

Position Description

Position Title:	Lead IPC Link Associate
Department:	Hospital Operations
Location:	Kaweka Hospital and affiliated sites
Reporting To:	Nurse Manager

Kaweka Values and Culture

The Kaweka Way – Making It Better

The Kaweka Way encompasses the foundational values that allow us to provide a world class facility and service to our patients, our local community and our teams.

Kounga - Quality

I will confidently ensure that all patients and staff have a quality experience and patients have the best possible health outcome.

Ngākau tapatahi - Integrity

I will create an environment of trust that inspires and elicits open-minded attitudes towards quality and improvement.

Mahi ngātahi - Teamwork

I will remove barriers to create more effective systems and processes and ensure that collaboration and inclusiveness are at the heart of everything I do.

Atawhai - Kindness

I will treat all of our patients and colleagues with respect for their position, understanding, compassion and genuine care so that they feel reassured and at ease.

Pārekareka - Fun

I will embrace Kaweka Hospital as an appealing workplace that is happy and fulfilling for our team.

Whakapai ake - Improvement

I will continuously improve my knowledge and skills to ensure that Kaweka Hospital is a leading surgical facility improving and innovating healthcare in New Zealand.

All Hands On-Deck Approach

At Kaweka Hospital we know the most successful teams are made up of people who are willing to “jump in and get the job done”, even if it’s a task not specifically stated in your position description. From time-to-time this may be required of you, however, we will always ensure that your safety, and that of our patients, is paramount so we will never expect you to do anything outside what is reasonable for your role.

Purpose of the position

To ensure compliance with the Infection Prevention & Control Standards in Health and Disability Services Standard Ngā Paerewa NZS 8134:2021.

With the support of an IPC Nurse Specialist Consultant as a resource, you will provide specialist evidence-based advice, care, support and expertise. As the Lead IPC Link Associate, you’ll be responsible for leading and managing the IPC Link Associates Group.

Position Responsibilities

- Act as a role model to staff in their workplace by upholding and advocating the correct standard of infection prevention practices i.e. Standard Precautions, Hand Hygiene, Asepsis.

- Be a proactive resource person when there are specific infection prevention and control needs e.g. patient with an MDRO.
- Manage the surveillance of surgical site infections programme and associated reporting.
- Participate in the implementation of action plans related to the surveillance outcomes.
- Collect the appropriate data required to demonstrate antimicrobial stewardship activity within the hospital services.
- Collaborate with the IPC Nurse Specialist Consultant and hospital Clinical Pharmacist to source and collate data on volume usage of antimicrobials and prescribing patterns.
- Provide a report quarterly to the Infection Prevention and Control Committee.
- Identify and report Infection Prevention and Control issues.
- Oversee hand hygiene auditing, documentation and reporting.
- Assist with new product evaluation and selection.
- Involved with reviewing, developing, assessing and education of IPC core documentation including policies and procedures linked to IPC.
- Identify training needs and provide supplementary education in addition to that provided by the IPC Nursing Specialist Consultant.
- Maintain and further own education on Infection Prevention and Control best practice.
- Attend and complete hand hygiene gold auditor training.
- Network with other Infection Prevention and Control Professionals by becoming aware of IPC national network through HNZ, NZNO IPC College and NZPSHA.
- Lead the other IPC link associates – ensuring cleaning audits are completed, teaches auditing processes, is a resource to the link associates and the wider Kaweka team.
- Train other link associates and auditing hand hygiene competence.
- Facilitate and attend IPC committee meetings including agenda preparation, meeting chairing and providing link associate team report and surveillance updates, reports and meeting minutes.
- Raises any IPC concerns to the IPC Nurse Specialist Consultant, Nurse Manager and/or IPC and AMS committee as required, including any concerns raised at the link associate meetings.
- Directs clinicians to report any infections for further investigation.
- Organises national and international IPC awareness events i.e. Hand Hygiene Week and IPC Week.
- Provides an IPC update at staff meetings i.e. the theatre team meeting.
- Manages allocated IPC time to complete listed responsibilities and regularly updates Nurse Manager.

