

St. Mary's Nursing Home

Job Description

Job Title:	Day Registered Nurse
Responsible to:	Senior Nurse
Accountable to	Clinical Lead Nurse, Manager, Residents and Home Owners
Hours of work	Variable shift hours between 8am and 21.30pm over a 7 day week

There is a need for the employee to be flexible and these hours may be changed as required according to the employer's needs. Under these circumstances, where hours need to be changed or additional hours worked, the employer will give as much notice as possible.

Job Summary

The post holder will manage an allocated unit on a day to day basis under the leadership of the Senior Nurse. He/she will ensure the standards set by the Care Quality Commission are achieved and maintained at all times in line with each staff member's job description.

Main Functions of the Job

The post holder will

- To work as an effective part of the team demonstrating leadership and management skills whilst empowering staff in a supportive and professional environment
- Take responsibility for the nursing care provided on their unit
- Ensure clinical standards are met
- Demonstrate excellent nursing care
- Provide mentorship to unqualified staff
- Seek out and promote research based practice and keep updated on NICE guidelines for best practice ensuring reflections and evaluations are completed
- Work closely with the Senior Nurse to develop safe practices within the Home
- Ensure service users receive optimum care at all times
- Ensure the rights and diversity of service users are respected at all times
- Ensure all requirements of the Care Quality Commission are worked towards

- Maintain a safe and comfortable environment for the service users it cares for
- Encourage a motivated workforce
- Encourage learning and development amongst all unqualified staff
- Facilitate excellent relationships with all internal and external agencies
- Work closely with the Senior Nurse, Clinical Lead, Home Manager and Owners and its workforce to develop services within the Home
- Always act in the best interests of the Home and its service users
- Maintain accurate records in line with NMC guidance for record keeping

Management Responsibilities

- Demonstrate discipline and professionalism within the home at all times
- Ensure that the views of the residents and their relatives are sought and acted upon.
- Facilitate and take part in training as deemed necessary.
- Deploy staff effectively taking into account their skill mix and residents needs, making the best use of resources available.
- Establish effective communication between staff within the two units as well as the community and multi disciplinary teams.
- Facilitate and/or attend staff meetings.
- Act as liaison between St. Mary's and other professional and non-professional bodies.
- Respond to any complaints in a rapid and effective manner, according to St. Mary's Nursing Home's complaints policy and process them through to the Homes manager in a timely manner.

Clinical Role

- Ensure that the ordering, receiving, administration and disposal of medicines is done in accordance with the policies and procedures of St. Mary's Nursing Home, N.M.C and Care Quality Commission
- Ensure a high standard of care at all times challenging poor practice
- Promote person centred care respecting equality, dignity, diversity and autonomy at all times
- Ensure all patient care is assessed, planned, prioritised and implemented accordingly
- Lead by example at all times to promote best practice
- Ensure all clinical procedures are carried out effectively and according to best practice
- Ensure that all employees are aware of Health and Safety legislation and act on unsafe hazards

Management of Resources

- Ensure the provision of resources is monitored and any waste or misuse is reduced to a minimum
- Ensure all required necessary equipment and resources are available at all times

Working Conditions

- A hands on role demonstrating excellent nursing practice by example and working as part of a team

Other requirements

The post holder will be required to

- To maintain their professional registration with the NMC
- Take part in clinical supervision with the Senior Nurse
- Ensure they meet the requirements of all mandatory training as set out in St Mary's Nursing Home Policies
- Read and become familiar with the policies and procedures of the home and work strictly to them

This job description is not exclusive and may be amended as necessary

Date 11/02/2015