**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NURSING HOME**

JOB DESCRIPTION

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| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: CHARGE NURSE**  **: MANAGER / DEPUTY /**  **DIRECTOR OF NURSING**  **:** |

# Person Specification

|  |  |  |
| --- | --- | --- |
| Requirements | **Essential** | **Desirable** |
| **Registered Nurse (current pin number with NMC)** | Essential |  |
| **Good communication at all levels** | Essential |  |
| **Post registration qualification** | Essential |  |
| **Experience of team working** | Essential |  |
| **Experience in ‘Care of the Elderly’ environment** | Essential |  |
| **Knowledge of dementia**  **Supervisory management experience** | EssentialEssential |  |
| **Ability to motivate staff** | Essential |  |
| **Knowledge of Employment Law** |  | Desirable |
| **Knowledge of legislation surrounding Care Homes** |  | Desirable |

## Company Background

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home’s philosophy is to provide competent, skilled and empathetic individual care.

**The company is committed to future expansion. Therefore each unit must operate on a professional business basis, maintaining budgeted profit margins.**

**Job Purpose**

**To provide professional clinical nursing to all residents whilst upholding the Care**

**Objectives**

**To assist the Manager in daily running of the nursing home**

**To liaise with all personnel to ensure high standards of patient care**

To assist the manager with staff training, assessments, inductions, supervision and

counselling

To achieve and maintain full bed occupancy, using correct company documentation, procedure by being friendly and helpful to all enquirers, either personally or on the

telephone

To abide by the Nursing & Midwifery Council’s (NMC’s) code of professional conduct

To promote and show loyalty to the company, both inside and outside the nursing

home

**To treat colleagues with respect and ensure teamwork is good**

## Main Duties and Responsibilities

To promote the highest standards of clinical nursing within the nursing home and set a good example at all times in respect of dress, manner, hygiene and behaviour

#### In the absence of the Manager/Deputy, assume responsibility of operational overview

**of whole home**

**To provide a safe and healthy environment for residents, staff and visitors**

#### To appraise staff and, if necessary, counsel, adhering to company procedure and

**documentation. Communicate outcomes with Manager/Deputy**

**To respect residents’ and workplace confidentiality**

**To uphold residents' participation strategy**

#### To accept extra duties, e.g. compiling duty rota, reflecting the ability to skill mix and

**meet the care needs of residents**

**To participate in the on-call rota, as required, giving support and advice to junior staff**

**To understand company structure and, in the absence of Manager and Deputy,**

**whom to contact if advice is required**

**To use negotiated supernumerary time to learn management skills**

#### In absence of Manager/Deputy, to complete Head Office and senior management

**reports timeously and accurately**

#### To understand the SCSWIS inspection process and assist in the inspection

**as required**

To become familiar with all aspects of the building’s layout, fire evacuation procedure

**and equipment, and to instruct staff**

To become familiar with and strictly adhere to company policy and procedure and

**SCSWIS guidelines**

**To act at all times in a manner which reflects a good company image**

**To make best use of equipment and finance and minimise waste at all levels**

Main Duties and Responsibilities (cont’d)

To maintain correctly written records as required by the company and statutory

**bodies**

In the absence of the Manager / Deputy to delegate daily workload, ensuring

**efficient and cost effective use of manpower**

**To communicate all requests and changes of practice to all relevant personnel**

**To report any injuries, disease and dangerous practice to all relevant personnel**

**To read and observe all notices and instructions displayed in the work area**

To dispose of rubbish and waste materials in the appropriate manner

**To wear company uniform at all times when on duty and use correct protective**

**clothing/equipment as directed**

To attend and participate in staff meetings and training as required by the company or

**the unit manager**

To feedback and communicate to the Manager/Deputy or, in their absence, Director of Nursing, any complaints, suggestions or wishes arising from residents, relatives or

**staff**

# Housekeeping

**To maintain high standards of cleanliness and tidiness by instructing staff on good housekeeping practices and ensuring these instructions are carried out**

To dispose of rubbish and waste materials in the appropriate manner

To instruct and supervise in the use of company goods and equipment, and to report immediately damage or breakage to equipment, furnishings or fabric of the building and any repairs required

**To undertake any reasonable duties as directed by managers to ensure safe, smooth and efficient running of the nursing home**

**To communicate and discuss concerns arising from this area with Manager/Deputy**

**This job description indicates main duties and responsibilities of the post. It is not intended as an exhaustive list.**

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

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_