

Position Description

Title	Infection Prevention and Control, Clinical Nurse Consultant (Grade 4)	Position Reports to	Infection Prevention and Control Coordinator Grade 5
Classification	RN G4	Employment Status	32 hours per week(negotiable)
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for over 160 years. The Eye and Ear has over 90 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24-hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. Our focus is providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health. We will inspire and advance specialist eye and ENT care.

At the core of everything we do are our Guiding Principles:

- **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
- **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
- **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
- **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation

Please read our full Strategic Plan here:

<https://eyeandear.org.au/about/publications/strategic-plan/>

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The Eye and Ear is committed to the [Child Safe Standards](#).

The Eye and Ear is a smoke free environment.

Position Summary:

Infection Prevention and Control (IPAC) Clinical Nurse Consultant (CNC) Grade 4 will be responsible for assisting with developing and coordinating multi-disciplinary activities related to the management and prevention of healthcare associated infection across the Royal Victorian Eye and Ear Hospital (Eye and Ear) in order to minimise infections in patients and the Eye and Ear workforce. In addition, they will be responsible for providing expert and timely advice on issues related to IPAC for patients, staff and care givers. The IPAC CNC assists with the development, coordination and evaluation of the IPAC Program for the Eye and Ear, under the guidance of the IPAC Coordinator Grade 5.

Key Responsibilities / Performance Outcomes:

- Act as a resource to all staff on issues related to IPAC
- Assist in the development of quality and risk management plans for IPAC that reflect and leads to best practice and high quality and safe patient care, within a clinical governance framework.
- Monitoring of the Infection Prevention and Control (IPAC) Risk Register as it pertains to IPAC.
- Assists with the program that develops a continuous quality improvement plan, that is responsive to the Eye and Ear risk profile, that demonstrates the cycle of implementation, regular review and revision, actions, evaluation and feedback is completed.
- Assist with the review, development and implementation of policies and procedures related to IPAC throughout the Eye and Ear to ensure consistency and compliance with current IPAC practices and standards.
- Assist with the collection, analysis and dissemination of healthcare associated infection surveillance data.
- Ensure that the outcomes of the surveillance system and associated activities are reported across the various committees of Eye and Ear, and opportunities are taken to improve performance and practice.
- Implement and support the Eye and Ear hand hygiene program that is consistent with the National hand hygiene initiative and meets organisational targets.
- Provide leadership and management of the staff immunisation program that aligns with the National Health Medical Research Council (NHMRC) guidelines and risk profile of the Eye and Ear.
- In partnership with the Health, Safety and Injury Management Coordinator, assist in the develop, implement and evaluate the effectiveness and compliance with occupational safety practices aimed at reducing the risk of exposure related injuries to persons at risk.
- As required participate on the various committees across the Eye and Ear that review the purchase of products and equipment for advising on any potential IPAC I risks and associated practices.
- Assist with providing clinical leadership of the use and management of invasive devices based on contemporary practice and national guidelines.
- Support development, implement and evaluate the governance framework supporting the clinical workforce in Aseptic Non touch technique practice.
- Oversee the implementation, compliance and evaluation of the use of standard and transmission-based precautions.
- Management of outbreak situation at the Eye and Ear including the required reporting requirements, and the collection and feedback of data regarding outbreak management.
- Assist in the responsibility of surveillance of infections and the promotion of antimicrobial stewardship through monitoring of appropriate antibiotic use.
- In partnership with the Support Services Manager ensure environmental cleaning address the principles of IPAC and provide a clean and hygienic environment for patients and the workforce to minimise infection risk.
- Along with the IPAC Coordinator and in partnership with the Sterile Processing Services (SPS) Department Manager ensure that the Governance framework that supports the use of re-useable equipment, instruments and devices meets international standards and manufacturer's instructions for the cleaning, disinfection and sterilisation of such items is regularly monitored.
- Provide education to staff, patients and carers in all things IPAC related as required.

- Evaluate the current learning resources and make changes as required to ensure information is update and delivered in the most relevant and effective way.
- Coordinate the management of any Blood and Body Fluid Exposures (Occupation Exposures) as required. Provide education to staff managing these events.

Provide high quality services and advice

This includes assessment, planning, implementation and evaluation of care in collaboration with and multidisciplinary teams for best patient and staff outcomes.

Work within an ethically and legally sound framework

Oversee the delivery of infection prevention services within the organisation aligned with best evidence-based practice and the National Safety and Quality Health Service Standards (NSQHSS).

Other

- Promote evidenced based practices to health care workers, patients and their families in relation to Infection Prevention and Control and to assist with the management of the respiratory protection program (RPP)
- Provide expert advice to the Eye and Ear executive and key stakeholders as required.
- Actively participate and provide reports to the Eye and Ear multidisciplinary and nursing committees to promote RPP and Infection Control best.
- Ensure maintenance of skills base and professional practice by attendance at relevant lectures, conferences and workshops and by regularly reviewing relevant published research.
- Ensure supportive actions and objectives to meet NSQHSS 3 and DHHS guidelines, utilise assistance of subject matter experts, multidisciplinary teams and infection control special interest group.
- Co-ordinate activities provided by the Infection Prevention and Control Coordinator in conjunction with ***the Risk & Quality Manager.***

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the [Quality and Clinical Governance Framework](#)
- to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle. Is compliant with the [Data Integrity Framework](#)

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	• Maintain current registration with AHPRA, RN Division 1 • Nurse Immuniser	• Post graduate qualifications in Infection Control and/or Hospital Clinical Epidemiology • Approved respiratory protective equipment fit testing training • Hand Hygiene Gold Standard Auditor • Accredited HIV and Hepatitis C counsellor
Experience	• Project management experience • Experience in Infection Prevention and Control and Staff Health	• Knowledge of Australian Commission on Safety and Quality in Healthcare, National Safety and Quality Health Service Standards
Competencies	• Advanced communication and presentation skills. • Well-developed interpersonal skills. • Demonstrated ability to work well within a diverse team. • Ability to work with limited direction and deliver projects on time. • Advanced/Intermediate analytical and computer skills. • Commitment to Patient and Staff Safety	• Ability to manage infection prevention and control risks including outbreaks, sterilisation failures, damages to infrastructure or exposure to infectious diseases.

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| | <ul style="list-style-type: none">Familiar with State and national requirements guiding practice. | |
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Reporting Lines

Position Reports to - *Infection Prevention and Control Coordinator Grade 5*

Number of Direct reports - 0

Key Working Relationships

(Internal)

- All Eye and Ear staff including volunteers and contractors
- All Clinical Departments at Eye and Ear
- Engineering Department

(External)

- Department of Health and Human Services
- Work Safe
- VICNISS
- Other Healthcare Providers
- Relevant OHS, Infection Prevention and Control & Infectious Diseases Professionals

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name: Helen Marquand

Date: 15/7/2026

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____