

JOB DESCRIPTION

JOB TITLE	Registered Nurse
REPORTING TO	Registered Manager /Deputy Manager
JOB PURPOSE	To work under the direction of the Registered Manager as a member of the clinical team contributing to the efficient running of the home.
Hours	35 hours a week on shift rotational basis

Introduction

This Job Description is intended to provide a clear framework for the job holder and their manager to guide them in the requirements of the job.

It indicates only the main responsibilities and competencies of the post.

It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

Overview of Main Responsibilities (What the job involves)

Care of Residents	<ul style="list-style-type: none"> ➤ Ensure that a high standard of care is provided and maintained by supervising the work of Care Assistants and supporting residents in all aspects of their care and daily living, including physical, emotional and spiritual needs. ➤ Participate in providing a stimulating environment for residents. ➤ To assist in assessing and implementing individual programmes of care for residents to maximise their choice and independence, and ensure privacy and dignity is retained at all times. ➤ Ensure the call bell system is answered rapidly ➤ To ensure that care is provided in accordance with residents' wishes where feasible, encouraging them to live as independent as possible ➤ To help organise appropriate creative therapy and activities for the residents, participating in outings, visits and other social functions.
Clinical Responsibility	<ul style="list-style-type: none"> ➤ To plan, assess, implement and evaluate the care given to the residents ➤ To participate in the care and administration of medicines according to the policies of the home, ensuring that the correct dose given at the correct time by the correct route and signed in the correct location in the MARS chart after the medication has been dispensed. ➤ To ensure all drug trolleys are kept locked and not left unattended ➤ To have responsibility for ensuring safe moving and handling techniques are used at all

	<p>times, in accordance with the Mission Care policy.</p> <ul style="list-style-type: none"> ➤ To establish and maintain high standards of skilled nursing care in the home and to take appropriate action when any change in the condition of a resident is observed. ➤ To be familiar with the appropriate procedures for care of the dying and implement these when necessary. ➤ To ensure that appropriate care planning and other records are kept and accurate information passed on to the next shift at handover. ➤ To establish and maintain high standards of skilled nursing care in the home and to take appropriate action when any change in the condition of a resident is observed.
Engaging with Relatives	<ul style="list-style-type: none"> ➤ Provide a high standard of customer service and care to relatives of residents. ➤ Build effective relationships with relatives in order to support the delivery of high quality care to residents.
Working with colleagues	<ul style="list-style-type: none"> ➤ Work collaboratively and as part of a team with all colleagues in order to maintain the quality of care and smooth running of the Home.
Professional Responsibility	<ul style="list-style-type: none"> ➤ To work within the framework of the UKCC (NMC) professional standards and to maintain registration. ➤ To be familiar with, and adhere to the policies and procedures of the Home. ➤ Maintain professional competence and knowledge. ➤ Complete the relevant documentation required in relation to the care of Residents. ➤ To follow infection control guidance at all times ➤ Raise any issues of concern to supervisory staff. ➤ To follow the guidelines of SOVA ➤ To wear identification badge at all times ➤ To be responsible for the safe and effective use of equipment in the home, and the economical usage of resources. ➤ To act as the Deputy for the home when required. ➤ To participate in the general administration of the home when required.

Relevant Competencies (How the job needs to be done)

Leadership and Mentoring	<ul style="list-style-type: none"> ➤ Provide clear direction, guidance and support; leads by example ➤ Coach and mentor to support team members' development and performance ➤ To supervise the work of other staff and inform the Manager of any concerns regarding changes in standards of care.
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	<ul style="list-style-type: none"> ➤ To supervise Care staff in their duties where necessary in order to deliver the best level of care and service.
Performance Focus	<ul style="list-style-type: none"> ➤ Focuses on ensuring that delivering quality care is at the heart of everything that is done by their team ➤ Takes personal responsibility for their team working at all times to the highest standard possible, meeting or exceeding what is required ➤ To attend and participate in staff meetings and attend all mandatory training when required ➤ Take ownership for resolving issues
Communication	<ul style="list-style-type: none"> ➤ At all times communicate with residents, relatives and colleagues in a constructive and respectful manner. ➤ Communicate effectively and assertively, adapting style to suit the situation and audience. ➤ To delegate responsibilities clearly, courteously and collaboratively, as required, to ensure the highest standards of care are maintained
Working with Others	<ul style="list-style-type: none"> ➤ Foster effective team working ➤ Build and maintain constructive working relationships with other teams and groups ➤ Invest time in developing relationships ➤ To take every opportunity to maintain and improve professional knowledge and competencies and to share this with your colleagues
Planning and Organisation	<ul style="list-style-type: none"> ➤ Prioritise own and other's work effectively ➤ Organise tasks, people and resources to meet short and medium term needs ➤ Maintain high standards of professional practice, and act as role model for others ➤ Regularly review development and training needs of self and others ➤ Undertake and co-ordinate regular development activities including on the job, mandatory training, relevant courses and qualifications.
Professional and Personal Experience	<ul style="list-style-type: none"> ➤ Clinical credibility ➤ A genuine empathy for older frail people and those with disabilities and their relatives ➤ Efficient administrative ability, working with minimum supervision using own initiative ➤ Registered NMC PIN

Notes

This Job Description may be reviewed and amended from time to time to meet operational requirements. Any changes will be confirmed in writing.

The job holder shares responsibility with Mission Care for making suggestions to improve the effectiveness of the post.



Please sign below to indicate your acceptance of this Job Description:

Name:	Signature:	Date:
Manager:	Manager's Signature:	Date: