

JOB DESCRIPTION

Job Title: Registered General Nurse

Reports to: General Manager/Deputy Manager

Purpose of Job:

To provide and supervise the delivery of high quality personalised nursing care to residents in accordance with up-to-date, evidence-based professional policies and practice, legal regulations of the Health and Social care Act 2008, all other legal requirements and company policies and to lead and motivate the staff team by acting as a role model for high professional standards whilst providing an environment of person centred care.

Main Responsibilities:

1. Ensure new admissions are orientated into their surroundings and introduced to residents and staff, and the appropriate documentation is completed on time – key risk assessment must be in place within 6 hours and a basic care plan must be in place within 24 hours of anyone's admission including those on a respite care/short term stay.
2. Within the first 5 days of a new admission assess the person's physical, psychological and social needs and draw up a personalised care plan taking into consideration the lifestyle, gender and background of the resident and involve the person, family and multi-disciplinary team.
3. Comply with, and ensure all staff are compliant with company policies and procedures and routines, ensuring that all services are provided to people we support in a consistent manner.
4. Ensure that one page personalised profiles are developed in conjunction with care and activity staff in accord with Company policy and procedures – as a minimum an overall Personal Profile and a Medication Profile must be completed for all residents.
5. Plan, implement and evaluate nursing care in accordance with the resident's needs and within the 'named nurse' system. Ensure the named nurse system is kept up-to-date.
6. Continuously evaluate care needs with other members of the nursing and support team and ensure that care plans and records are up-to-date and accurate. Continually seek to improve the care delivered to residents.
7. Help people you support and their relatives to understand the ageing process and how it affects their health and lifestyle. Visit each person on your floor daily to assess their needs and assist them to maximise their comfort, dignity and independence and create the right environment which supports their physical and mental well-being.

8. Communicate with relatives of residents and families at every opportunity, answer queries, explain treatments and generally satisfy them with regard to the high standards of care and services provided.
9. Lead a multi-disciplinary shift team, supervising staff in all respects including orientation of new staff, appraisal, training and development of care staff, organising and coordinating their duties, guiding, supporting, monitoring and evaluating staff performance. This requires working hands on with members of the care team.
10. Ensure that documentation relating to the delivery of care is completed accurately, legibly and in accordance with NMC and company standards. Participate in the formal audit process at the request of the General Manager.
11. Comply with the NMC Code of Conduct at all times and ensure processes are adhered to for the safe ordering, custody, storing, disposing and administration of all medication in accord with company policy and procedure. Accept responsibility for the safety of medication in store and on the trolley during dispensing rounds.
12. Ensure that safe working practices and procedures are maintained at all times and that all staff are aware of the importance of following the home's Health and Safety Policies and Procedures.
13. Manage stocks of all supplies effectively and economically and ensure the timely order of replenishment stocks.
14. Work co-operatively with Lifestyle Support staff to ensure residents spiritual and social needs are met.
15. Liaise with outside agencies in relation to the continuity of care for people we support.
16. Proactively develop professional and clinical skills in order to enhance the knowledge and skills needed for safe and effective practice.
17. Contribute to the development of progressive thinking in nursing and social care in respect of stimulation for residents to improve their quality of life.
18. Participate in continuous process improvements and make recommendations for change with regard to clinical and non-clinical policy.
19. Participate in training and professional development to ensure that you meet the requirements of the Company and NMC.
20. Ensure appropriate agreed staffing levels are maintained.
21. Participate in an on-call rota if assessed to be competent.
22. Assist with the investigation of any complaints.
23. Keep your manager informed of any relevant issues.
24. As required to support residents on trips outside the home, attending events in the community and at other services and training.

Springhill Care is committed to providing professional, respectful and personalised quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence, choice and control in a homely environment.
- Show courtesy and respect to residents and relatives and retain the confidentiality of residents and their families at all times.
- Greet all visitors in a friendly, courteous and efficient manner and promote Springhill Care positively in the local community.
- Maintain good working relations with all colleagues at all times. Working as a team with other nurses, care support workers, domestics, catering staff etc is vital to ensure the smooth and efficient running of the service and to ensure residents get the highest quality of care.
- Maintain a positive environment - employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, residents or relatives.
- Welcome new employees and assist in their induction as required.
- Attend and participate in training sessions and staff and relatives meetings as and when required.
- Be aware of and at all times comply with all company rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Health and Social Care Act 2008, Safeguarding and the relevant Regulations and Standards.
- Be flexible. All staff will be required to exercise patience and tolerance in the handling of all residents and their visitors, and to provide a service to meet an infinite variety of needs.
- Use best endeavours to ensure that morale is kept high amongst residents and staff.
- Work shifts on rota as required, including rotation on days and night if requested.
- Undertake any other reasonable duties when necessary at the request of General Manager.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically.

PERSON SPECIFICATION: RGNs & RMNs:

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Educational / Professional Qualifications:	Educational / Professional Qualifications:
<ol style="list-style-type: none"> 1. RN qualified. 2. Current registration with the NMC. 3. Good command of written and spoken English. 	<ol style="list-style-type: none"> 1. Post-basic course in elderly care. 2. Training experience/qualification.
Experience:	Experience:
<ol style="list-style-type: none"> 1. At least one year of nursing experience. 2. Ability to assess, plan, implement and evaluate resident care and act accordingly if untoward changes occur. 3. Experience of maintaining accurate records. 4. Knowledge of medications and the safe administration of medicines. 5. Practical experience of providing high quality personalised care and exceeding expectations. 6. Knowledge of and experience of providing either individual or group supervision to care support staff. 7. Demonstrates recent and relevant clinical updating in line with PREPP. 8. Abide by the NMC Professional Code of Conduct and understand individual accountability. 9. Awareness and understanding of Health and Social care Act 2008, Regulations and CQC Guidance, Royal Pharmaceutical Guidelines and Health and Safety legislation 10. Evidence of personal continuing professional development. 11. Ability to motivate and work with a team of staff. 	<ol style="list-style-type: none"> 1. Demonstrate knowledge of training and developing staff. 2. Experience of supporting, monitoring and evaluating staff performance. 3. Experience of planning/managing staff rota.

Iconfirm that I have read, understand and accept the above Job Description for a Registered Nurse.

Signature:

Name:-

Date:-