



ST. GEORGE'S PARK

JOB DESCRIPTION

Job Title:	Staff Nurse
Reporting To:	Home Manager
Job Summary:	The Staff Nurse will be responsible for the provision of nursing and care services to the Unit and its residents. In addition to provide supervision and guidance to Care Assistants.

Specific Duties:

Nursing Care

To implement the Homes' philosophy and ethos, forming a positive relationship with residents and creating a homely environment.

To undertake assessment, planning, implementation and evaluation of the needs of each resident, produce care plans and to ensure Care Assistants are involved in the provision of meeting the needs of residents, to include:

- To undertake nursing of residents as required and provide professional guidance and expertise to the Home in relation to nursing residents.
- To act as advocacy for residents as required, building good information channels within the Home.
- To provide hands on care to residents, as part of the care team, as appropriate to include duties undertaken by Care Assistants, particularly when staffing levels are temporarily low.
- To encourage residents to take decisions in matters which affect them, maximising their potential for independence where possible.
- To liaise with the G.P. to ensure residents health is effectively supported and that medication is given as directed.
- To ensure that the personal care provided to residents supports both their mental and physical needs providing a homely environment that is also comfortable and clean.
- To assist with the planning of appropriate recreational and social activities encouraging residents to participate as appropriate.
- To assist with the establishment of nursing and care standards and provide information to the Home Manager in relation to monitoring the views and feedback from residents, relatives and staff, ensuring quality standards are maintained at a high level.
- To be responsible for the handling and security of resident's money and possessions.
- To ensure accurate record keeping and documentation is maintained to meet legal requirements and those of the organisation.

Augustinian Care

- To ensure effective handover at the beginning and end of the shifts and that staff are updated each day on the residents needs and the provision of continuity of care and nursing services.
- To provide advice and support to relatives and friends of the residents.

Home Services

- To be responsible for ensuring the implementation of health & safety practices and procedures in line with the organisation's Policies and Procedures and that the Home's legal responsibilities in relation to nursing are met.
- To be responsible for the personal safety and care of residents, clients and visitors to the Home.
- To ensure implementation of systems relating to Health & Safety to include COSHH, RIDDOR etc. and report issues or incidences to the Home Manager.
- To assist with undertaking risk assessments as required and to ensure compliance of legislation and good working practices in relation to health & safety.
- To ensure the implementation of fire protection and evacuation procedures.
- To assist with the general up-keep of the Home reporting repairs and maintenance work to the Estates and Maintenance Department.
- To ensure that the Home is clean and tidy and that hygiene rules are enforced.
- To assist with queries, complaints or incidents relating to the Home, reporting same to the Home Manager as appropriate.

Staff Supervision

- To provide day to day supervision to Care Assistants allocating duties to ensure the Home is running and care services are effectively and efficiently delivered and that the needs of residents are met.
- To provide training, guidance and support to Care Assistants ensuring they meet the levels required in relation to the provision of care services.
- To assist with appraisals of staff on their performance as required.
- To report to the Home Manager any issues of concern relating to staff employed in the Home.
- To welcome new staff and provide them with appropriate induction training and ongoing support.
- To assist the Home Manager with building a team of staff that work effectively together providing positive support and to report any conflict or issues of concern.
- To assist with building good communication channels with staff ensuring information is provided to staff which supports positively the management of the organisation.
- To provide feedback to management on staff views as appropriate.

General

- To act as a trainer providing courses on specialist subjects for staff as appropriate, liaising with the Human Resource Manager.



- To continually develop own professional development ensuring keeping up to date with practices and procedures of nursing. To provide information to the organisation as appropriate on proposed changes to nursing care provision.
- To cover the duties of other Staff Nurses in their absence or as required by the Home Manager, or Deputy Manager.
- To ensure the implementation and compliance of the Homes' policies, procedures, codes of practice and initiatives to include equal opportunities and customer care.
- To implement the quality standards and be responsible for providing the highest quality services incorporating best standards and practice and to work to continually improve standards, promoting the organisation to its residents and those seeking assistance from the organisation.
- To assist with the formulation of Nursing and Care policies and procedures to support the organisation's strategies, plans and initiatives.
- To undertake any other duties that may reasonably be required by the Home Manager.

Equality & Diversity

The post holder must comply with the Organisations equality and diversity policies and procedures and is willing to make a positive contribution to promotion and implementation.

Safeguarding Vulnerable Adults

Post holders have a general responsibility for safeguarding vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. Successful applicants will be required to undertake an Enhanced Disclosure check via the Disclosure and Barring Service (DBS).

Confidentiality

Post holders are required to observe strict and complete confidentiality regarding information obtained during their duties.

Note: No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

Personal Specification

Qualifications Educational/Professional	Professionally qualified, RGN or RMN. Fully trained in moving and handling.
Work Experience/ Knowledge	Previous experience of nursing elderly persons and those with special needs. Knowledge and understanding of legislation and local authority requirements relating to Nursing and Care Homes. Previous experience of supervising a team of staff.
Abilities and Skills	Ability to support, guide, train and develop staff. Ability to communicate effectively both verbally and in writing. Ability to act positively towards the implementation of change. Good administrative and organisational skills. An understanding of the issues and needs that face people moving to the Home. Good presentation and interpersonal skills. Ability to work effectively as part of a team. Self-motivated. A commitment to equal opportunities. A commitment to the values and ethos of the Augustinian Care Homes.