

LLR Provider Company Limited (LLR PCL)

Quality and Infection Prevention and Control Lead – Permanent

Reports to: PCL Chief Executive Officer
Accountable to: PCL Medical Director

Works in collaboration with:

PCL Service Providers
PCL Finance and Operations Manager
PCL Contract Manager
PCL/Alliance Business Intelligence Manager
PCL Administrator
PCL Medical Director
PCL Board of Directors
Alliance Head Nurse
Alliance Quality Lead
Alliance Infection Prevention and Control Nurse Specialist
CCG Infection Prevention and Control Team

Appointment Criteria:

Permanent: Permanent, part time, post subject to probationary period

Hours per week: 22.5hrs per week (3 days)

Salary: £43,000 to 48,000, plus (opt in) contributory NEST pension

Base: The role is based in PCL's office but will be required to visit other locations e.g. GP practices, community hospitals, UHL in Leicester, Leicestershire, and Rutland

Purpose of the role

The purpose of the role is to support new and existing Providers in delivering a high-quality service and to ensure PCL meets its quality and governance accountabilities.

Application Process

Using the information provided, please send a brief CV and supporting covering letter outlining your professional experiences and why you are suitable for the role to info.llrpcl@nhs.net

Closing date for applications is **Friday 23rd October 2020**. It is anticipated that interviews will take place week beginning 2nd November 2020 and 2nd interviews week beginning 9th November 2020.

Key Accountabilities

The below describes the important aspects of the role but is not an exhaustive list. The role will need to adapt as PCL develops.

1.0 Quality

- To lead and actively manage PCL's Quality Schedule, to identify areas for improvement and work with Providers to deliver this. Ensuring the PCL Board and CEO are sighted to reports.
- Participate in the annual quality schedule development with commissioners
- To monitor the Provider returns to ensure all clinical incidents are reviewed and graded appropriately, within relevant time scales. Identify any trends and learning opportunities.
- Facilitate reviews of systems and processes in the event of a compliant, near miss, significant incident of serious untoward incident using root cause analysis (RCA) and linking in with PCL Medical Director and The Alliance Head Nurse and Quality Lead as appropriate.
- Be responsible for the co-ordination of the Risk Register, Freedom of Information requests, guidelines and complaints.
- Ensure that lessons learnt are shared with all Providers
- Develop and implement Local Safety Standards for Invasive Procedures as appropriate for primary care

2.0 Infection Prevention and Control

- Provide IP&C risk assessment visits to current Provider and potential Provider sites
- Work with current Providers to ensure Infection Prevention and Control principles are always being followed and can be evidenced through regular environmental audits. Support them in the implementation of any corrective actions
- Provide advice and guidance to new Providers, ensuring their premises meet PCL's requirements.
- Provide advice on cleaning and decontamination processes
- Lead the development and implementation of a PCL Infection Prevention and Control annual plan
- Work closely with the Infection Prevention and Control Nurse Specialist within the Alliance and the CCG Infection and Prevention Team
- Support Providers IP&C training – ensuring content is up to date.
- Act as a resource for Providers.

3.0 General

- In collaboration with the Finance and Operations Manager and Contracts Manager participate in Provider site visits. Ensuring that the Provider is able to evidence all PCL governance, quality and contract requirements.
- Undertake personal development, education and training in relation to the Quality Improvement and Infection Prevention and Control to ensure you can act as an “expert” resource
- Have good verbal and written skills as the role requires communication with a number of Providers and different staffing groups

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4.0 Personal Specification

	Essential	Desirable	How and When Tested
Education/Qualifications	<ul style="list-style-type: none"> 1st level RN Diploma in Infection Prevention/ Control Teaching qualification (ENB 997/998 or City and Guilds 730) 	<ul style="list-style-type: none"> Education to Masters' level in a related healthcare or management subject 	Application form Supporting documents are required at interview
Skills/Abilities	<ul style="list-style-type: none"> Informal and formal teaching experience Excellent communication and negotiation skills 	<ul style="list-style-type: none"> Experience of managing a group of staff 	Application form Interview Presentation
Experience	<ul style="list-style-type: none"> A minimum of 2 years' experience in infection prevention Experience of clinical audit 	<ul style="list-style-type: none"> Experience implementing research into practice Experience in primary care 	Application form interview
Knowledge	<ul style="list-style-type: none"> Experience of managing change Can demonstrate specialist knowledge base in infection prevention 	<ul style="list-style-type: none"> Can demonstrate involvement in research and outcomes 	Application form Interview presentation
Other Requirements	<ul style="list-style-type: none"> Evidence of on-going professional development Is able to drive and has access to a car Enthusiastic Excellent interpersonal skills Openness, honesty and integrity Energetic, proactive, determined Flexible Self-motivated and able to demonstrate own initiative Keen interest in personal development Ability to develop close working relationships with individuals, teams, organisations and work with a collaborative approach. Ability to problem solve as predictable or unexpected barriers to projects progress arise 	<ul style="list-style-type: none"> Must be an effective team member, but also capable of working under own direction 	Application form interview

Informal Discussion

Please do not hesitate to contact us if you want any clarification or to informally discuss before submitting your application. You may contact Danah Cadman, CEO on danahcadman.llrpcl@nhs.net or call 0116 3800590 to requests a call back.

Application

Deadline for Application is **5p.m. on Friday 23rd October 2020**.

Applications is by email to info.llrpcl@nhs.net and will include 2 attachments – 1) a copy of your CV and 2) a covering letter (the covering letter should be a formal attachment and not within the body of the email).