Reports to: Charge Nurse/Head of Care

Revised: February 2021

Direct reports: Senior Care Assistants, Care Assistants

*1 MAIN PURPOSE OF JOB:*

1.1 Make decisions on the appropriate treatments and clinical routes required to meet changing needs of guests.

1.2 Oversee all clinical interventions and practices.

1.3 Work with Senior Care Assistants to manage each shift, including allocations and ensuring all staff deliver high quality care to guests.

1.4 Provide assistance and support with guest activities and social care requirements to promote positive outcomes for guest health and wellbeing.

1.5 Contribute towards the friendly and pleasant atmosphere enjoyed by guests and visitors.

1.6 Promote and safeguard the welfare of Leuchie guests.

1.7 To deliver daily decisions running all aspects of the care team, including involvement in all decisions regarding the care of guests.

1.8 Assist in care of guests, including day respite guests when required, and provide support for guest family members.

1.9 Responsible for medication for Leuchie guests.

1.10 Support the nurse led assessment process as required.

1.11 To follow and perform all duties as per Leuchie House policies and procedures.

*2 MAIN DUTIES AND KEY RESPONSIBILITIES:*

2.1 **Care**

2.1.1 Deliver a high quality of clinical nursing care to guests.

2.1.2 Carry out procedures and assist guests with all aspects of daily living, including personal needs and nutrition, dealing with medical emergencies as they arise.

2.1.3 Respond to call bells, providing further care as required.

2.1.4 Take part and contribute to shift handover reports.

2.1.5 Evidence delivery of care, and any changes, through appropriate documentation, e.g. individual care plans (PCS), body maps, signed documentation.

2.1.6 Continuously assess guests’ needs and ensure care plans are implemented and monitored. Ensure for all guests the effective completion and monitoring of care plans and daily record keeping.

2.1.7 Carry out the administration of medication, as specified by current legislation and NMC registration guidelines.

2.1.8 Ensure nursing practices are reviewed regularly and updated.

2.1.9 Be part of the quality audit process to maintain and improve standards.

2.1.10 Sensitively support the emotional, pastoral and spiritual needs of staff, guests, visitors and their relatives and provide support and guidance as appropriate.

2.1.11 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.

2.2 **Organisation**

2.2.1 Assist with arrivals and departures of guests ensuring a welcoming atmosphere

2.2.2 Complete and review care plan on admission

2.2.3 Assist with social activities and care plans for each guest. Participate in outings, in-house entertainment, external health care appointments, and activities with guests as required.

2.2.4 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.

2.2.5 Liaise with local GP practice regarding any additional medical requirements for guests including medications, dressing etc

2.2.6 Assessment of guests prior to admission

2.3 **Management**

2.3.1 Assist guests with their money accurately and as directed

2.3.2 Line manage and work with care staff to ensure a high standard of care for guests.

2.3.3 Develop and performance manage staff and volunteers, identifying training and development needs and carrying out training as require.

2.3.4 Responsible for day to day absence management and roster cover to ensure adequate cover is provided.

2.4 **Health & Safety**

2.4.1 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.

2.4.2 Report any accidents, incidents or hazards as outlined in Leuchie House procedures.

2.4.3Safe lifting and use of manual handling equipment.

2.4.4 Ensure standards are followed for correct storage, return or disposal, safety and recording of all drugs administered.

2.4.5 Ensure Health & Safety audits are conducted and standards followed for correct storage, return or disposal, safety and recording of all drugs administered.

2.4.6 Comply with current Covid-19 Infection Control procedures including weekly testing.

2.5 **General**

2.5.1 Respect confidentiality in all areas relating to Leuchie House.

2.5.2 Participate in proactively in staff meetings, including supervision meetings

2.5.3 Participate in training to maintain professional development and in line with NMC requirements and own practice.

2.5.4 Any other duties that may be reasonably required.

*3 PERSON SPECIFICATION:*

3.1 **Qualifications**

3.1.1 Nursing degree.

3.1.2 Current registration with Nursing & Midwifery Council.

3.2 **Knowledge and Experience**

3.2.1 Experience of working in a person-centred environment

3.2.2 Experience of working in a care or health environment

3.2.3 Experience in managing and leading teams

3.2.4 An awareness of the Health & Social Care Standards

3.3 **Skills**

3.3.1 Excellent clinical nursing skills

3.3.2 Literacy and numeracy essential

3.3.3 Excellent communication and interpersonal skills

3.3.4 Excellent organisational abilities and team working skills

3.3.5 Proven ability to communicate sensitively with people from a wide range of backgrounds

3.4 **Personal characteristics / attributes**

3.4.1 Demonstrates positive, professional, caring attitude and understanding of guest needs.

3.4.2 Commitment to Leuchie’s vision and core values.

3.4.3 Able to balance risk management with an enabling approach

3.4.4 Ability to work unsupervised and to use initiative

3.4.5 Accountable and confident in delivering high quality standards and service on a day to day basis, while remaining calm under pressure.

3.4.6 Flexible approach and attitude to tasks

3.4.7 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.*