



RENAISSANCE CARE

JOB DESCRIPTION

Job Title: Registered Nurse

Responsible to: Home Manager

Job Purpose: Lead the shift to ensure the delivery of excellent care standards, promoting independence and positively enhancing the lives of our residents, in a dignified and respectful manner at all times.

Key Responsibilities

- To be the nurse in charge when on duty.
- To facilitate a high standard of care through written care plans for the residents as directed by the Deputy and Home Manager.
- To plan, implement, evaluate and record the care given to residents.
- To delegate work to all care staff and monitor the care given in conjunction with Senior Carers.
- To contribute to the personal needs of the individual resident and ensure they enjoy a good quality of life by promoting a friendly, caring and safe environment.
- To ensure that residents retain their dignity, choice and individuality.
- To help induct, train and supervise colleagues and junior members of staff in all aspects of their work in the home.
- To provide care for the terminally ill resident and perform last offices.
- To be competent in the specific nursing skills required of your position and training.
- To be able to work as part of a team under the supervision of the Deputy and Home Manager.
- To provide and maintain care standards as required by the NMC code of professional conduct.

Main Duties

1. Care

- Ensure that the highest possible standards of care are maintained through your own efforts and those that have been delegated to care for residents on a daily basis.
- To ensure all care given is well organised and efficient.
- To ensure that all records of care given to residents is documented in each individual care plan after each shift.
- To promote independence when possible.

- To act as a Named Nurse to a group of residents to ensure continuity of care, and develop a relationship of trust between the resident and their family.
- To ensure that privacy and dignity is maintained for the dying and the bereaved.
- To review your designated residents care plans on a monthly basis ensuring that they are updated as necessary and all relevant observations have been carried out and recorded appropriately.
- Ensure that residents or their families are given the opportunity to view the care plans on a regular basis.
- To ensure all charts in residents rooms are accurately completed.
- To report any change in the residents health, well-being or behaviour to the appropriate person.
- To respond to all residents wounds as stated in the care plan. If these are not responding to treatment then to seek advice from colleagues, GP or refer to Tissue Viability if necessary.
- To report any accidents/incidents immediately in the correct books, take appropriate action and inform resident's relatives if necessary.

2. Medication Administration.

- To provide the resident with all medication as prescribed by a medical practitioner.
- To administer all medications with the utmost care and attention to the named resident, ensuring that it is the correct dose, given at the correct times, by the correct route and signed in the correct location in their MARS chart after the medication has been dispensed.
- To ensure that any written entries for new drugs that have been prescribed are signed for.
- To ensure that any resident who has been in hospital and had changes in their prescribed medications that these are correctly recorded in the MARS chart.
- To ensure that all drug trolleys are kept locked and not left unattended.
- To ensure that the controlled drug cupboard and homely medication cupboard is kept locked at all times.
- To ensure that all controlled drugs are treated appropriately and counter signed when a new supply is received, when administering and when disposing of the controlled drug.
- To follow correct procedure when returning excess medication to pharmacy.
- To ensure that monthly medication is ordered and checked as per local guidelines.

3. Management and Leadership

- To delegate responsibilities clearly, courteously and collaboratively, as required, to ensure that the highest standards are maintained.
- To contribute to in-house staff training when required.
- To carry out staff supervisions timeously and efficiently.

- To take every opportunity to maintain and improve professional knowledge and competencies and share this with your colleagues.
- To ensure that complaints are dealt with promptly and are written in the appropriate book and reported to the Manager.
- To undertake any enquiries for the home by filling out the appropriate form in a courteous manner, and informing the Manager.

4. Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
- To assist in the maintenance of a safe and healthy working environment by understanding and ensuring adherence to company Health and Safety Policy and procedures including Fire.
- To practice and promote safe working practices within the home.
- Be able to, confidently and safely, operate any mechanical aids required for resident care.
- Be able to demonstrate the correct skill in moving and handling residents.
- To be fully aware and comply with infection control policies and procedures, ensuring you use the appropriate hand hygiene technique and have adequate protective clothing such as gloves and aprons when required.
- To take responsibility for own Health and safety and that of others who may be affected by your acts or omissions.
- To ensure the correct use of sharps bins and arrange collection and supply if necessary.
- To report to the Manager or Maintenance person any faults, damaged furniture, faulty appliances, equipment or potential hazards.
- Ensure that all laundry is placed in the appropriate bags at all times.
- Ensure all used pads are placed in the appropriate clinical bags and placed in the bins provided. Bags should be replaced when $\frac{3}{4}$ full and secured tightly.
- You will be expected to be vaccinated as a condition of employment. It also expected that you will undertake boosters vaccinations as appropriate.

5. General

- To promote and ensure the good reputation of the care home as well as the Company.
- To greet visitors in a friendly manner and be able to answer the telephone politely and correctly, bringing any messages to the attention of the Person in Charge.
- To wear an identification badge at all times.
- To wear the correct uniform and keep a tidy and smart appearance.
- Understand your duty to whistle blow if you witness bad practice or harm to a resident within the Home.

- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
- To attend and participate in staff meetings and attend all mandatory training.
- To undertake ongoing learning and professional development as necessary, in order to maintain high standards in the quality of work, as outlined in the job description.
- To attend and participate in supervisions and appraisals.
- To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents and work in a collaborative way.
- To ensure that you are familiar with all the company's policies and procedures and understand your duty to comply and implement them when necessary.
- To observe high standards of personal and professional conduct as befits a senior member of the Company.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any of the company's homes.
- This job description also applies to night workers although it is expected there will be a reduction in service users' needs at night, therefore night workers will be required to be flexible in the role and assist with administrative and domestic tasks as required.

The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties that they may be reasonably expected to undertake, however it is not definitive and may be subject to change/periodic review.

Please sign, print your name, and date below to indicate your acceptance of this job description.

Signature

Name:

Date: