

JOB DESCRIPTION

Job Title	Registered Nurse
Responsible to	Clinical /Unit Manager
Direct Reports	Care Staff on unit

General Scope of the Post

To be responsible for assessing, planning, implementing and evaluating the safe, efficient and skilled delivery of care to residents. To ensure that all Trust policies & procedures are adhered to.

Principal Duties

The Registered Nurse will be responsible for carrying out the following duties:

Delivery of Care to Residents

1. Carry out all clinical nursing practices in accordance with care procedures as directed by The Marsden Manual and Trust policies and procedures.
2. Undertake the initial assessment of residents in line with policies and procedures. From this assessment develop a care plan with the resident. Ensure that the care plan is realistic and achievable.
3. Supervise and participate in the delivery of care to the resident in line with the care plan. Anticipate the needs of the residents, monitor the effectiveness of the care plan, making changes as necessary, ensuring that the plan reflects changing circumstances and current objectives, working in line with Care Home regulations and NMC guidance on record keeping.
4. Ensure that all medication, including controlled drugs are administered, recorded, maintained and replenished at all times consistent with the Care Centre's written policies and procedures and in line with NMC guidance on drug administration.
5. Communicating with the residents, relatives and visitors, documenting and acting on all relevant details, reporting to line manager as appropriate.

Supervision of Staff

6. Manages the unit and staff whilst on duty including ensuring that there are sufficient staff to carry out all duties.
7. Participates in the induction of new staff to the Care Centre and their duties. After familiarization of their duties and responsibilities, supervises and co-ordinates staff to ensure that their jobs are prioritized and performed in a diligent, caring appropriate and attentive manner at all times.
8. Where necessary, instigates and/or participates in the disciplinary process where conduct, attitude or quality of work are inconsistent with goals and objectives of the Care Centre.
9. Where necessary, provides advice and counsel to staff, being particularly supportive at times of severe emotional need or stress.

Administration and Record Keeping

10. Ensures that all notes and records relating to the care of the residents are maintained in an accurate, legible, consistent and timely fashion, reflecting the residents as individuals and all changes to the care needs.

11. Assisting and maintaining professional discipline within the Care Centre.
12. Co-operating with all staff to promote and maintain a high standard of care, complying with all quality systems introduced by the Trust.
13. Liaises with the residents, friends/family/advocates of the resident before and during the resident's stay at the Care Centre, promoting a professional, caring and sympathetic approach and advising on procedures relevant to admission and changes which may occur through out the resident's stay.

Quality Assurance

14. Ensures familiarity with the Care Centre's quality assurance framework. Participates in programmes designed to review, evaluate and improve systems and processes, policies, procedures etc in meeting quality improvement objectives for the Care Centre.
15. Participates in the training and teaching of other staff members within the team.
16. To work with other Trust staff to implement and monitor quality systems to maintain high standards of care.

Professional Development

17. To have a working knowledge of the National Minimum Care Standards and the impact that they have of working within the Care Centre.
18. Accepts responsibility for developing own knowledge and skills, promoting the concept of life long learning.
19. To ensure that own training and development needs are identified and recorded. Accepts personal responsibility for own CPD activities, and for keeping up to date within own specialty.
20. To be aware of professional accountability and act at all times within the NMC code of professional conduct.
21. To ensure that PREP is maintained under the guidance of NMC, ensuring that re-registration is flawless.

In addition to the above, there are some general requirements that apply to all jobs in the Care Centre.

- 1) Participation in staff meetings.
- 2) Participation in training activities.
- 3) Participation in staff supervision and personal development review.
- 4) Participation in quality assurance systems.
- 5) Taking responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- 6) All duties must be carried out to comply with:-
 - a Notification of accidents and other Health and Safety requirements.
 - b Statutory legislation, in particular the Health and Hygiene regulations.
 - c Nationally and locally agreed Codes of Good Practice.
 - d Fire precautions.
 - e Equal opportunity and the Trusts anti-discriminatory policy.

Health and Safety

To be responsible for your own health and safety and that of anybody else whom your acts or omissions may affect.

This job description outlines the main duties and responsibilities of the post; it is not intended to be an exhaustive list.

PERSON SPECIFICATION

REGISTERED NURSE

ESSENTIAL	DESIRABLE
<p><u>Qualifications:</u> RGN / RMN and currently registered with NMC. Evidence of continuing professional development.</p>	
<p><u>Experience:</u> At least 1 years post registered experience within the elderly care setting.</p>	Working knowledge of the regulations relating to Care Homes.
<p><u>Specific Skills:</u> Able to demonstrate periodic training to maintain own knowledge, skills and competencies. Knowledge of legislation relating to Care Homes. Specialist knowledge of care of the elderly, including an understanding of conditions and illnesses relating to old age. Clear insight and understanding of the need for accurate documentation and care planning. Good communication skills, both verbal and written. To partake in the on call rota.</p>	Working knowledge of legislation relating to Health & Safety, Employment and food hygiene.
<p><u>Interpersonal Skills:</u> Able to work under pressure whilst remaining calm and professional at all times. Show commitment and enthusiasm to care of the elderly. Able to lead and motivate people. Able to co-operate with other health professionals, to build and maintain positive relationships with multi-disciplinary team. Team player. Able to prioritise own work and work of others. Retains confidential information.</p>	Able to work outside the normal established work pattern, when required at short notice.