

Staff Nurse

Reports to: Charge Nurse
Revised: September 2022
Direct reports: Senior Care Assistants, Care Assistants, General Assistants

MAIN PURPOSE OF JOB:

The Staff Nurse is responsible for making decisions on the appropriate treatments and clinical routes required to meet changing needs of guests and oversee all clinical interventions and practices. Supporting the nurse led assessment process they will be responsible for Leuchie guest's medication and following and performing all duties as per Leuchie House policies and procedures.

Working with the Senior Care Assistants they will manage each shift, including allocations and ensuring all staff deliver high quality care to guests while promoting and safeguarding the welfare of Leuchie guests at all times. They will be responsible for running all aspects of the care team, including involvement in all decisions regarding the care of guests, as well as assisting in the care of guests and providing support for guest family members.

MAIN DUTIES AND KEY RESPONSIBILITIES

Care

- Deliver a high quality of clinical nursing care to guests
- Carry out procedures and assist guests with all aspects of daily living, including personal needs and nutrition, dealing with medical emergencies as they arise
- Respond to call bells, providing further care as required
- Take part and contribute to shift handover reports
- Evidence delivery of care, and any changes, through appropriate documentation, e.g. individual care plans (PCS), body maps, signed documentation.
- Continuously assess guests' needs and ensure care plans are implemented and monitored
- Ensure effective completion and monitoring of care plans and daily record keeping
- Carry out the administration of medication, as specified by current legislation and NMC registration guidelines
- Ensure nursing practices are reviewed regularly and updated
- Be part of the quality audit process to maintain and improve standards
- Sensitively support the emotional, pastoral and spiritual needs of staff, guests, visitors and their relatives and provide support and guidance as appropriate
- Work to promote equality, independence and freedom of choice for guests, visitors, residents and anyone associated to Leuchie House by respecting privacy and personal dignity

Organisation

- Assist with arrivals and departures of guests ensuring a welcoming atmosphere
- Complete and review care plan on admission
- Assist with social activities and care plans for each guest by participating in outings, in-house entertainment, external health care appointments, and activities with guests as required
- Liaise with guest's own GP and other social and health care professionals to provide information for on-going care needs through to providing referral letters where appropriate
- Liaise with local GP practice regarding any additional medical requirements for guests including medications, dressing etc
- Assessment of guests prior to admission

Management

- Assist guests with their money accurately and as directed
- Work with care staff and general assistants to ensure a high standard of care for guests
- Develop and performance manage staff, identifying training and development needs and carrying out training as required
- Responsible for daily absence management and ensuring adequate roster cover is provided

Health & Safety

- All work duties to be performed and delivered following Leuchie House Health & Safety practices and in compliance with emergency, hygiene, COSHH procedures are adhered to
- Report any accidents, incidents or hazards as outlined in Leuchie House procedures
- Safe lifting and use of manual handling equipment
- Ensure standards are followed for correct storage, return or disposal, safety and recording of all drugs administered
- Ensure Health & Safety audits are conducted and standards followed for correct storage, return or disposal, safety and recording of all drugs administered

General

- Respect confidentiality in all areas relating to Leuchie House
- Participate in proactively in staff meetings, including supervision meetings
- Participate in training to maintain professional development and in line with NMC requirements and own practice
- Any other duties that may be reasonably required

PERSON SPECIFICATION

Qualifications

- Nursing degree
- Current registration with Nursing & Midwifery Council

Knowledge and Experience

- Experience of working in a person-centred environment
- Experience of working in a care or health environment
- Experience in managing and leading teams
- An awareness of the Health & Social Care Standards

Skills

- Excellent clinical nursing skills
- Literacy and numeracy essential
- Excellent organisational abilities, team working and interpersonal skills
- Proven ability to communicate sensitively with people from a wide range of backgrounds

Personal characteristics / attributes

- Demonstrate positive, professional, caring attitude and understanding of guest needs
- Commitment to Leuchie's vision and core values
- Able to balance risk management with an enabling approach
- Ability to work unsupervised and to use initiative
- Accountable and confident in delivering high quality standards and service on a day to day basis, while remaining calm under pressure
- Flexible approach and attitude in working hours to provide cover for holiday and absence

By accepting the job offer issued you agree to adhere to the duties and responsibilities outlined in this job description for the position of Staff Nurse at Leuchie House. A copy of this job description will be held in your HR file.