



## JOB DESCRIPTION / SPECIFICATION

<b>Post:</b>	<b>IPC and Medication Compliance Educator</b>
<b>Reporting To:</b>	Integration Manager
<b>Organisation/Employer:</b>	Hertfordshire Care Providers Association
<b>Main Purposes of the Job:</b>	To design, develop and deliver high quality Governance and compliance education or care managers and leaders focused on Infection Prevention and Control and Medication to the Adult Social Care Workforce of Hertfordshire.
<b>Pay:</b>	£30,000 (12-month renewable contract)
<b>Contract Terms:</b>	Full time (37.5 hours per week working 9am until 5.00pm Monday to Friday)

HCPA are an award-winning not-for-profit organisation dedicated to raising the quality of care within the Adult Care Sector across Hertfordshire.

### Specific Responsibilities:

- Develop IPC education and resources/ tools at manager and lead level, as well as ongoing CPD for all staff levels. Content will include, *IPC Roles and responsibilities, IPC principles and practice including hand hygiene, cleaning, waste management, regulatory requirements, governance- including policies, procedures, and auditing, Signs and symptoms of common infections and isolation requirements, Person Protective Equipment, including when and how to use, Understanding Aerosol generating procedures, Assessing staff competence and practice.*
  - Develop Medication education and resources/ tools at all staff levels-  
Management training will include, *Roles and responsibilities, principles and capacity, regulatory requirements, governance- including policies, procedures, observations and auditing, managing errors, training standards, assessing staff competence and practice.*  
Staff training will include, *administration, roles and responsibilities, principles and capacity, regulatory requirements, documentation, and reporting.*  
The above will cover all areas of medication including Diabetes.
1. Prepare and deliver education sessions meeting observation requirements, will include qualification units.
  2. Support creation of IPC and Medication assurance tools and resources for care managers.
  3. Complete assurance toolkit with providers as part of education and support with advice and resources to improve assurance, will include some travel to provider sites.
  4. Provide reports on assessment and completion rates for all training and qualifications.
  5. Support providers who require tailored solutions to training staff based on referrals from local quality and monitoring partners
  6. Work with the Quality Team to ensure all courses are mapped to appropriate qualifications and standards and manage all quality assurance within the subjects.
  7. Link with external stakeholders on behalf of HCPA and the Integration Manager to make sure content is accurate and up to date and shared with delivering partners.
  8. Create and check content on IPC and Medication webpage matches education package and reflects national guidance
  9. Capture good and poor practice examples to use across education and communication networks and inform training guides or audit tools



10. Be willing to develop in further health related subjects such as LeDeR, Basic Health Observations, Pressure care and Oral Health and provide cover for other colleagues in the wider integration dept.

*Please note we would like candidates who may be interested in line management role in the future as the team develops.*

**Personal Specification:**

- Good knowledge of registered care provider compliance and governance including Infection prevention and Control Practices and Medication
- Must have management experience in a care settings or be a Registered Nurse (RN) (practising or retired)
- Travel within Hertfordshire is required so own transport with insurance for business use is essential.
- Excellent communication skills both written, verbal and IT.
- Proficient in delivery of training through a variety of methods such as face to face; groups; virtually; training videos; ad hoc
- Be excellent at autonomous research and have proven clinical experience.
- Adaptable – The applicant must be able to adapt to different training environments and be willing to deliver education both online and face to face.
- Willing to learn new skills, complete relevant qualification as requested by manager and to develop current knowledge.
- Unless held already the candidate must complete a Certificate in Education within first three months of appointment.