

Job Title: Lead Night Nurse-in-charge

Responsible to: Proprietor / Registered Manager

MISSION STATEMENT

To provide scope for independence in a mutually-supportive environment and to deliver quality care by appreciating and responding to changing needs of our clients.

PURPOSE OF POSITION / JOB SUMMARY:

The Night Nurse lead will:

- Lead on quality and improvement in night care delivered at Castle Grove
- Work with the clinical lead to identify and address the clinical, health and social care needs of residents, ensuring independence and choice.
- Act as the lead advocate for the very best in night care for residents
- Develop an effective relationship with the manager and provider.
- Develop and lead a training pathway for night staff in the management and care of residents.
- Ensure efficient and effective care overnight for residents.
- Build partnerships with day staff to ensure consistency of care.
- The post holder is responsible for providing wakeful night duty cover in the home between the hours of 20.00 and 08.15.
- He / she will be expected to carry out all relevant forms of care without direct supervision and to supervise unqualified staff.
- To assist with certain domestic duties that can be performed during night hours.
- To receive a nursing report when coming on duty, and to provide a handover to the day staff at 08.00hrs.

MAIN DUTIES AND RESPONSIBILITIES:

- Provide leadership and assume responsibility for the correct assessment of night care required, through planning, documentation and ongoing assessment in liaison with clinical lead.
- Engage in care planning and implementation of care plans, particularly with Sleeping care plans.
- Lead on recruitment for night staff and ensure safe, effective training and induction.
- To supervise the care team on duty, and to carry out regular checks on residents in order to provide an individual service which meets the needs of the clients. All care should be timely, accurate and appropriate to personal and clinical needs.
- To be aware of and work within the Code of Professional Conduct as set down by the NMC.

- To ensure that ALL FIREDOORS are shut by 22.00 and to check that all outside doors are secure. To carry out regular checks throughout the building, with special reference to FIRE PREVENTION.
- To answer call bells and assist residents who need help, reassurance and comfort.
- To recognise situations that may be detrimental to the health and well-being of the individual and to take appropriate action.
- To inform the resident proprietor if there is a need to call a doctor, or in the event of an Emergency or untoward incident.
- To maintain accurate and appropriate documentation of care and to undertake documented staff supervision meetings if required.
- In the time available between attending to residents' needs, to undertake domestic duties: primarily washing / ironing and preparation of breakfast trays.
- To contribute to a happy and harmonious home.
- To continue to develop nursing skills in order to deliver a high standard of care and be aware of the requirement to be able to demonstrate professional development.

Job Specification

Job Location: Castle Grove Nursing Home, Castle Street, Bampton, Devon, EX16 9NS.

Hours: 3-4 waking nights a week.

Pay: £22 per hour.

Pension:

Immediately responsible to: Internal contacts:

3 month probationary period 3 months

Registered Provider – Mrs Isabelle Kenny

Home Manager - Mrs Lucy Bull

Other departments include:

- Care staff
- Housekeeping staff
- Catering staff
- Estates Manager
- Activities Co-ordinator
- Testing Co-ordinator
- Ancillary staff

Health & Safety

All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc Act 1974. Under provision contained therein, it is the duty of every employee to: Take reasonable care of themselves and for others at work,



CASTLE GROVE RETIREMENT AND NURSING HOME

To co-operate with Castle Grove as far as is necessary to enable them to carry out their legal duty, not intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety of welfare at work

This Job Description highlights the main duties and responsibilities of the post and is not exhaustive. It should be understood that there may be occasions where you will be required to undertake other tasks not listed as part of your role.

In order to maintain standards and to meet our Mission Statement effectively, Castle Grove Nursing Home reserves the right to amend this Job Description from time to time. As an employee you are encouraged to participate in this process in order to improve the effectiveness of your role. Any changes to this Job Description will be confirmed in writing.

Please sign, date and print your name below to indicate your acceptance of this Job Description.

Signature..... Name..... Date.....