



## POSITION DESCRIPTION

---

<b>Position Title:</b>	Infection Prevention and Control Manager
<b>Business Unit/Department:</b>	Nursing and Midwifery Directorate
<b>Division:</b>	Nursing and Midwifery
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 6 Clinical Nurse Consultant
<b>Reports To:</b>	Director of Nursing & Midwifery Sunbury Community Hospital
<b>Direct Reports:</b>	IPAC team
<b>Date Prepared/Updated:</b>	10 February 2025

---

### Position Purpose

The Infection Prevention and Control (IPAC) Manager works under the direction of the Director of Nursing and Midwifery (DONM) and is responsible for actively implementing frameworks and governance structures across all Western Health sites with responsibilities for leadership, strategic direction and management of the IPAC program including Staff Clinic.

The role is a key clinical leader in nursing & midwifery at Western Health. The IPAC Manager will work in collaboration with Directors of Nursing & Midwifery to oversee the provision of governance and systems for infection prevention and control, public health, and surveillance to prevent, control and minimise the risk to patients of healthcare associated infections.

The Infection Prevention & Control Unit team are committed to working as a partner with management and staff to help achieve Western Health's goals and objectives. In addition to providing guidance and advice on a broad range of infection prevention and control issues, the team strives to promote best practice, positively influence practice and implement continuous improvement strategies and services to maximise their effectiveness. The IPAC Manager is integral in supporting and leading Best Care initiatives. This is achieved through effective leadership and management, visible role modelling and working within a framework of continuous improvement, quality and management of risk.

The role provides professional support to the Directors of Nursing and Midwifery across Western Health ensuring that professional standards, codes, and behaviours that are legislated through the Nursing and Midwifery Board of Australia (NMBA) and Western Health policies are upheld. This role will also support the DONM with professional portfolio, assist with professional practice matters within the DONM portfolio and deputise for the DONM for leave cover.

The IPAC Manager will oversee and coordinate the IPAC service to support wards, unit and departments as an onsite presence and point of contact for professional nursing issues in the absence of the Director of Nursing & Midwifery and monitor performance and data management to ensure care is of the highest quality.

### Our Vision

Together, we deliver the healthcare of the future.

*Providing the Best Care for the people of the West, in the right place and at the right time.*

As an experienced Registered Nurse, the IPAC Manager is accountable for:

- The maintenance of their own clinical knowledge, further education and always working within their scope of practice, in accordance with the boundaries set by their experience and skill.
- Ensuring that they are registered to practice as a Registered Nurse in Australia whilst working within Western Health, and practice in alignment with Nursing & Midwifery Board of Australia (NMBA) Registered Nurse Standards for Practice

The IPAC Manager will contribute to providing quality health and well-being services for our consumers demonstrating proficient to expert behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

## Business Unit Overview

The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing and midwifery care is delivered across to Western Health. The Directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice. The Directorate has operational responsibility for the Best Care Governance & Support Division, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Diversity & Consumer Partnerships and several expert nursing and midwifery consultants.

## Key Responsibilities



### Leadership

- Communicate information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others
- Role model the Western Health values and behaviours when carrying out duties and in dealing with staff, consumers, and colleagues
- Role model high standards of professional conduct and an ongoing commitment to sustaining and strengthening performance and accountability across the organisation
- Demonstrate leadership skills and behaviours and provides direction to nursing and midwifery teams to deliver high quality care
- Demonstrates strong mentoring skills within the nursing, midwifery and multidisciplinary team and supports succession planning Take accountability for own actions and others under directions and sphere of responsibility
- Foster an environment that encourages staff to ask questions, and answer these as honestly and directly as possible
- Exhibit an elevated level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges
- Meet Western Health operational, financial, and quality key performance indicators
- Plan strategically and work dynamically to manage competing priorities of the service / organisation



### Research

- Foster a culture of research and innovation by nurturing reflective practice, encouraging employees to undertake research and leading research within the unit.
- Lead quality or practice improvement initiatives at organisational level
- Identify and support clinical champions in research or practice improvement activities

## Our Vision

Together, we deliver the healthcare of the future.

