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

JOB DESCRIPTION

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

# Person Specification

|  |  |  |
| --- | --- | --- |
| Requirements | **Essential** | **Desirable** |
| **Registered Nurse (current pin number with NMC)** | Essential |  |
| **Ability to communicate effectively** | Essential |  |
| **Experience of ‘Care of the Elderly’** | Essential |  |
| **Positive attitude** | Essential |  |
| **Supervisory ability** | Essential |  |
| **Knowledge of dementia**  **Knowledge of care home sector** |  | **Desirable** Desirable |
| **Desire to work with elderly** |  | 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 uphold residents' participation strategy**

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

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

**To respect residents’ and workplace confidentiality**

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

**To implement all company policies and practices**

**To assist the home manager with staff training and inductions**

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

#### To uphold residents’ rights to privacy, dignity and choice

To report any ill health amongst residents and request professional visits where necessary

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

**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,**

**Care Inspectorate guidelines and the Health and Social Care Standards**

To assume named nurse responsibilities when requested

**To set a good example at all times in respect of dress, manner, hygiene and behaviour**

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

**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 and individual care plans as required by the company and statutory bodies**

Main Duties and Responsibilities (cont’d)

**In the absence of the home Manager to delegate daily workload, ensuring efficient and cost effective use of manpower**

**To supervise and support junior staff where appropriate**

**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 dispose of rubbish and waste materials in the appropriate manner**

**To wear company uniform at all times when on duty**

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

**To feedback and communicate to the Manager or 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_