

JOB DESCRIPTION

JOB TITLE Registered Nurse	PAY LEVEL £12.50-£14.00
LOCATION West or North Yorkshire	DEPARTMENT Care
REPORTING TO Home Manager	HOURS 3 x shifts, 8am-8pm and 8pm-8am

MAIN PURPOSE OF THE JOB

To provide support to the nursing team and be responsible in the planning, provision and evaluation of a high standard of care.
 To develop and lead care staff optimising their skills and potential whilst providing direct and indirect supervision.
 To manage the clinical environment on a daily basis providing strong clinical leadership that results in a high quality care,

PERSON SPECIFICATION

EDUCATION LEVEL
 Registered Nurse - Level I or II, valid registration with the Nursing and Midwifery Council.

EXPERIENCE

Knowledge and experience of working at a supervisory level, providing evidence of leadership qualities.
 Experienced in meeting the needs of older people.
 Evidence of high level commitment to professional development, training and education

PERSONAL QUALITIES

To be a kind and considerate person who is innovative, caring, honest, reliable, trustworthy and respectful.
 Must demonstrate a high standard of inter-personal skills and communication, good leadership qualities including delegation and the co-ordination of teams within the home.
 Ability to organise, make decisions both clinical and professional evidencing knowledge of NMC guidelines and CQC Essential standards.

SPECIFIC DUTIES & RESPONSIBILITIES

1	To observe agreed standards in providing the best possible quality of nursing care to all patients, contributing to the overall efficiency and development of the service.
2	Responsible for ensuring that a high quality of nursing care is delivered within a framework of agreed standards.
3	To work as part of a Multi-disciplinary team providing support and advice in the decision making process, ensuring a quality delivery of service.
4	To provide clinical expertise in all aspects of nursing care.
5	Participate in the education and assessment of the care team, including any nursing students.
6	Responsible for the accurate documentation of all records, establishing new documentation as appropriate.
7	Participate in covering the rota for uncovered shifts so that continuity of care can be provided to the service users within the team.
8	Assist in the assessment of care needs, the development, implementation and evaluation of the programmes of care and the setting of standards of care aimed at providing a high quality service.
9	Participate in the admission planning involving the service user.

10	Will have the skills to manage distressing situations as a result of dealing with service users with chronic and terminal illnesses. Will show empathy to families and friends and support to junior staff.
11	Will require a high degree of concentration due to dispensing correct drugs and dosage whilst working within a demanding area.
12	Administer medicines as prescribed adhering to Roche Healthcare Ltd's Administration and Management of Medicines policy and procedures and NMC guidelines.
13	Has the responsibility to put items away for safe keeping belonging to the service users and maintain appropriate and accurate records.
14	Actively encourage in an understanding and sensitive manner, the participation of relatives/carers as well as service users in the planning and provision of care.
15	Promote a professional and happy environment, conducive to a high service user and staff morale achieved by leadership, personal example and direct involvement.
16	To work flexibly within the home environment at the discretion of the Home Manager.
17	In the absence of the Home Manager, monitor standards, ensuring that policies and procedures are carried out correctly.
18	Ensure the maintenance of accurate records, having due regard to legal aspects and confidentiality requirements.
19	Be conversant with fire, health and safety, infection control, first aid and accident policies and procedures.
20	Attend all statutory training courses including adult protection sessions.
21	Support and monitor any practices that have internal risk i.e. infection control and ensure that procedures are carried out correctly.
22	Maintain a safe working environment at all times, ensuring staff are aware of their responsibilities.
23	To work in compliance with all Company policies and procedures.
24	Ensure the safe use of equipment by yourself and others. Reporting of any poor practices to enable staff to be referred for further training.
25	Be aware of, and involved in, current trends of nursing and contribute new ideas to promote high standards of patient care.
26	Have skills in dealing with the communication of complex and sensitive information.
27	Participate in the induction and NVQ programme for new and existing staff, offering support and guidance.
28	Being an authorised signatory for signing overtime on time sheets and agency sheets where required ensuring that all information is correct.
29	Have responsibility for attendance of study days to maintain a high degree of nursing knowledge and keep professional portfolio up to date.
30	To responsible for your own development of an on-going personal development plan.
31	Adhere to the uniform/dress code in line with Company and Infection Control guidance.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

All staff are expected to abide by and promote to the Company's Equal Opportunities and Equality Act 2010.

All employees are responsible for the prevention and control of infection in accordance with the Health Act 2008 (hygiene code). This includes compliance with all Infection Prevention and Control policies and procedures

It is the post holders responsibility to ensure that they are fully aware of the location and content of all company policies and comply with these as relevant to the performance of their role.