

## Job Description

Job Title: Registered Nurse

Reports to: REGISTERED MANAGER

Responsible to: REGISTERED MANAGER AND NURSING AND MIDWIFERY COUNCIL

### **Job Summary**

The post holder will provide nursing assessment and care on a day-to-day basis, working collaboratively with all colleagues and disciplines to ensure a high standard of care.

### **Main Duties and Responsibilities**

#### *1. Clinical*

1.1 Assess the needs of patients/clients within a clinical area, plan and implement individualised holistic nursing care in a sensitive manner.

1.2 Provide effective evidence-based nursing care to the highest standard.

1.3 Be confident and competent in all areas of nursing practice, enabling delivery of nursing care.

1.4 Play an active role in health promotion activities.

1.5 Participate in audit for clinical practice and assist with data collection for research.

1.6 Exercise compassionate counselling skills and act in an advisory and guiding role in all aspects of nursing care for both residents and members of the team.

1.7 Play an active role in ensuring hygiene and cleanliness including disseminating good practice; participating in audits; benchmarking; raising awareness of residents; challenging colleagues and working as a link nurse if appropriate.

1.8 Ensure accurate and clear records are kept according to NMC Guidelines for Records and Record Keeping.

1.9 Comply with the NMC codes.

1.10 Ensure any other Codes of Conduct are followed.

## *2. Management*

2.1 Co-ordinate day-to-day management of shifts and any staff within sphere of responsibility.

2.2 Provide leadership for the junior members of team in the absence of the Registered Manager.

2.3 Ensure that all contacts with residents and internal or external customers are handled in a sensitive and competent manner.

2.5 Participate in orientation and development of new staff.

2.6 Participate in conducting performance review of junior and untrained staff as appropriate.

2.7 Demonstrate an awareness of the needs of individual team members and give support and guidance where necessary.

2.8 Facilitate motivation and innovation amongst junior staff, encouraging a positive attitude toward change.

2.9 Ensure effective communications within the multidisciplinary team.

2.10 Participate in the ongoing review and evaluation of the service.

## *3. Organisational*

3.1 Comply with the Home's Health and Safety guidelines in providing a safe environment for staff, residents and their families.

3.2 Take part in highlighting potential risks through Risk Management system.

3.3 Participate in implementing corrective action in response to complaints.

3.4 Take an active role in collection of statistics and undertaking audit of nursing practice.

3.5 Comply with the Home's policies and procedures, reporting problems to the Registered Manager and taking appropriate action if circumstances arise which could be detrimental to safe standards of practice.

## *4. Educational*

4.1 Act as an effective role model.

4.2 Following completion of the teaching/mentorship course and post course work, act as a mentor, setting clear objectives for students, untrained and junior staff to achieve a good standard of care and provide adequate supervision until competent.

4.3 Be proactive in identifying own educational/development needs with line manager and local education provider.

4.4 Maintain personal records of professional development as required by PREP.

4.5 Take part in in-service training where appropriate.

### **Other**

1 To comply with the roles and responsibilities as defined in the Home's Health & Safety Policy.

2 To be responsible for safeguarding and promoting the welfare of older persons by undertaking the appropriate level of training in accordance with the safeguarding policy training strategy and being aware of and working within the Primary Care Trust's safeguarding policies.

3 Ensure all data collection and processing undertaken is consistently accurate and timely and complies with the Trust Data Quality Policy and local procedures.

4 Undertake any other similar duties in line with the key purpose of the job.

### **Review**

This job description is intended to be a fair and representative summary of the main duties and responsibilities of the role. As such it is not exhaustive. It will be subject to regular review between the post holder and manager and may be amended to reflect the needs of the service, in line with the reasonable requirements of the job profile in consultation with the post holder.