**Job Description: Nurse**

**REPORTING TO:** Registered Manager

**SKILLS, KNOWLEDGE & QUALIFICATIONS**

**Required:**

* 1st / 2nd Level Nurse
* Ability to communicate effectively at all levels
* Genuine interest in working with the relevant Client group
* Ability to work within a legislative framework
* Satisfactory Police Check and check against the POVA List (where applicable)

**Desired:**

* Team player
* Experience / qualification in care for relevant Client category
* Previous supervisory experience

**JOB PURPOSE:**

As an RGN / RMN you will ensure the highest possible standard of care in a professional manner through direct nursing care and effective supervision of Staff Members. You will also take responsibility for Client care. Your duties and responsibilities will include:

**Care:**

* Ensuring that all Staff Members contribute, to the best of their ability, to the efficient running of the Home and the creation of an atmosphere conducive to the best interests of the Clients. Duties may include acting up for the Deputy Home Manager and/or the Home Manager in their absence.
* Reporting any ill health amongst Clients and make requests for GP / Professional visits where necessary.
* Ensuring that Clients’ Care Plans are completed and maintained in conjunction with Clients, Relatives and other Health Care Professionals, and in accordance with NMC guidelines and Company policy.
* Assessing all aspects of Clients’ care needs, and providing health supervision and direct Nursing Care when required.
* Assessing social and health care needs of new Clients, and maintaining on-going assessment and review of all other Clients.
* Maintaining accurate records and ensuring that each Client within the Home has an individualised Care Plan.
* Client Care Plans to be reviewed on a monthly basis, or more frequently as and when required, in accordance with NMC guidelines & Company policy.
* Carrying out regular checks on Clients.
* Ensuring a clear and concise Handover Report is given to all relevant Staff Members at the end of each shift.
* Administering prescribed medicines and maintaining the appropriate records in accordance with the Company’s procedure and NMC guidelines.
* Practicing maximum integrity in all dealings with Clients' affairs, and avoiding abuse of the privileged relationship which exists with Clients.

**Communication:**

* Participating in Staff and Client meetings as and when required.
* Establishing and maintaining good communication with Clients, Relatives and with the multidisciplinary team.

**Marketing:**

* Actively marketing the Home and promoting a positive personal / professional profile within the local community, and ensuring the good reputation of the Home at all times.
* Ensuring the Home is attractively presented, and odour free, at all times, in line with the Company’s attention to detail philosophy.

**Training & Development:**

* Supervising and instructing junior and new Staff Members in all aspects of their work in the Home, and giving help and guidance where appropriate.
* Maintaining and improving professional knowledge and competence. Keeping professionally updated in all areas of clinical expertise.
* Attending mandatory training days / courses, on or off site, as and when required.

**Health & Safety:**

* Reporting 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.
* Understanding and ensuring the implementation of the Home’s Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
* Reporting to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
* Promoting safe working practice within the Home.

**General:**

* Contributing to the safeguarding of adults by ensuring you are aware of your role in relation to the Home’s Safeguarding Adult’s Policy, taking steps to protects Residents from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the Home’s Management of any concerns.
* Adhering to all new, and changes in Local and Central Government initiatives as and when they are implemented.
* Adhering to all appropriate NMC guidelines / regulations.
* Maintaining all Logbooks and Records as required by both the Registering Authority and the Directors’ of the Company.
* Ensuring that all information of confidential nature gained in the course of duty is not divulged to third parties.
* Notifying the Home Manager, or the 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.
* Ensuring the security of the Home is maintained at all times.
* Adhering to all Company policies and procedures within the defined timescales.
* Ensuring all equipment is clean and well maintained.
* Carrying 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.**