

JOB TITLE: Registered General Nurse
REPORTING TO: Deputy Home Manager & Home Manager
RESPONSIBLE TO: Home Manager

JOB PURPOSE:

- Working within the NMC codes of conduct and scope of practice, as well as organisational policies and procedures to deliver & lead high quality care as part of the care team using a person-centred approach
- Ensuring the individual needs of our residents are met, providing opportunities for individuals to use their skills and enhance their quality of life, whilst maintaining their independence and privacy
- Working on a rolling shift pattern, including alternate weekends, applying a flexible attitude to working hours especially in regard to covering absence & holidays, including bank holidays, evenings & weekends
- Displaying a caring, sensitive & approachable nature being compassionate, patient & empathetic in all tasks
- Being organised & reliable in your approach to work
- Having a full knowledge of and follow the NMC Professional Code of Conduct and to be accountable for professional practice
- Report all accidents and incidents, taking appropriate action and ensuring full and timely recording of incidents.
- Report immediately any instance of suspected abuse, malpractice or other concern to management and ensure details are clearly and fully documented.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Previous management/supervisory experience
- RGN Qualification
- Active UK NMC PIN Number
- Experience of working in health and social care setting for a minimum of one year
- Genuine interest in and Experience in supporting elderly, frail & people with learning disability.
- Ability to communicate effectively at all levels
- Capable to work effectively as part of a team and evidence of leading by example
- Willingness to participate in Training Programmes/Staff meetings
- Up to date knowledge of care legislation & minimum standards
- Satisfactory DBS checks

Desirable:

- Experience in motivating and leading a team
- Qualification in supervisory management
- Previous supervisory experience
- Understanding of safeguarding adults at risk
- Understanding of regulations & legislation within the care profession
- Understanding of key care principles, national minimum standards & CQC

MAIN RESPONSIBILITIES

Nursing Care and Support:

- Take responsibility for clinical nursing care to include assessing, planning, implementing and continually reviewing care needs to provide a high standard of direct nursing care to our service users, based on assessment and consultation with individuals, their relatives and the care team.
- To fulfil the role of 'Named Nurse' for designated individuals.
- To administer medication for service users in line with the company policy & procedures relating to the ordering, administration, custody, storage and control of drugs.
- To undertake hourly checks of service users (where appropriate), recording patients' vital signs and medical information.
- To individually, and as a team member, seek to identify and promote improvements in service users care, directing the interventions of the keyworkers to ensure high standards of all social aspects of care.
- To take the clinical lead with individual service users in respect of tissue viability, pressure relief, nutrition, continence and wound management.
- To exercise this responsibility through participating in the care planning to work with the nursing and care team to set standards for care, informed through evidence-based practice, and act as a role model at all times.
- To liaise with GP, chiropodist, occupational therapist, physiotherapist and other members of the primary care team(s). To refer to and liaise with appropriate specialist nurses linked to the PCT(s).
- To facilitate the admission and discharge of service users – liaising with other agencies to ensure continuity of care between hospital and community.

Staff Management:

- To provide guidance, instruction, and supervision to qualified and unqualified staff as appropriate in all aspects of care and to act as a mentor to new or less experienced staff, ensuring all new care assistants are given a comprehensive induction, staff are aware of the standards expected, and fully supported throughout their employment. Complete Personal Development Plans as required. Ensure the rota is covered for upcoming shifts and relief staff are utilised as and when required.
- Support and follow the direction of the nurse / person in charge and follow instructions given.
- Have supervisory responsibility for carers whilst on duty, ensuring residents needs are met in a timely manner.
- Ensure carers are supported and assisted when necessary whilst on duty
- Hold responsibility for a team of care staff – ensuring key worker documentation is updated and audited on a monthly basis
- Lead/Input into key worker reviews and carer supervisions as requested
- Undertake staff supervisions/appraisals as delegated by the Unit Manager.

The Home:

- Take responsibility and accountability for the establishment, its resources and services.
- Ensure you are aware of financial matters associated with the running of the home and help obtain the maximum benefit from available funds.
- Take responsibility for the presentation and appearance of the establishment & maintenance of equipment & facilities in line with the requirements of the Company by undertaking & recording the required scheduled building & security checks.

Communication:

As a member of the senior team, support the Manager in meeting the Company's policies, procedures and legal obligations, ensuring that all staff are working to company policies and procedures, company initiatives are promoted and to take appropriate action to ensure that standards are reached and maintained. Ensure the Home Manager is kept up to date on any ongoing issues on a regular basis.

Training and Development:

- Must have completed and passed training in medicine management
- Must have completed medication competency training and been passed as competent by the Home Manager
- Maintain professional knowledge and competence.
- Attend mandatory training and specific training days/courses, on or off site, as and when required.
- Maintain NMC professional registration.
- Ensure NMC revalidation, in timely manner.

Health & Safety:

- To identify risks within the home and notify the appropriate senior staff member immediately.
- To be aware of emergency procedures, report hazards to the Manager and respond to emergencies as appropriate.
- To use Moving & Handling techniques and equipment, safely and correctly, as per the current company policy & procedures.
- To wear the correct uniform and personal protective equipment (PPE) associated with the task and role you are carrying out.

ADDITIONAL DUTIES

To be responsible for planning care and implementing personal care plans, reports, reviews and assessments, displaying accurate, clear and concise communication skills (both written & verbal), by maintaining and updating records as required in order to enhance the quality of services in relation to maintaining the well-being, dignity, quality of life and environment of the service users.

This should include documenting any interventions, whether advisory or through direct care, in the support plan in line with professional (NMC) guidelines.

To build and maintain good relationships with service users and their relatives, displaying good communication and listening skills, to ensure they are provided with an effective communication network and 'next of kin' is informed of significant changes in a service user's condition. This may include:

- Talking and listening to residents
- Helping them to maintain contact with family, friends and the community
- Assisting with shopping, recreation tasks and opportunities
- Being aware of their likes, dislikes, nutritional & cultural needs

To promote at all times, the health and wellbeing of our residents and to ensure each individual has an active, varied and interesting life which respects individual choice and capability, whilst observing and promoting service user choice, independence, dignity, privacy, fulfilment and other rights.

To create and promote a warm and friendly atmosphere within the home, which allows and encourages service users to develop and participate in the running of the home to their fullest potential.

GENERAL:

- Understand and apply the principles of GDPR confidentiality and dignity all times, ensuring information is not shared or divulged with anyone not authorised to receive it.
- To work in accordance with the company's code of practice and all current relevant legislation.
- Ensure the service provision is anti-discriminatory and culturally sensitive responding to individual needs, with regard to race, religion, culture, language, gender, sexual orientation, age and disability.
- To actively market the company's and promote a positive, personal & professional profile, ensuring the good reputation of the organisation at all times.
- To display a commitment is made to equal opportunities in the organisation
- Promote and ensure the good reputation of the company.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of the Care Home is maintained at all times.
- Adhere to all Company policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

Creation and authorisation:

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Hill House Nursing Home Ltd reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please note that you share with Hill House Nursing Home Ltd the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

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| Employee Signature: | Date: |
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