

JOB TITLE: Registered Nurse (1st/2nd Level)

REPORTING TO: Home Manager

JOB PURPOSE: To achieve the highest possible standard of care in a professional manner through direct nursing care and effective supervision of Staff Members. To take management responsibility for a shift as directed.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- * Registered with NMC and in receipt of current PIN
- * Ability to communicate effectively at all levels
- * Genuine interest in working with the relevant Client group
- * Satisfactory Police and ISA checks.
- * Satisfactory References

Desired:

- * Team player
- * Experience / qualification in care for relevant Client category
- * Previous supervisory experience
- * Driver with use of car

MAIN RESPONSIBILITIES

Care:

1. Ensure all Staff contributes, to the best of their ability, in the efficient running of the Care Centre and the creation of an atmosphere conducive to the best interests of the Clients.
2. Provide a good example for colleagues to follow ensuring high standards of care at all times.
3. Duties may include acting up for the Deputy Manager or Home Manager in their absence.
4. Report any ill health amongst Clients and make requests for GP / Professional visits where necessary.
5. Ensure Clients' Care Plans are completed and maintained in consultation with Clients, Relatives and other Health Care Professionals, and in accordance with NMC guidelines & Company policy.
6. Assess all aspects of Clients' care needs, and provide health supervision and nursing care as required.
7. Maintain accurate records and ensure each Client has an individualised care plan. That is updated and evaluated in line with company policy.
8. Carry out regular checks on Clients at agreed intervals.
9. Ensure a clear and concise handover report is given to all relevant Staff Members at the end of each shift.
10. Administer prescribed medicines and document the same in accordance with the Company's procedure and NMC guidelines.
11. Practice maximum integrity in all dealings with Clients' personal and financial affairs, and avoid abuse of the privileged relationship which exists with Clients.

Communication:

1. Participate in Staff and Client meetings as and when required.
2. Establish and maintain good communication with Clients, Relatives and multidisciplinary professionals.

Budgetary / Financial Control:

1. Ensure all commodities used in and around the Care Centre are sensibly conserved by all Staff

Marketing:

1. Actively market the Care Centre and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Centre at all times.
2. Ensure the Care Centre is attractively presented, and odour free, at all times,
3. Ensure a show room is suitably presented and available at all times.

Training & Development:

1. Supervise and instruct junior and new staff in all aspects of their work, giving help and guidance where appropriate.
2. Maintain and improve professional knowledge and competence. Keep professionally updated in all areas of clinical expertise.
3. Attend mandatory training days/courses, on or off site, as and when required.
4. Mentor and provide constructive feedback to colleagues as required.

Health & Safety:

1. Report immediately to the Home Manager, or the Person in Charge, any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
2. Understand, and ensure the implementation of, the Care Centre's Health and Safety policy, and Emergency and Fire procedures.
3. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, Equipment or any potential hazard.
4. Promote safe working practice within the Care Centre.

General:

1. Adhere to all appropriate regulations and company policies and procedures within the required timescales.
2. Maintain all records in line with company policy.
3. Ensure all information of a confidential nature gained in the course of duty is not divulged to third parties.
4. Assist with arrangements for fund raising.
5. Notify the Home Manager, or 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.
6. Ensure the security of the Care Centre is maintained at all times.
7. Ensure all equipment is clean and well maintained.
8. Carry out any other tasks that may be reasonably assigned to you.

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

The company 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 the company the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name: **Date:**