

**Location:** Worcestershire UAPC  
(Urgent Access Primary Care)

**Reporting to:** Service Delivery  
Manager and Regional Manager'

**Hours of work:** TBA

### Qualifications

- Registered healthcare professional (e.g., RN, AHP, Pharmacist, GP) with post-graduate IPC qualification or equivalent experience
- Evidence of training in outbreak management/health protection (e.g., UKHSA/IPS short courses) [[gov.uk](http://gov.uk)]

### Experience:

- Significant IPC practice in primary/urgent care or community settings, including leading or coordinating IMTs [[gov.uk](http://gov.uk)]
- Demonstrable experience implementing the IPC Code, NIPCM, and using the IPC BAF for assurance [[gov.uk](http://gov.uk)], [[england.nhs.uk](http://england.nhs.uk)]
- Familiarity with CQC inspection requirements for GP practices [[cqc.org.uk](http://cqc.org.uk)]

### Knowledge and Skills

- Expert knowledge of UKHSA outbreak guidance and toolkits; able to apply risk assessment models to primary care/urgent care contexts [[gov.uk](http://gov.uk)], [[gov.uk](http://gov.uk)]
- Strong command of NICE CG139/QS61 (SICPs, device care, sharps safety, PPE, waste) [[nice.org.uk](http://nice.org.uk)], [[nice.org.uk](http://nice.org.uk)]
- Working knowledge of COSHH (biological agents) and RIDDOR reporting thresholds [[hse.gov.uk](http://hse.gov.uk)], [[hse.gov.uk](http://hse.gov.uk)]
- Data literacy (line listing, epi curves, interpreting surveillance signals) and report writing to auditable standards [[gov.uk](http://gov.uk)]
- Confident chairing IMTs, managing multi-agency communications, and leading debriefs/lessons learned [[gov.uk](http://gov.uk)]



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## IPC Outbreak Management Lead (GP / OOH / IUC)

To provide expert leadership, assurance and operational coordination for prevention, preparedness, detection, response and recovery related to communicable disease incidents and outbreaks in GP, OOH and IUC settings, ensuring compliance with:

- Health and Social Care Act 2008: Code of Practice (IPC Code) [[gov.uk](http://gov.uk)]
- UKHSA Communicable Disease Outbreak Management Guidance (incl. Toolkits for risk assessment, IMT, investigation, setting-specific management, communications, and auditable standards) [[gov.uk](http://gov.uk)], [[gov.uk](http://gov.uk)], [[gov.uk](http://gov.uk)]
- NHS England National IPC Manual (NIPCM) and IPC Board Assurance Framework (BAF). [[england.nhs.uk](http://england.nhs.uk)]
- CQC expectations for IPC in General Practice [[cqc.org.uk](http://cqc.org.uk)]
- Health & Safety legislation (COSHH for biological agents; RIDDOR reporting where applicable) [[hse.gov.uk](http://hse.gov.uk)], [[hse.gov.uk](http://hse.gov.uk)]

### Key relationships:

UKHSA Health Protection Team (HPT); Local Authority Public Health/Environmental Health; ICB/ICS IPC leads; Acute/community provider IPC teams; NHS England; laboratories; site managers/PCN leads; practice managers; clinical leads; estates/cleaning; communications. [[gov.uk](http://gov.uk)], [[gov.uk](http://gov.uk)]

### What you'll be doing:

#### Preparedness & Governance

- Maintain and periodically test an organisation-wide IPC Outbreak Plan (GP/OOH/IUC) aligned to UKHSA outbreak principles and local multi-agency plans (LRF/LHRP). [[gov.uk](http://gov.uk)]
- Embed the NHS England IPC BAF and NIPCM as the operational standard; provide regular Board-level assurance reports and action plans [[england.nhs.uk](http://england.nhs.uk)]
- Ensure policies/SOPs meet the IPC Code criteria (e.g., governance, risk, training, audit, environment, decontamination, Aseptic Technique, PPE, AMR stewardship) and are adapted for primary and urgent care workflows [[gov.uk](http://gov.uk)], [[nice.org.uk](http://nice.org.uk)]
- Align with CQC expectations for GP practices (named IPC Lead, audit programme, cleaning standards, staff training, equipment maintenance) [[cqc.org.uk](http://cqc.org.uk)]

#### Surveillance, Early Detection & Notification

- Lead proportionate surveillance for incidents/outbreak signals across GP/OOH/IUC (e.g., clustering of gastroenteritis, influenza-like illness, scabies, healthcare-associated infections linked to procedures, sharps, or devices) [[gov.uk](http://gov.uk)]
- Apply UKHSA definition of an outbreak and trigger thresholds; escalate promptly [[gov.uk](http://gov.uk)]

## Behaviours

- Calm, proportionate, evidence-led decision-making; collaborative with system partners; able to influence across GP, OOH and IUC environments [[gov.uk](http://gov.uk)]

## Key Performance Indicators (KPIs)

- **Preparedness:** Annual exercise of the Outbreak Plan and >90% completion of priority IPC training. [[england.nhs.uk](http://england.nhs.uk)]
- **Timeliness:** Detection-to-notification and IMT convening within agreed UKHSA-aligned thresholds. [[gov.uk](http://gov.uk)]
- **Control measures:** Time to implement agreed interventions; adherence to NIPCM and NICE standards. [[england.nhs.uk](http://england.nhs.uk)], [[nice.org.uk](http://nice.org.uk)]
- **Assurance:** IPC BAF self-assessment trajectory (gap closure rate) and CQC inspection feedback without IPC enforcement actions [[england.nhs.uk](http://england.nhs.uk)], [[cqc.org.uk](http://cqc.org.uk)]
- **Learning:** Completion of final outbreak reports with action closure within agreed timescales [[gov.uk](http://gov.uk)]

## Appendices

- **Outbreak Plan (GP/OOH/IUC)** cross-referenced to UKHSA Toolkits (risk assessment, IMT terms of reference, investigation templates, communications, final report and auditable standards) [[gov.uk](http://gov.uk)]
- **BAF-mapped assurance pack** (evidence index against IPC Code criteria and CQC lines of enquiry) [[england.nhs.uk](http://england.nhs.uk)], [[gov.uk](http://gov.uk)], [[cqc.org.uk](http://cqc.org.uk)]
- **Training matrix** and competency framework for IPC link roles in practices and IUC sites (NIPCM/NICE aligned) [[england.nhs.uk](http://england.nhs.uk)], [[nice.org.uk](http://nice.org.uk)]



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### IPC Outbreak Management Lead (GP / OOH / IUC)

- Ensure statutory notifications and liaison:
  - Notify UKHSA HPT and relevant partners when an IMT may be required or an outbreak is declared [[gov.uk](http://gov.uk)]
  - Support notifiable disease processes led by clinicians/labs, and coordinate with Local Authority Environmental Health where food- or water-borne risks are suspected [[gov.uk](http://gov.uk)]
  - Determine RIDDOR applicability (work-related infection, exposures to biological agents, dangerous occurrences) and report to HSE when required [[hse.gov.uk](http://hse.gov.uk)]

### Incident/Outbreak Response (IMT Leadership)

- Convene/Chair or Co-chair an Incident/Outbreak IMT (as agreed with UKHSA HPT) to coordinate case definition, hypotheses, epidemiology, sampling, control measures, communications, and recovery. Use UKHSA Toolkits 3–6, 7, 9, 10 for risk assessment, IMT conduct, investigation protocol, setting-specific measures, media handling, reporting, and auditable standards [[gov.uk](http://gov.uk)], [[gov.uk](http://gov.uk)], [[gov.uk](http://gov.uk)]
- Lead risk assessments (severity, uncertainty, spread, interventions, context) and document decisions and rationales. [[gov.uk](http://gov.uk)]
- Implement control measures drawn from the NIPCM and NICE IPC recommendations (e.g., hand hygiene, PPE, environmental decontamination, patient flow/isolation, device-related care, sharps safety, waste, antimicrobial stewardship) [[england.nhs.uk](http://england.nhs.uk)], [[nice.org.uk](http://nice.org.uk)]
- Coordinate occupational health elements (staff exposure, vaccination, exclusion/return-to-work) [[cqc.org.uk](http://cqc.org.uk)]
- Ensure COSHH-compliant biological agent risk assessments and controls for healthcare tasks (exposure prevention, PPE, engineering/administrative measures, decontamination and disposal) [[hse.gov.uk](http://hse.gov.uk)]

