Hampton Grange Nursing Home Ltd

Job Description

Registered Nurse RGN/RMN

Accountable To: Registered Manager

Minimal Qualifications: Entered on an appropriate part of the NMC Register.

Hours: 4 shifts on 4 shifts off in accordance with rota

Rate: Negotiable

Accountability/Responsibility

The post holder will be responsible for the delivery of care and for the supervision of others who are carrying out all aspects of the caring process. She/he will assist in setting and maintaining standards of care and will participate in maintaining effective management of the team and Home, working alongside care assistants with particular relevance to night duties.

Objectives of the post:

1. To be responsible for the assessment of the needs, development of programmes of care and for the implementation and evaluation of these programmes, ensuring that care activities are research based.
2. To contribute to the management of the nursing services within the Home – taking charge of the Home when required.
3. To provide a high standard of clinical nursing within the Home.
4. To participate and contribute to the teaching requirements of the Home.
5. To participate in setting, maintaining and monitoring nursing standards.

Responsibilities

Professional

1. To take charge of the Home in the absence of the Manager within continuing responsibility
2. To demonstrate an understanding of the Health & Social Care Act 2010.
3. To have full knowledge of and to follow the NMC Professional Code of Conduct and to be accountable for his/her professional practice.
4. To maintain and develop personal and practical skills and to keep abreast of clinical developments.
5. To follow agreed home nursing procedures/policies relating to the maintenance and improvement of standards of nursing care.
6. To follow the NMC/Home policy relating to the ordering, administration, custody, storage and control of drugs.
7. To assess, plan, implement and evaluate nursing care and to report on service users’ conditions clearly and concisely.
8. To encourage and use observations and suggestions made by Nursing Home staff to improve service user care and technique.
9. To maintain a professional and caring manner with all service users and visitors to the Nursing Home.
10. To ensure that the confidentiality of service users’ information obtained in the course of professional duty is respected at all times.
11. To participate in and contribute to clinical supervision.
12. To attend and participate in formal meetings with the Registered Manager, the Proprietor and/or other staff as required.
13. To ensure that medical staff prescribe drugs in accordance with the Nursing Home Policy.
14. To carry out the medical staff’s instructions relating to service user care, informing other staff of the orders and changes made. A nurse retains the right to question medical practitioners’ instructions.
15. To link in with service users’ GPs who are attending for day assessment.

Administrative

1. To be aware of available resources to promote the efficient management of the Home.
2. To facilitate the admission and discharge of service users – liaising with other agencies to ensure continuity of care between hospital and community.
3. To ensure the safekeeping of service users’ property and valuables in accordance with agreed Home policy/procedures.
4. To follow the Home policy regarding any complaint received from a service user, their relative, or any visitor to the Home.
5. To maintain a safe environment for service users, staff and visitors with knowledge of the Health and Safety at Work Act and the Food Hygiene and Pest Control Health Circular (86) 14.
6. To participate in the maintenance of equipment within the Home with regular checking of all equipment, and to ensure that repairs are performed as soon as possible.
7. To have knowledge of all relevant Home policies and procedures.
8. To monitor that the admission, discharge or transfer of service users is in accordance with agreed procedures.
9. To co-operate with and co-ordinate where necessary other units and departments with activities at Nursing Home level, i.e. Administration, Maintenance, Domestic, Catering, CPN and other mandatory training and to ensure all Nursing Home staff are familiar with fire precaution measures and Nursing Home evacuation techniques.
Personnel

1. To participate in the induction programmes for new staff.
2. To attend in-service training sessions and study days in order to develop professional knowledge and skills.
3. To attend all mandatory training courses on the days notified to you by the Manager.
4. To supervise assistant carers and carers in gaining skills.
5. To participate in the ongoing appropriate training programmes for all staff and promote good working relationships between all Nursing Home staff and relations within the Home.

Managerial

1. To report to the Registered Manager on matters affecting the provision of care, e.g. deployment of staff.
2. To ensure that resources are used effectively and efficiently, to inform the Registered Manager of resource difficulties and actions taken to resolve any problems.
3. To ensure that the environment and equipment are in good order. To report any deficiencies.
4. To have a working knowledge of the policies and procedures of the Home in relation to the application within the Home.
5. To communicate with outside agencies, e.g. community nurses, social workers.

Educational/Development

1. To participate in the Home’s training programmes for care staff and nurses.
2. To participate in the planning of training of members of the team.
3. To attend all mandatory training courses on the days notified to you by the Registered Manager.

This job description is an outline only and may be amended following discussions, to take into account changing circumstances, new duties and career progression. Any qualification regarded as an Added Value Skill, which is appropriate within Claridge Nursing Homes, will require amendment to this job description as per the policy of the Home.