

Job Description

Title	Registered Nurse
Reports to	Head of Care, Clinical Lead
Stakeholders	Service users, families, external agencies and colleagues
Working hours	5 days over 7-day period, with varying shift patterns as agreed with the manager.
Place of work	Whitgift House. You may be required to work from other locations at the discretion of the Head of Whitgift Care and with appropriate notice.

Summary of Role

- To provide professional, clinical care to the residents who use Whitgift Care in line with the nursing code of practice and John Whitgift Foundation's policies and procedures, ensuring they are safeguarded from any harm and that the privacy, self-respect, dignity, and well-being of every resident is maintained at all times.

Key Areas of Responsibility

Clinical

- To provide medical treatment to residents in line with professional expertise as required, liaising with external agencies such as GPs, physiotherapists and other professionals to ensure the individual needs of each resident are met in line with their care plans.
- To demonstrate expert knowledge and skills in use of equipment updating and implementing new practices in conjunction with the Senior Nurses.
- To be responsible for safe handling and storage of all drugs in accordance with Whitgift Care's policies and procedures.
- To be responsible for administering all medications to residents as prescribed by the medical practitioner and ensuring accurate individual records are maintained.
- To promote high standards of care, acting as a role model at all times.
- To maintain standards of infection control and to assist residents to maintain their own infection control needs.
- To ensure all equipment and resources are available to perform procedures according to the individual needs of the resident.
- To act as Key Nurse for specific residents, taking the lead responsibility for ensuring their programme of care is appropriate and implemented effectively.
- To take initiative in up-dating resident's documentation as their care needs change.
- Provide excellent end of life care to residents, ensuring the requirements of the Gold Standard Framework are understood by staff and implemented effectively.

Communication

- To ensure accurate and adequate record keeping is maintained in accordance with NMC code of practice, company policies along with maintaining confidentiality at all times.
- To be a named nurse for identified residents. To work with key workers to ensure individual care plans are accurately maintained and then communicated to the care team implementing them.
- To ensure appropriate risk assessments are carried out and communicated to the staff members.
- To be responsible for communication effectively with the whole team, including ensuring effective handover at the end of the shift to the staff team taking over.
- To be responsible for keeping up to date with all relevant resident and home information by reading the relevant communications – e.g. the communication book, notice board, Person Centred Software.
- To regularly attend staff meetings to maintain knowledge on residents, the home and any legislative changes they need to be aware of.
- To maintain effective communication with other professional agencies that input into the overall care of residents, including GPs, Pharmacists and other health professionals.
- To communicate effectively and sensitively with residents and their relatives, ensuring their dignity and well-being is maintained at all times.
- To ensure all faults are reported and rectified effectively and efficiently.

Team Leading

- To be able to manage own workload along with that of others, by ensuring appropriate delegation of their skills and capabilities.
- Take responsibility for the initial informal management ensuring all policies and guidelines are adhered to.
- To supervise the care assistants to ensure they carry out the care plans of residents appropriately and to required professional standards, delegating tasks to them as appropriate.
- To supervise the Team Leaders to ensure they carry out the care plans and any delegated responsibility appropriately and to required professional standards.
- Provide regular training to care staff to ensure they are able to perform their duties effectively and within agreed
- codes of practice, and in accordance with their individual objectives, promoting an ethos of lifelong learning.
- In the absence of the Clinical Lead or Head of Whitgift Care, to be responsible for the safe running of the Home, ensuring to the best of your ability, that the staffing Rota is covered and that the health and safety of the residents and staff are maintained at all times.
- To initiate and take responsibility for the reporting of critical incidents, near misses and complaints, ensuring action is taken and the process is communicated appropriately in conjunction with the Manager.

Education and training

- To maintain professional nursing knowledge and expertise to ensure best practice is maintained and all relevant legislative and nursing codes of practice are followed, e.g. ensuring PREP requirements are maintained in line with NMC policy.
- Undertake all required training to ensure knowledge and skills are kept up to date.

- Attend study days / courses relevant to grade and needs as identified on Personal Development Review and subsequent reviews.
- Attend mandatory training in accordance with policies.
- Demonstrate continuing knowledge and skill development within specialty / specialties providing enhanced and improved standards of resident care.

Performance Assessment

To liaise with your nominated supervisor on a regular basis and to undergo an annual performance assessment and agree a personal development plan with your supervisor which will ensure that the objectives of the individual, the team and Whitgift Care is achieved.

Personal and Professional Development

- To understand and follow all policies and procedures relevant to the role.
- To attend supervision sessions.
- To carry out instructions to maintain standards of health and safety and adhere to the Whitgift Care Policies and Procedures relevant to your role.

Other matters

- Maintain confidentiality of personal information regarding service users and staff and all other matters relating to the home.
- Maintain a high level of professional conduct at all times.
- Maintain a high level of personal hygiene at all times.
- Report any resident complaints and take remedial action as soon as possible.
- Report immediately any accidents, damage, or maintenance problem.
- Adhere to the Code of Conduct for Adult Social Care Workers.

This list of duties and responsibilities is not exhaustive, and the postholder may be required to undertake other appropriate duties as directed by the Clinical Lead/Deputy Manager.

This job description is subject to regular review.

John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people and expects all staff and volunteers to share this commitment.

Data protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes holding data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

I confirm I have read and understood this job description.

Name of post holder

Signature

Date

.....

PERSON SPECIFICATION – REGISTERED NURSE

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Registered Nurse with an active pin Able to deliver a high standard of evidence based individual patient care Delivers patient care in line with company policies and protocols 	<ul style="list-style-type: none"> Evidence of personal development
Experience	<ul style="list-style-type: none"> Ability to show competency and demonstrate experience at Senior Level Knowledge of developing new ways of working Experience of working in the independent sector 	
Skills and Knowledge	<ul style="list-style-type: none"> Ability to work independently and to lead a team Ability to handle multi-faceted problems in a busy fast-moving environment Ability to implement change Excellent communication skills at all levels, verbally and in writing Commitment to teaching / development A reflective approach to own work and work of others Evidence of involvement in clinical audit 	<ul style="list-style-type: none"> A creative approach to problem solving
Personal Qualities	<ul style="list-style-type: none"> Perceptive, flexible and effective leadership skills Ability to influence others to follow a particular action/policy/procedure Comfortable with, and committed to, team-based working Physically and mentally fit to undertake this role Good IT skills 	

Values-based Personal Qualities

Area	Specific Requirement
Working Together	<ul style="list-style-type: none"> • Involve service users, families, external agencies and colleagues • Speak up when things go wrong
Respect and Dignity	<ul style="list-style-type: none"> • Understand person-centred care and can demonstrate treating people as individuals and respecting choices • Promote independence and encouraging appropriate risk taking • Be professional, polite and reasonable at all times
Everybody Counts	<ul style="list-style-type: none"> • Ensure no one is discriminated against or excluded • Understand human rights and impact on care delivery • Facilitate people to 'speak up' about concerns and acting upon them
Commitment to Quality of Care	<ul style="list-style-type: none"> • Strive for quality in everything we do recognising and understanding what quality in care means for people using the services • Be accepting about criticism and focusing on improvement • Be open to new opportunities for learning and identifying the limits of skills and knowledge
Compassion	<ul style="list-style-type: none"> • Treat people with kindness • Understand the importance of empathy in all areas of employment • Understand the values of others and always providing a caring service
Improving Lives	<ul style="list-style-type: none"> • Focus on how things could be done better and sharing ideas • Understand of wellbeing and what is important to people using the service • Improve outcomes for people • Ensure appropriate services are provided for people using the services