*Providing the Best Care for the people of the West, in the right place and at the right time.*

Assistant Director of Nursing & Midwifery PD

- Evaluate clinical practice against research evidence and identify areas of practice improvement highlighting gaps in research evidence
- Identifies areas that require improvement through observation, audits, incidents and staff feedback and implements improvement initiatives accordingly
- Present and publish in appropriate professional conferences and journals and remains informed of the current literature
- Apply research evidence to clinical practice, use well developed strategies to inform practice in the absence of high-level evidence



### **Evidence Based practice**

- Promote a culture of innovation, education, excellence and consumer first focus, through policies and practices that support and recognise individual and collective team contribution
- Be familiar and comply with local and organisational policies, procedures and guidelines
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities
- Identify opportunities for process redesign and to support staff in the implementation of redesign projects and activities.
- Obtain feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits.
- Continuously reviews existing practices and policies against the evidence base to minimise adverse outcomes and promote positive patient outcomes.
- Participate in the review and modification of policies, procedures and protocols based on evidence-based research
- Drive and sustain a quality care and continuous improvement focus with an expectation of improved clinical and consumer outcomes
- Work collaboratively to facilitate accreditation preparation and readiness at an organisation level and ensure standards are sustained on an ongoing basis to ensure optimal achievement at all times
- Contribute to the Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines



### **Education & Learning**

- Develop and foster a learning culture, act to ensure processes, frameworks and/or support tools are in place for enhanced learning through reflection
- Maintain and update own professional development portfolio to demonstrate an ongoing commitment to learning and best practice
- Exchange and share information from participation in meetings, seminars and conferences with staff, consumers, and colleagues.
- Provides education within area of extended nursing knowledge
- Work with less experienced nurses and midwives to develop their capabilities
- Invite and assimilate feedback from others by active participation in own performance review process



### **Clinical expertise**

- Actively lead, facilitate and participate in nursing and midwifery initiatives to improve care
- As an expert resource, provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a patient focussed model of care
- Deliver on agreed performance indicators in relation to clinical outcomes and clinical efficiency
- Provide clinical nursing expertise and direction in line with clinical standards policies and procedures to both internal and external stakeholders, including providing high level nursing assessment, care planning and interventions
- Responsible and accountable for the delivery of Best Care in their designated portfolio of clinical services
- Gather sufficient information to make informed decisions

## **Our Vision**

**Together, we deliver the healthcare of the future.**

***Providing the Best Care for the people of the West, in the right place and at the right time.***

Assistant Director of Nursing & Midwifery PD

- Analyse situations and makes appropriate decisions in a timely manner to meet the needs of consumers, staff, and organisation
- Develop, implement, and monitor quality improvement activities and ensures safe work practices in accordance with Western Health Policies
- Maintains and fosters relationships with appropriate internal and external stakeholders
- Lead new and established projects as allocated by the Director of Nursing & Midwifery
- In collaboration with staff, leads and develops the comprehensive care standard initiatives
- Participates in relevant committee processes and projects, attends relevant meetings and prepare and submit reports as required
- Take responsibility for site/Divisional professional support in the absence of the Director of Nursing & Midwifery
- Represent the Nursing & Midwifery Directorate on committees or at meetings as required
- Report committee/meeting proceedings to the Director of Nursing & Midwifery
- Communicate effectively with all staff by utilising appropriate formal and informal communication channels
- Monitor and report Nursing & Midwifery Key Performance Indicators (KPI's) for Western Health inpatient units and services.
- Review and analyse data on all components of the patient journey and experience and recommends strategies to address concerns.
- Provide statistical information/reports as required by the Director of Nursing and Midwifery

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Executive Director, Nursing & Midwifery
- Deputy Executive Directors of Nursing & Midwifery
- Directors of Nursing & Midwifery
- Chief Nursing & Midwifery Informatics Officer
- Assistant Directors of Nursing & Midwifery
- Divisional Directors
- Operations Managers
- Senior Leadership team
- Unit Managers
- Associate Unit Managers
- Nurses & Midwives
- Nursing & Midwifery Education team
- Members of multidisciplinary team
- Quality and clinical safety team

#### External:

- Australian Health Practitioner Regulation Agency
- Australian Nursing and Midwifery Accreditation Council
- Australian Commission on Safety and Quality in Health Care
- Department of Health
- Safer Care Victoria
- Chief Nurse and Midwifery Officer
- Nursing & Midwifery Board of Australia
- Australian Nursing & Midwifery Federation
- University affiliations
- Professional nursing and midwifery organisations and associations
- Relevant clinical networks
- Consumers

### Our Vision

Together, we deliver the healthcare of the future.

*Providing the Best Care for the people of the West, in the right place and at the right time.*

Assistant Director of Nursing & Midwifery PD

- Community health groups

## Selection Criteria

### Essential

#### Professional

- Current registration as a Registered Nurse with AHPRA
- Experience working in a senior clinical role (Unit Manager or above)
- Possesses relevant postgraduate qualification and/or relevant clinical experience
- Possesses excellent clinical skills, displaying clinical leadership, innovation
- Demonstrates commitment to high quality, safe and person-centred care
- Demonstrates commitment to career long learning in relevant specialist area
- Flexibility in working to provide leave cover as negotiated

#### Managerial

- Demonstrates ability to work independently with minimal supervision
- Demonstrates negotiation, problem solving and analytical skills
- Demonstrates ability to work with a diverse and complex professional workforce
- Demonstrates ability to consult, collaborate and work as an effective member of a team to deliver organisational outcomes
- Demonstrates ability to plan, implement, deliver, and evaluate complex projects
- Proven ability to organise resources to achieve organisational goals
- Demonstrates strong computer literacy skills, proficiency in Microsoft applications and Electronic Medical Records
- Demonstrates ability to write clear, concise reports, policies, and procedures
- Knowledge of Victoria, Australian and international standards and guidelines relating to patient care
- Current Victorian driver's license

#### Leadership

- Brings confidence to the role, and strong influencing capability
- Can build, lead, nurture and empower others
- Demonstrates ability to lead a team
- Demonstrates experience in leading change to benefit patient care outcomes and safety
- Demonstrates high level communication and interpersonal skills
- Engages with others with purpose and articulates vision to empower and lead effectively
- Understands the strategic imperatives of the health service and conveys this in meaningful ways to others
- Is innovative, resourceful, and adaptive to change
- Ability to implement, evaluate and sustain change within an evidence-based framework

### Desirable

- Have completed or be working towards a master's level qualification
- Prior experience in research projects
- Evidence of prior service delivery planning
- Demonstrated knowledge of quality improvement
- Research, publication and public presentation experience
- Membership of specific specialty association and/or nursing professional body

## Leadership Capabilities

### Our Vision

Together, we deliver the healthcare of the future.

*Providing the Best Care for the people of the West, in the right place and at the right time.*

Assistant Director of Nursing & Midwifery PD

<b>Leadership Capability</b>	<b>Definition</b>
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Balance stakeholders	Anticipates and balances the needs of multiple stakeholders. Makes sure people understand and adhere to ethical standards, models and ensures cross cultural sensitivity when working with stakeholders
Optimises work processes	Knows the most effective and efficient processes to get things done, with a focus on continuous improvement. Equips others to handle day to day tasks effectively on their own. Integrates systems to improve quality and service
Manages Complexity	Makes sense of complex, high quantity, and sometime contradictory information to effectively solve problems. Accurately defines the key elements of complex, ambiguous situations.
Collaborates	Build partnerships and works collaboratively with others to meet share objectives. Seeks out a broad range of perspectives to address issues.
Drives Vision and Purpose	Paints a compelling picture of the vision and strategy that motivates others to action. Regularly and enthusiastically describes how people's efforts make a difference.
Plans and Aligns	Plans and prioritises work to meet commitments aligned with organisational goals. Aligns own team's work with other workgroups. Looks ahead to determine and obtain needed resources to complete plans
Organisational savvy	Manoeuvres comfortably through complex policy, process and people related organisational dynamics. Connects with key stakeholders and knows when to bring something to their attention.
Instils trust	Gains the confidence and trust of others through honesty, integrity, and authenticity. Demonstrates reliability and places a strong emphasis on the team meeting its commitments. Fairly represents others' positions
Situational Adaptability	Adapts approach and demeanour in real time to match the shifting demands of different situations. Considers the needs of clients and the organisation, shifts priorities appropriately.

### **Additional Requirements**

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023

### **Our Vision**

**Together, we deliver the healthcare of the future.**

***Providing the Best Care for the people of the West, in the right place and at the right time.***

Assistant Director of Nursing & Midwifery PD

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understood its content and agreed to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

### Our Vision

**Together, we deliver the healthcare of the future.**

***Providing the Best Care for the people of the West, in the right place and at the right time.***

Assistant Director of Nursing & Midwifery PD