Your Commitment to Diversity and Reducing Inequities

- Supports a health workforce that reflects the Hawke's Bay community.
- Demonstrates knowledge and understanding of local tikanga and Māori culture and supports the use of Te Reo Māori.
- Is visible, welcoming and accessible to Māori, Pasifika patients and their whānau, and all other ethnicities without prejudice.
- Is committed to reducing inequities for Māori and Pasifika in accessing services.
- Is able to apply the Tiriti o Waitangi within the delivery of services on behalf of Kaweka Health.
- Actively engages in respectful relationships with all patients and their support networks to encourage participation in the delivery of care.
- Demonstrates the ability to engage with all patients and how they identify themselves.
- Provides an accessible service for the disabled community that recognises the individual needs of the patient.
- Promotes awareness of LGBTTQIA+ communities, the challenges they face and being an ally in the workplace.

Your Commitment to Quality, Occupational Health, Safety, & Wellbeing, and Environment

- You will be proactive in the use of appropriate mechanisms to identify all accidents, incidents, near misses, and nonconformances.
- You will participate in multi-disciplinary meetings and systems.
- You will not do anything that puts your own or others occupational health & safety, or wellbeing at risk.
- Follows all quality, occupational health, safety, & wellbeing, and environmental policies, procedures, and instructions.

- Understand your rights and responsibilities as a worker under the Health and Safety at Work Act 2015.

Kaweka Health Staff are People Who

- Lead by example and are self-confident but humble.
- Operate with a defined vision and a bias for action.
- Are self-directed, rapid learners.
- Aren't content with the status quo and are able to break down barriers to move the organisation forward.
- Exhibit passion and excitement regarding their work.
- Are tenacious and willing to put in extra effort to achieve their, and Kaweka's goals.
- Are collaborative by choice and don't make decisions in isolation.
- Are passionate about improving the responsiveness and quality of the solutions delivered.
- Have effective written and face-to-face communication skills.
- Are problem solvers by nature.
- Have superior customer service mindsets.
- Are able to influence others, work in a team environment, and also able to work independently.
- Are able to handle multiple, and sometimes conflicting, priorities.

Professional Requirements

Education

- A relevant graduate and post-graduate qualification
- Registration as a Registered Nurse with the Nursing Council of New Zealand.
- Hold a current Nursing Council of New Zealand Annual Practising Certificate.

Experience

- Experience in an equivalent clinical setting to which you are being employed into.
- Be a critical consumer of research and embrace evidenced based practice when carrying out any task/function.
- Have a commitment to ongoing development of nursing skills and education.

Knowledge and Skills

- Have an understanding of Ngā Paerewa - The Health and Disability Services Standard NZS 8134:2021.
- Have an understanding of ISO 9001:2015 Quality Management Systems.
- Have an understanding of reprocessing of reusable medical devices in health service organisations AS/NZS 4187:2014.
- Have understanding of AS/NZS4146:2000 Laundry practice requirements for hospitals.
- Have a basic understanding of all surgical procedures including wound healing.
- Have knowledge of Gastroenterological Standards, GENCA Guidelines.

Health Status

Physically and mentally fit and able to undertake the role as outlined.

Vaccination Status

Recommend vaccinations and those deemed mandatory and as required by the Ministry of Health. This will be reviewed frequently by the Senior Leadership Team following any amendments to the requirements of the Ministry of Health.

Employment Agreement:	Individual Employment Agreement as agreed with the employee, commensurate with experience.
Position Description Prepared Date:	October 2024

Employee Name:	
Signed by Employee:	
Date of Signature:	

Small changes to your position may occur however anything of an ongoing nature will be reviewed, agreed and entered in writing as a variation.