JOB DESCRIPTION

SENIOR NURSE / UNIT LEADER

Job Purpose
To support the Head of Care / Home Manager with the management of the Home, with a particular emphasis on clinical nursing leadership, to ensure that an excellent standard of resident care is set, delivered and maintained at all times.

Take responsibility for the safeguarding of adults, and follow the Trust’s whistleblowing policy as required.

Job Dimensions
(e.g. budgetary or supervisory responsibilities)

Supervisory
To have day to day responsibility for the management and allocation of duties to all nursing and care staff to up to xxx (complete as relevant for the post) residents.
*Specify & complete supernumerary hours if relevant*

Communications with Others

Internal
- Home Care and Nursing Colleagues
- Residents
- Catering, House keeping, Maintenance and Administrative Staff

External
- Families, Carers & Advocates
- Legal Representatives
- GPs, Social Services
- Pharmacists
- District nurses, OTs & SALTs
- Other statutory service providers
- Voluntary organisations
- Education establishments

Principal Duties
The Senior Nurse/Unit Leader will be responsible for carrying out the following duties:

Professional Leadership

- To undertake initial assessments of potential residents and work in partnership with the resident, their friends / family / advocates; advising on procedures relevant to admission and any changes which may occur throughout the resident’s stay, ensuring that risks are identified and managed and care is evidence based to meet the needs of residents.
- To negotiate individual care plans with residents, continually assessing and evaluating to ensure that the agreed outcomes are met.
- To understand the value of and promote a stimulating and enriching environment conducive to the well being of residents, for whom the Home/ Unit is their long term place of residence i.e. their home.
- To ensure effective collaboration and communication with the wider multidisciplinary team and outside agencies, acting as the resident’s advocate as necessary.
• To lead a team of care staff that provides excellence in clinical practice, and ensures that residents rights to privacy, dignity, choice, autonomy and safety are actively promoted at all times.
• To act as a role model for the nursing and care team ensuring that accountability for and communication of residents care is maintained consistently throughout the 24 hour period of care.
• To supervise and monitor care practices, to ensure the consistent provision of the highest quality of care to residents
• To undertake all appropriate aspects of nursing care required including advanced clinical skills as required following appropriate training.
• To carry out all care procedures and practices in accordance with Trust Care Policies and the current Marsden Manual.
• To ensure that care team recognise their personal responsibility in safeguarding people and that they recognise and respond appropriately following the local referral process in the event of any individual being abused, suspected of being abused, at risk of or has been abused.
• To be fully aware of all agreed emergency procedures and be prepared to take a lead role in any acute clinical or non clinical emergency, in the absence of the Home Manager or until specialist assistance arrives.

Management / Education
• To deputise for the Head of Care / Home Manager in their absence, being responsible for the fabric and running of the Home, ensuring that there are sufficient staff to carry out all duties whilst ensuring the Home continues to provide a safe and secure environment for residents and staff alike conducive to their general well being.
• To organise own time and that of nursing staff, carers and students.
• To be professionally accountable for the work delegated to other members of the care team.
• To support the Head of Care/ Home Manager in the management of recruitment, retention and performance related issues.
• To support the Home Manager in the management of budgets and resources including duty rotas and skill mix requirements.
• To attend or chair meetings as requested and or to represent the Home Manager as necessary.
• To liaise with and report to the Home Manager matters of potential concern pertaining to the building and maintenance of the Home.
• To take responsibility for the induction, supervision and mentorship of qualified staff, carers and student nurses.
• To liaise with the relevant departments and agencies e.g. kitchen, estates, NHS Supplies, pharmacy supplier, ensuring that supplies are available and relevant to the needs of the Home / Unit and are used efficiently.

Clinical Governance
• To ensure the implementation of all Trust clinical and non clinical policies within the Home.
• To be responsible for ensuring that all care and nursing staff maintain written and electronic care records and Trust records in accordance with record keeping standards.
• To be involved in all aspects of quality assurance including internal and external audits. and the effective and safe use of resources and equipment.
• To ensure that all medications, including controlled drugs are ordered, stored, administered and disposed of in accordance with the Trusts Medicines Policy, NMC and CQC guidance on drug administration.
• To be responsible for the safekeeping and proper operation of Trust equipment and liaise with the Home Manager regarding the remedial action necessary following the reporting of any defect, damage or loss.
• Ensure all health and safety requirement are met and all accidents and incidents reported to the Home Manager and reported in accordance with the Trust Incident Policy
• To keep up to date with relevant research and developments in practice, attending relevant study days / courses as identified through the appraisal process or as part of mandatory training.
• To take responsibility for own professional development and act as an effective role model.
• To participate in appraisal system and maintain own portfolio.
• To be aware of own professional accountability and act at all times within the NMC Code.

General Requirements
In addition to the above, there are some general requirements that apply to all jobs in the Home:
• Take responsibility for the safeguarding of adults, and follow the Trust’s whistle blowing policy as required.
• Participation in staff meetings
• Participation in training activities
• Participation in staff supervision and personal development review
• Participation in quality assurance systems
• Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
• All duties must be carried out to comply with: -
  o Notification of accidents and other health and safety requirements
  o Statutory legislation in particular the health and hygiene regulations
  o Nationally and locally agreed codes of good practice
  o Fire precautions
  o Equal opportunity and the Trust’s anti-discriminatory policy.

Health and Safety
To be responsible for your own health and safety and that of anybody else who may be affected by your acts or omissions.

This job description outlines the main duties and responsibilities of the post; it is not intended to be an exhaustive list. From time to time the post holder may be asked to carry out additional reasonable tasks as appropriate to the needs of the business. As such this role definition will be subject to revision as required.
## PERSON SPECIFICATION

### SENIOR NURSE / UNIT LEADER

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Qualifications</strong></td>
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<tr>
<td>RGN / RMN and currently registered with NMC.</td>
<td>Evidence of continuing professional development.</td>
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<tr>
<td>ENB 998 Teaching and Assessing or equivalent</td>
<td>Accredited relevant higher education nursing course / module.</td>
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<td><strong>Experience &amp; Knowledge</strong></td>
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<td>Three years post registration experience of</td>
<td>Evidence of continuing professional development.</td>
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<td>leading a care team in a care of the elderly</td>
<td>Knowledge of regulatory framework relating to Care Homes.</td>
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<td>or a related clinical setting.</td>
<td>Knowledge of care of the elderly, including an understanding of</td>
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<td>chronic disease management.</td>
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<td>E2</td>
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<tr>
<td><strong>Skills</strong></td>
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<td>Good interpersonal and communication skills,</td>
<td>Leadership skills.</td>
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<td>both verbal and written.</td>
<td>Experience of change management.</td>
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<td>Excellent time management skills.</td>
<td>Knowledge of motivation skills.</td>
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<td>Good report writing and keyboard skills.</td>
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<td><strong>Abilities</strong></td>
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<td>Ability to use initiative and lead a team.</td>
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<td>Ability to motivate self and empower others.</td>
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<td>Ability to problem solve and work autonomously,</td>
<td>prioritising simple and</td>
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<td>prioritising simple and complex tasks</td>
<td>complex tasks</td>
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<td>Able to effectively manage personal and work</td>
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<td>related pressures.</td>
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<td><strong>Other</strong></td>
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<td>Evidence of adherence to NMC Code of Conduct</td>
<td>Interest in research</td>
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<td>by undertaking continuing personal and</td>
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<td>professional development.</td>
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<td>Flexible to meet the needs of the service.</td>
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