to their competence.
- Organise and manage personal workload efficiently, ensuring that local, regional and national work programme targets are met.
- Act as an expert resource to other members of the HPT, especially junior members, and demonstrate excellent communications skills when supporting them.
- Adhere to organisational requirements for information governance and those of their professional regulator.

- Formulate and deliver a plan of appropriate action following assessment of complicated information. This often requires exercising judgment, especially in circumstances where guidance is not available.
- Contribute to the delivery of the strategic objectives of the Vaccine Preventable Disease Programme (VPDP) within Public Health Wales.
- In liaison with the Lead Health Protection Nurse, act as the lead for relevant projects regionally and nationally.

13. Physical Effort

- Undertake daily desk work using computer and telephone.
- The post holder will be expected to travel around Wales on occasion to attend meetings or in order to deliver other aspects of the service.

14. Mental Effort

- Deal with frequent interruptions from telephone enquiries.
- Respond to unexpected situations appropriately and manage competing demands effectively.
- The post holder will be skilled in re-prioritising work in order to ensure that important deadlines are met.

15. Emotional Effort

- Deal with challenging situations in which individuals are distressed (e.g. recent bereavement, aggressive individuals).
- Deal with potentially controversial situations with sensitivity, professionalism and objectivity (e.g. questioning people about lifestyle or sexual behaviour and risk factors)

16. Working Conditions

- The post holder will be required to use VDU equipment, computers and telephones most days.

- Work in an open-plan office and effectively manage the distractions this can cause.
- The post holder will be required to travel to other locations in Wales at short notice, such as when dealing with incidents or outbreaks.

DBS DISCLOSURE CHECK

This post requires a standard DBS Disclosure Check.

COMPETENCE

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Trust who are required to be registered with a professional body, to enable them to practice within their profession, are required to comply with their professional regulator's code of conduct and meet and maintain the requirements for continuous professional registration.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they 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.

RECORDS MANAGEMENT

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

CONFIDENTIALITY

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies

Date Prepared: 23/11/2018

Prepared By: Gary Porter-Jones

**Public Health Wales Trust is a non-smoking environment.
Public Health Wales NHS TRUST**

PERSON SPECIFICATION

Job Title: Health Protection Nurse / Practitioner Band: 7

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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<p>QUALIFICATIONS/ REGISTRATION</p>	<p>At least one of the following:</p> <ul style="list-style-type: none"> • Registered Nurse on Sub-part 1 of NMC Register or • Allied Health Professional registered with a UK statutory regulator (e.g. HCPC) or • Registered with UKPHR or Environmental Health Registration Board (EHRB) Certificate of Registration <p>And</p> <p>Minimum of Bachelor's Degree (or equivalent) in a relevant subject</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Recognised infection prevention and control qualification <input type="checkbox"/> Recognised teaching and assessing qualification <input type="checkbox"/> Higher degree in a relevant subject or working towards one 	<p>Application Form</p> <p>Certificates</p> <p>Registration Check</p>
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Significant experience of working in a public health related field • Experience in disease surveillance and data analysis • Experience in epidemiology in infectious disease or a public health field • Experience of developing policies or guidelines • Participation in audit, research and development • Teaching experience • Experience of service development • Experience in handling data and using office software • Experience in writing reports • Evidence of relevant CPD • Understanding of professional ethics and standards required in the NHS and by their professional regulator/registration body 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of delivering health protection services <input type="checkbox"/> Experience of working in primary and secondary care <input type="checkbox"/> Experience of leading professional projects <input type="checkbox"/> Experience of working with vaccine or immunisation services <input type="checkbox"/> Involvement in providing infection prevention and control services 	<p>Application Form</p> <p>Interview</p> <p>References</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to assess, interpret and prioritise complex facts or 		<p>Application Form</p>

<p>SKILLS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> situations and take appropriate action Ability to co-ordinate and arrange multi-disciplinary activities with other professionals and agencies <input type="checkbox"/> Excellent communication skills – ability to communicate highly complex, sensitive information <input type="checkbox"/> Effective presentation, writing, education and training skills <input type="checkbox"/> Highly developed interpersonal skills both verbal and non-verbal. <input type="checkbox"/> Ability to convey and explain information of a sensitive complex or controversial nature to a distressed, hostile or antagonistic audience <input type="checkbox"/> Computer literacy and keyboard skills <input type="checkbox"/> Data entry, management and storage skills <input type="checkbox"/> Ability to interpret and provide highly specialised information to healthcare professionals, members of public and other parties as required 		<p>Interview</p> <p>References</p>
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Specialist knowledge of infectious disease and infection prevention and control acquired through training at Masters level or equivalent <input type="checkbox"/> Knowledge of principal public health and health protection issues <input type="checkbox"/> Knowledge of the main principles underpinning infectious disease, infection prevention and control, and vaccination and immunisation <input type="checkbox"/> Knowledge of the needs of multi-cultural populations and sensitivity to cultural backgrounds <input type="checkbox"/> Understanding of evidence based practice and related practical application 		<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>PERSONAL ATTRIBUTES <i>(Demonstrable)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to work independently in addition to working as part of a team <input type="checkbox"/> Ability to acknowledge any limitations in knowledge and 	<ul style="list-style-type: none"> <input type="checkbox"/> Welsh speaker 	<p>Application Form</p> <p>Interview</p>

			References
	<p>competence and the appropriate actions to take</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awareness of professional accountability <input type="checkbox"/> Self-motivated <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Able to respond to unpredictable workloads and meet deadlines while reprioritising work <input type="checkbox"/> Flexible, adaptable and innovative approach to work to meet the needs of the service 		
OTHER <i>(Please Specify)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Access to suitable transport that allows all functions of the job to be performed. Ability to work flexible hours on occasions as necessary. 		Application Form Interview Document Check

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