

Job Description & Person Specification

Job Title:	Registered Nurse
Reporting to:	Clinical Lead
Accountable to:	Registered Manager

Job Summary and Purpose:

The post holder has responsibility for supporting the Clinical Lead and providing effective clinical leadership to the immediate clinical team.

The focus of this role is on the day-to-day delivery of a clinically excellent high quality service, ensuring all professional and legislative standards are met.

The post holder will be required to take charge of a shift on a regular basis and to provide co-ordinator cover for the home as and when required.

Key Duties and Responsibilities

Resident Care Responsibilities:

- To act as a named nurse for a defined group of residents maintaining accountability in the assessment planning, implementation and evaluation of plans of care, with the understanding that there should be communication with the team leader, if concerns arise.
- To promote a person focused approach to care in collaboration with all relevant health professionals.
- Provide accurate records of care and treatment in-line with organisational policies and NMC requirements.
- To be familiar with the steps to be taken in medical emergencies and act accordingly.
- To maintain up-to-date knowledge of services available, that may be of benefit to residents.
- To attend and participate in team meetings and any other relevant meetings.
- To meet the Team Leader at mutually agreed intervals to discuss resident care.

Staff Management and Supervision:

- To support and develop identified staff through regular supervision, training and appraisal.
- To lead and supervise the work of staff on shift to ensure a high standard of care.
- To maintain and update rotas as necessary to ensure adequate cover is provided, keeping within allocated establishments.

- Assist in the assessment and monitoring of staffing requirements and to report problems to the Team Leader or appropriate manager.

Professional Development and Education Responsibility:

- To ensure own education needs are met with regards to Revalidation.
- To comply with the NMC 'Code of Conduct' and 'Professional Regulations' and maintain valid professional registration.
- To help maintain a suitable learning environment for staff and act as a facilitator in the supervision, teaching and development of less experienced staff.
- Assist in the development and implementation of nursing practice standards and policies.
- To identify own training needs.

Research and Development Responsibilities:

- To assist in promoting nursing practice in-line with relevant research.
- To maintain an awareness of evidence-based practice.
- To contribute to research and development programmes.

Audit, Quality and Risk Management Responsibilities:

- To contribute to the setting and monitoring of measurable standards of care to the delivery of nursing services.
- To help investigate and maintain quality initiatives which improve 'customer care' and enhance the interface between staff, residents and visitors.
- To participate in the audit process for monitoring and reviewing nursing quality.
- To be aware of personal responsibilities in relation to the maintenance of a safe environment and identification of potential risks for all personnel, residents and visitors, taking action as and when required.
- To be aware of the role of the nurse in handling complaints in accordance with the organisations' policy.

Standard Requirements:

- **Safeguarding Adults:**

All staff have a responsibility to safeguard residents. All staff must be familiar with, and adhere to the organisations' adult protection procedures.

It is the responsibility of all staff to be familiar with their role & responsibility around safeguarding and to ensure that they have completed training at a level commensurate to their role.

- **Confidentiality:**

Confidentiality relating to residents; other employees and Choice's commercial and business activities must be maintained at all times (both in and out of working hours) in

accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Choice's policies and procedures relating to confidentiality. Any breach of confidentiality will be taken seriously and appropriate disciplinary action will be taken.

- **Social Media:**

Inappropriate use of social media in such a way that brings the organisation into disrepute or breaches confidentiality will be taken seriously and appropriate disciplinary action will be taken. Employees should not use social media to engage in discussions about other employees or former employees of the organisation in such a way that breaches their privacy or in any way may be deemed as harassment.

Signature: _____

Date: _____

Name: (Please Print) _____

Person Specification

Date agreed: Oct 2016

Post: Registered Nurse

Factors:	Essential	Desirable	Measured by
Qualifications:			
Registered Nurse – Level 1	✓		A
A1 Assessor		D	A
IT Qualification		D	A
Nursing and Other Knowledge:			
Thorough and up-to-date knowledge of nursing theory and best practice at the level of a newly qualified nurse.	✓		I
Understanding of equality & diversity and how to apply it to self.	✓		I
Understanding of NMC Code of Practice and requirements of it for own practice and behaviour.	✓		I
Understanding of regulatory framework.	✓		I
Understanding of adult protection procedures.	✓		I
Previous nursing experience.		✓	A/I
Nursing Experience:			
To have gained effective experience from student placements.	✓		I

<p>Resident Care:</p> <p>Demonstrates effective nursing practice in all basic registered nurse procedures.</p> <p>Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity and respect is maintained at all times.</p> <p>Able to prioritise own workload and that of others as appropriate.</p> <p>Able to work under own initiative within boundaries of role.</p> <p>Demonstrates awareness of importance of working as part of a team.</p> <p>Good IT skills.</p> <p>Further training in-line with the requirements of the job.</p> <p>Demonstrates awareness of research-based practice.</p> <p>Demonstrates ability to maintain confidentiality at all times.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>IA</p> <p>I</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p> <p>I</p> <p>I</p>
<p>Professional Development and Education:</p> <p>Demonstrates evidence of commitment to professional development.</p> <p>Demonstrates an awareness of role of shift facilitator.</p> <p>Demonstrates evidence of ability to educate others.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>IA</p> <p>I</p> <p>IA</p>

<p>Audit and Quality:</p> <p>Demonstrates awareness of audit and quality issues and able to apply this.</p>	✓		IA
<p>Communication:</p> <p>Able to communicate effectively verbally and written to staff, patients and relatives ensuring that communication is tailored to the person the person being addressed.</p> <p>Able to document observations, results, decisions and actions etc. effectively to appropriate members of the multidisciplinary team.</p> <p>Motivated, and able to articulate reasons for desire, to work in this clinical area.</p> <p>Able to supervise junior staff effectively when required.</p> <p>Willing to work in other areas of the home as and when required.</p> <p>Willing to provide coordinator cover for the home.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Physical Effort:</p> <p>Able to work and cope with rotating shift patterns – early, late, night shifts over 7 days of the week.</p> <p>Moving/manual handling of residents and equipment.</p>	<p>✓</p> <p>✓</p>		<p>I</p> <p>I</p>

<p>Emotional Effort:</p> <p>Able to deal with exposure to bereavement and distressed/anxious residents and relatives.</p>	<p>✓</p>		<p>I</p>
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