



## ST. GEORGE'S PARK

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Team Leader</b>
<b>Reporting to:</b>	<b>Staff Nurse</b>

#### **Overall purpose and responsibilities:**

The Team Leader will be responsible for a range of care and support services to the Home and its Residents. In addition to act under supervision of the qualified professional Staff Nurse plan, implement, undertake appropriate clinical skills, supervise the provision of quality of care to the Residents and assist in development of care staff.

#### **Specific Duties:**

##### **Nursing Care**

1. To implement the Home's philosophy and ethos, forming a positive relationship with residents and creating a homely environment.
2. Hold knowledge regarding Safeguarding of Adults at Risk policies and procedures, know how to report any untoward events in accordance with Organisation and local authority guidelines.
3. Have an understanding of the Mental Capacity Act 2005 and Deprivation of Liberty safeguards in relation to consent and best interests for decision making.
4. Support mentors in supervision of new staff members in all aspects of their work.

To lead the care team during the shift ensuring that safe, effective care service is maintained to include:

- a) Providing care to residents in accordance with their assessed needs and plan of care to a high standard.
- b) To arrange escorts for residents appointments where necessary.

##### **Home Duties**

To be responsible for overseeing and ensuring that the Home functions efficiently and effectively maintaining a high standard by undertaking the following:

- a) Provide leadership and support for care staff and act as a role model promoting residents safety, dignity and best interests.
- b) Ensure that clear and accurate care records are maintained and effectively used by all care staff to include: Daily Records, Fluid Charts, Repositioning Charts.

- c) Ensuring residents' property and belongings are maintained and secured in line with the Homes policy and procedures liaising with Home Administrator.
  - d) Follow basic rules of infection control.
  - e) Liaise with activity staff in organising social and rehabilitative activities encouraging well-being of individuals.
  - f) Support mentors to facilitate new staff induction programme. **Clinical Duties**
1. Undertake, record and follow guidelines for the tasks for which the Team Leader have received appropriate training:
    - a) Urinalysis
    - b) Obtaining and monitoring Blood Pressure, Temperature, Respiratory Rate, Pulse Rate and Blood Sugar Levels.
    - c) Height and Weight – BMI
    - d) Colostomy Care
    - e) Skin Inspection
  2. Prepare, assist and maintain environments and equipment before, during and after patient care interventions e.g. Oral Suctioning, Catheterisation, Phlebotomy etc.
  3. Carry out any relevant assessments based on Caresys e.g. Waterlow, BMI/MUST, Continence Risk Assessment etc.
  4. Undertake simple dressing procedures as per care plan.
  5. Have a basic understanding of long term conditions most common among residents.
  6. Gain underpinning knowledge and practical skills to administer basic life support.
  7. Supervise and deliver appropriate palliative and end of life care in line with Gold Standard Framework.

## **General**

- To ensure confidentiality of all information relating to residents and the Homes.
- To act in a responsible and professional manner at all times.
- To build effective relationships, that is respectful and supportive with residents, families, visitors and health professionals.
- To attend and contribute to staff meetings as required.
- Maintain an up to date continuous professional development.
- To comply with the Homes Dress Code at all times.
- To work in other Homes as required by the Human Resources Department.
- To comply with the Homes policies and procedures relating to equal opportunities, customer care and Health and Safety.
- Support the Staff Nurse in supervision of staff.
- Hold awareness of CQC compliance, Health and Safety Social Care Act 2008 and essential standards of Quality and Safety 2010, The Care Act 2014.

## **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 a Standard 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.

The role requires a flexible approach as hours will vary to reflect the work pattern and needs of the residents and the Organisation.