



Residential Care Home
Henfield Road
Upper Beeding
West Sussex
BN44 3TF
tel: 01903 812 105
fax: 0808 280 1732
email: info@valeriemanager.co.uk
web: www.valeriemanager.co.uk

Core Job Description – Registered Nurse (Ref: RN-01)

Job Details

Job Title: Registered Nurse

Responsible to: Manager

Accountable to: Manager

Location: Valerie Manor

Reviewed: November 2010

Scope

To set and maintain the highest standard of care in the clinical area.

To act in accordance with the policies and procedures of the home.

To supervise staff within the home.

The post-holder will ensure that high quality care is delivered to the resident and to work as part of a cohesive team.

The expectations within this job description will be achieved through hands-on clinical practice, education and training.

To act in accordance with the NMC Code of Professional Conduct.

Clinical Practice

The post-holder will ensure that in all areas of practice they adhere to all current home guidance.

To implement, promote and maintain care for the service users on a daily basis and Deliver agreed standards of care with other members of the team.

To assess, implement and maintain individual care plans for residents.

To monitor and assist in the development and implementation of the activities programme.

To liaise with GP's and other professionals.

To supervise the service provision of food and drink to service users

To order, store and administer medicines according to the policy of the Home, NMC and CQC requirements.

To ensure that all staff in the clinical area are familiar with and act in accordance with the policies and procedures of the Home.

Develop and promote good communication with service users, relatives and staff.

To ensure confidentiality in respect of service users' situations.

Ensure that care is resident focused and that the residents' dignity and privacy are maintained at all times.

Ensure due regard is given to the customs, values and spiritual beliefs of residents and colleagues and that equal opportunities are practised.

To handle complaints appropriately in accordance with the policies and procedures laid down by the Home.

To be familiar with the Care Standards Act 2000.

Keep up-to-date accurate care records', ensuring that confidentiality is maintained at all times.

Provide direct care to the patients within his / her own level of competence.

Use reflective practice as a method of ensuring that appropriate effective care is delivered to each resident.

Ensure competency and safe maintenance of all medical devices within the sphere of responsibility reporting and following up any broken / unsafe equipment or structures to the manager if necessary.

In the absence of the Manager or their deputy, to be responsible for notifying the CQC of all deaths within the home on the appropriate form.

In the absence of the Manager or their deputy, to be responsible for notifying the CQC of all reportable incidents or events within the home on the appropriate form.

In the absence of the Manager or their deputy to be responsible for notifying the Health and Safety Executive of any incident reportable under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1985.

To undertake risk assessments

Assist with all clerical and housekeeping duties including:

Use of the care planning system

Resident's notes management

General housekeeping on a daily basis

Inform the relevant person if supplies and stores are running low to ensure the activity of the home can be carried out effectively and efficiently.

Education, Training and Development

To assist with the maintenance of staff discipline and to utilise the disciplinary procedures as necessary.

To assist to maintain duty rosters, ensuring efficient and effective use of manpower in accordance with the staffing guidelines as laid down by the CQC.

To continually improve and update personal development in accordance with the requirements of PREP.

To handle complaints appropriately in accordance with the policies and procedures laid down by the Home.

Maintain own mandatory training requirements.

Assist the manager in creating a positive learning environment for all staff that is conducive for learning.

Continue with own personal development as agreed in appraisal.

Take every opportunity to develop skills and competence to carry out the role effectively and efficiently.

Be aware of own limitations and the need for continuing education and personal development. Communicate these needs to the manager / mentor as they arise.

Use all opportunities to advocate Health Promotion and participate in patient education to promote caring for themselves at the home.

Promote a professional image at all times and to be accountable for own practice.

To assist to orientate and introduce new members of staff to the home.

Evaluation of Care Provision & Audit

Participate in any Clinical Audit programmes within the home and assist with the evaluation of own practice.

Assist with Quality Assurance Programmes / systems with the manager.

Work and adhere to the needs of the service continuously striving to improve the quality of service provision.

Works collaboratively with team members to achieve best practice at all times.

Policies and Procedures

Be aware of and adhere to all of the relevant Policies and Guidelines e.g. sickness reporting, absence management and the uniform policy.

Be aware of issues relating to information & clinical governance, Human Rights, Health & Safety and welfare of patients & colleagues.

Specific skills and knowledge

Knowledge of medical conditions including patient education.

Patient education specific to correct and safe use of walking aids, transfers & mobilisation specific to therapy instruction.

Monitor and report changes in a resident's condition to the relevant health care professional.

Promote and instruct residents with nutritional and fluid intake and record in their care plan.

Maintain accurate records when recording patient's food and fluid intake, as well as documentation of fluid output and bowel actions. Report abnormalities to relevant health care professional.

Monitor for and report to the relevant health care professional, changes in a residents pressure areas during contact when meeting hygiene, elimination and mobilisation needs.

Escort residents to external appointments if required.

Promote and maintain a safe environment for residents, visitors and staff, especially with the confused patient or those at high risk of falls.

Knowledge and champion application of infection control policies, including use of universal precautions.

Confidentiality

Information relating to residents, employees and business of the home must be treated in the strictest confidence.

Health and Safety

To be responsible for Health and Safety requirements in own area of work and to promote the safety and well being of other staff and residents. It is the responsibility of every employee to take reasonable care for their own health and safety and for the health and safety of anyone who may be affected by what they do.

Equal Opportunities

The home is pledged to equal opportunities for all and is committed to ensure that no employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, and disability, ethnic or national origin.

This job description is a reflection of the current role and may be subject to amendment in light of development or change within the service or service delivery.