



Job Description

JOB TITLE: Registered Nurse & Registered Mental Nurse

RESPONSIBLE TO: Unit Manager

Job Summary:

The Registered Nurse is the shift manager of the unit when on duty, taking responsibility to

- lead the team
- assess, implement and evaluate residents' care needs
- supervise the standard of care deliver by the staff team
- participate in the teaching and induction/training programmes of junior staff as required
- assume, in the absence of the Unit manager responsibility for the running of the unit including all resident issues, staff and the premises; this will include Health, Safety, Fire and Emergency procedures whilst in charge of the shift.

Key Tasks:

1. To provide a high standard of direct care to residents based upon the assessment of care needs and in conjunction with the residents, their relatives and the care team.
2. To continuously evaluate the quality of care given, and regularly reassess the needs of residents in consultation with them, their relatives and the care team, and to effect change required to achieve planned goals.
3. To organise and plan the deployment of the staff team on the shift ensuring the residents receive the planned care.
4. To administer, record, store and dispose of medication safely and within Horsfall House, the Nursing and Midwifery Council (NMC) and the Care Quality Commission (CQC) guidelines and policies. To take part in the ordering of drugs on shift and as requested in the repeat ordering system. To maintain the cleanliness of drugs trolleys and cupboards.
5. To ensure that all procedures are understood by junior staff and are carried out according to Horsfall House policies and procedures.
6. To liaise closely with doctors, chiropodist, community nurses, dentist, optician and other healthcare and Social Services professionals. To organise appointments as required.
7. To record accurately and contemporaneously all information relating to your shift, according to NMC guidelines in Record Keeping and Horsfall House policies.
8. To continuously review your own nursing practices thereby developing new skills and knowledge through continuous professional development training that contribute to the enhancement of resident/client care skills.

9. To work closely with other members of the care team, ensuring that effective, high quality care is delivered, to achieve planned goals.
10. To ensure the effective and efficient use of all Home resources. To ensure that all equipment is used in accordance with instructions and in a safe manner, cleaned as required and reported to the Admin Office when a fault occurs. To call in relevant contractors out of hours as required.
11. To keep next of kin informed of any significant change to the resident's condition.
12. To be aware of and implement Horsfall House policy on Smokefree Environment and coffee / meal breaks.
13. To maintain the general tidiness of the unit and liaise with the domestic/laundry staff on your shift.
14. To assist the Unit Manager in the appraisal and supervision process of junior staff as requested.
15. To attend staff meetings and training as required.
16. To ensure the social, religious, cultural, emotional and psychological well-being of the residents and support relatives as necessary.
17. To liaise with other Horsfall House staff to ensure the smooth running of the home. To report all changes in residents' status to the Admin Office at the earliest opportunity.
18. To record all accidents or incidents and report them to the Unit Manager as required.
19. To follow all infection control procedures and use personal protective equipment as required, using universal precaution principles for handling all body products and contaminants.
20. In the event of any abnormal/serious event report to your Unit or General Manager as necessary.

Horsfall House is committed to providing professional, respectful and quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence and choice in a homely environment.
- Show courtesy and respect to clients/residents and relatives and retain the confidentiality of clients/residents and their families at all times.
- Greet all visitors in a friendly, courteous and efficient manner and promote Horsfall House positively in the local community.
- Maintain good working relations with all colleagues at all times. In order that Horsfall House may maintain a positive environment, employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, clients/residents or relatives.
- Attend and participate in training sessions and staff and relatives' meetings as and when required.
- Be aware of, and at all times comply with, all MCEL rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Care Act and the relevant regulations.

Policies & Procedures:

To comply with all policies and procedures of the organisation relevant to the post and continue to update knowledge when new policies are introduced.

Health & Safety:

It is the duty of every employee to assume responsibility for the health and safety of themselves and others, including the use of the necessary risk assessments, safety devices and protective clothing.

To co-operate with management in meeting its responsibilities under the Health & Safety at Work Act 1974, COSHH, Moving & Handling, Food Hygiene and First Aid regulations, you must:

- Act upon MCEL Fire Policy and be fully aware of the emergency procedure, the location of fire alarms, equipment and the fire panel
- Report promptly to your Manager any problem arising from an accident or incident and record it in accident book as required
- Adhere to Moving and Handling principles following training and when so required complete a self-risk assessment for use of display screen

Confidentiality:

All staff are required to respect confidentiality in all matters that they may learn during the course of their duties relating to other members of staff, the clients/residents and the day to day running of Horsfall House.

All staff must work within the Data Protection Act in ensuring security of computerised data.

This Job Description is not exhaustive, and you may be required to carry out other tasks from time to time which fall within the level of the post, as agreed with the General Manager.