**NURSING HOME**

JOB DESCRIPTION

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| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: SENIOR STAFF NURSE**  **: UNIT/DEPUTY MANAGER**  **:** |

# Person Specification

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| --- | --- | --- |
| Requirements | **Essential** | **Desirable** |
| **Registered Nurse (current pin number with NMC)** | Essential |  |
| **Evidence of extended role** | Essential |  |
| **Ability to communicate effectively** | Essential |  |
| **Team building ability** | Essential |  |
| **Experience of ‘Care of the Elderly’ environment** | Essential |  |
| **Knowledge of dementia**  **Experience of supervisory management** | **Essential** Essential |  |
| **Desire to teach others** | **Essential** |  |
| **Desire to undertake further education** |  | 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**

**To respect residents’ and workplace confidentiality**

**To uphold residents' participation strategy**

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

**To liaise with all personnel, internal & external, to ensure high standards of patient care**

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

**To implement all company policies and practices**

**To assist the manager with staff inductions, appraisals, training and supervision**

**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 as a senior member of staff

To promote the highest standards of clinical nursing within the nursing home, reporting concerns to the manager, and seeking specialist advice where necessary.

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

**To uphold residents’ rights**

**To accept extra duties, e.g. compiling duty rota, reflecting the ability to skill mix and meet SCSWIS staffing requirements**

**To be on call, if necessary, for support, advice and guidance to junior staff**

**To understand company structure and, in the absence of Manager, Deputy, or Charge Nurse, whom to contact if advice is required**

**To understand the SSCWIS 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 SSCWIS guidelines**

**To set a good example at all times in respect of uniform, manner, hygiene and behaviour which reflects a positive company image**

**Main Duties and Responsibilities as a senior member of staff (cont’d)**

To maximise bed occupancy opportunities by being friendly and helpful to all

enquirers and visitors, either personally or on the telephone

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

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

**statutory bodies**

#### To assume named nurse/link nurse responsibilities

**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 wear and use correct protective clothing/equipment as directed and report**

**any damage or wear to superiors**

**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 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 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**

**.**

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_