



JOB DESCRIPTIONS



Registered Nurse (RN)

JOB TITLE: RN
REPORTS TO: Manager
ACCOUNTABLE TO: Operations Manager

SCOPE OF THE POST

The post holder is responsible for the delivery of nursing care to the Service Users supported by the Manager and Deputy Manager. They will deliver care within the boundaries of their role. They will give support in the performance of all duties relating to the effective management of the Home. All employees are bound by Company Rules and Service Users Charter, which are detailed in separate documents.

DUTIES AND RESPONSIBILITIES

Professional and Management

1. To promote at all times the reputation of the Home, and maintain the highest standard of Nursing Care.
2. Motivate staff and maximise job satisfaction.
3. Offer support and guidance to the team members in standard setting, care planning, and key-working systems.
4. To read and write reports, take part in staff and Service User / relatives meetings, and attend training sessions.
5. To maintain an awareness of all routines within the Home, and to lead the team as necessary.
6. Exercise strict control and administration of drugs as prescribed and laid down by current regulations.
7. To help Service Users who need assistance with personal hygiene
8. To assist in giving mental and physical stimulation to Service Users by talking to them, and helping them to continue with hobbies and activities in the Home.
9. To respond to emergency bells, answer the door and telephone.
10. To follow approved hand-over procedures at the end of each duty session.
11. To be aware of fire procedures and the locations of fire extinguishers.
12. Be actively involved in fire practices on a regular basis.
13. To practice maximum integrity in all dealings with Service Users personal and financial affairs, and not to abuse the privileged relationships which exist with the Service Users.
14. To be computer literate.
15. Gifts from past or present Service Users or relatives must not be accepted without the prior consent of the Directors.



JOB DESCRIPTIONS



INVESTOR IN PEOPLE



16. To adhere to Company Policies and Procedures at all times, and to keep staff informed of any amendments thereto.

Clinical Practice

1. Assess plan, develop, implement and evaluate person centred care and prevent adverse effects on health and well being.
2. Recognise, assess and refer Service Users presented with mental health needs in accordance with NSF for mental health
3. Recognise and work within own competence and professional code of conduct as regulated by NMC.
4. Produce accurate and complete records consistent with legislation, policies and procedures
5. Prioritise, organise and manage own work load in a manner that maintains and promotes quality.
6. Deliver care according to NSF and NICE guidelines and evidence based care.
7. In partnership with other clinical teams, collaborate on improving the quality of health care, responding to local and national policies and initiations as appropriate.
8. Build relationships with Service Users to encourage and trust while listening to and interpreting their needs and concerns.
9. Identify if and when a Service User is at risk of harming themselves or others and implement action plan.
10. Promote and deliver evidence based care for Service Users presented with physical problems.
11. Work as an effective and responsible team member, supporting others and exploring mechanisms to develop new ways of working.
12. Delegate clearly and appropriately, adopting principles of safe practice and assessment of competence of those taking on delegated duties.
13. Proactively identify, diagnose and manage treatment plans for Service Users at risk of developing long term conditions as appropriate.
14. Promote, organise and manage own workload in a manner that maintains and promotes quality.
15. Ensure MCA 2007 is adhered to at all times.

Equality and Diversity

1. Identify patterns of discrimination, take action to overcome them and promote diversity and equality.
2. Support people who need assistance in exercising their rights
3. Act as a role model in good practice relating to equality and diversity.
4. Accept the rights of individuals to participate in care or refuse care.



JOB DESCRIPTIONS



Learning and Development

1. Act as mentors to students/carers assessing competence against set standards.
2. Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information.
3. Assess own learning needs and undertake learning as appropriate. Attend all mandatory and compulsory training as per organisational policy.
4. Apply infection control measures within the practise according to local and national guidelines.
5. Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and extend good practice.
6. Support the development of others in order to maximise staff potential.

General Duties

1. Ensure all equipment and services are maintained throughout the home.
2. Understand own role and scope and indentify how this may develop.
3. Participate in team activities that create opportunities to improve care.
4. Work effectively with others to clearly define values, direction and policies impacting upon care delivery
5. Monitor work areas and practices to ensure they are safe and free from hazards and conform to health?

ANY OTHER DUTIES THAT MAY REASONABLY FALL WITHIN THE SCOPE OF THIS POST, AS MAY BE REQUIRED FROM TIME TO TIME.

STANDARD REQUIREMENTS

RESPONSIBILITIES IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

CONFIDENTIALITY

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

EQUAL OPPORTUNITIES

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.



JOB DESCRIPTIONS



INVESTOR IN PEOPLE



HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST. THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.