### Communications & Stakeholder Management

- Develop incident-ready internal/external communication plans using UKHSA principles (clear, timely, equitable messaging; TAPIE model where appropriate) [[gov.uk](http://gov.uk)]
- Provide patient/public information and staff briefings consistent with UKHSA/NHSE messaging; coordinate with ICB comms and local partners [[gov.uk](http://gov.uk)]

### Education & Workforce Capability

- Deliver and evaluate training for clinical and non-clinical staff on outbreak recognition, immediate controls, specimen handling, PPE, environmental hygiene, safe sharps use and waste, notifiable diseases, COSHH and RIDDOR [[nice.org.uk](http://nice.org.uk)], [[hse.gov.uk](http://hse.gov.uk)], [[hse.gov.uk](http://hse.gov.uk)]
- Coach practice IPC link clinicians/Champions and support PCNs/OOH site managers to sustain standards [[nice.org.uk](http://nice.org.uk)]

## Core References

- **UKHSA.** Communicable disease outbreak management guidance and Toolkits (risk assessment, IMT, setting-specific, communications, auditable standards). Updated 2 Sep 2025 [[gov.uk](#)], [[gov.uk](#)], [[gov.uk](#)]
- **NHS England.** National Infection Prevention and Control Manual (NIPCM) and IPC Board Assurance Framework (BAF), v5 (8 Apr 2025) [[england.nhs.uk](#)]
- **Department of Health and Social Care.** Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance (updated 13 Dec 2022) [[gov.uk](#)]
- **NICE.** CG139: Healthcare-associated infections: prevention and control in primary and community care; QS61 Infection prevention and control [[nice.org.uk](#)], [[nice.org.uk](#)]
- **CQC.** GP Mythbuster 99: Infection prevention and control in General Practice (updated 15 Dec 2025) [[cqc.org.uk](#)]
- **HSE.** COSHH – Biological agents (Infections at work: The Law) [[hse.gov.uk](#)]
- **HSE.** RIDDOR reporting: who/what to report and online forms (updated guidance) [[hse.gov.uk](#)], [[content.go...livery.com](#)]



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## IPC Outbreak Management Lead (GP / OOH / IUC)

### Environment, Decontamination & Cleanliness

- Ensure cleaning specifications and schedules align with national standards and local risk profiles; monitor high-touch surfaces and clinical equipment cleaning/maintenance [[cqc.org.uk](#)]
- Advise on waste segregation/transport and water safety/Legionella interfaces with estates [[nice.org.uk](#)]

### Audit, Assurance & Learning

- Run a rolling IPC audit programme (environmental cleanliness; SICPs/Transmission-Based Precautions; aseptic technique; device care; sharps; waste; decontamination) and present outcomes via IPC BAF dashboards [[england.nhs.uk](#)]
- Produce final outbreak reports with lessons identified and oversee action closure; complete constructive debrief per UKHSA toolkit; update policies/training accordingly [[gov.uk](#)]
- Evidence compliance against CQC expectations and IPC Code criteria during inspections and internal reviews [[cqc.org.uk](#)], [[gov.uk](#)]

### Data, Reporting & Documentation

- Maintain outbreak files: risk assessments, minutes, line lists/epi curves, actions, communications, reports and evidence for auditable standards [[gov.uk](#)]
- Provide routine and ad-hoc assurance reports to Quality & Safety Committee/Board, ICB IPC forums, and commissioners using BAF constructs [[england.nhs.uk](#)]

### Safeguarding, Equality & Health and Safety

- Integrate outbreak controls with safeguarding (children and adults at risk), business continuity, and EPRR arrangements; ensure equitable access and tailored communications for inclusion health populations in line with UKHSA principles [[gov.uk](#)]
- Ensure compliance with Health and Safety at Work Act, COSHH and RIDDOR; maintain vaccination/immune status policies for staff exposure risks [[nice.org.uk](#)], [[hse.gov.uk](#)], [[hse.gov.uk](#)]

### Time Commitment & On-Call

- Core hours with on-call/rota participation for urgent outbreak escalation, proportionate to organisation scale and OOH/IUC operational periods [[gov.uk](#)]

**NOTE:** This job description is not intended to be an exhaustive list of all duties, and responsibilities associated with the job. Other duties may be assigned.