

# nightingale

## JOB DESCRIPTION

<b>Post Title:</b>		Registered Nurse	
<b>Department:</b>		Nursing	
<b>Full/Part Time:</b>	Full Time	<b>Hours of Work:</b>	37.5 hours p.w.
<b>Postholder Reports to:</b>		Unit Manager	
<b>Postholder Supervises:</b>		Nursing Associates, Assistant Practitioners, Team Leaders, Senior Health Care, Healthcare Workers, students and Housekeeping staff	

### Purpose of the Job:

To promote our values whilst contributing to the vision and mission for NH as an organisation. The main role is to provide leadership to direct reports to support the unit manager of the designated unit. To also provide supervision support to carers, nurses and relevant unit staff whilst taking charge in the absence of the Unit Manager. The post holder will also be expected to support and cover night and weekends as the nurse in charge across the organisation as and when required. There will be additional responsibilities that extend to the wider organisational goals such as will be discussed with the supervisor. This includes ensuring the following:

- Person & Relationship Centred Care is maintained for all residents as set out through the Quality Assurance and improvement system for NH
- that residents are at the centre of what we do and are provided with the highest standards of nursing and dementia care
- that all staff reporting to the post holder are mentored, supported, developed and supervised according to NH policies
- that good co-operation with all the departments and Multi-Disciplinary Teams (MDT) involved with the residents is maintained
- that the postholder and supervised staff are familiar with the requirements of the Jewish religion and practice
- to ensure that end of life care planning for each resident is supported through the Gold Standard Framework (GSF)
- ensure safeguarding of all vulnerable adults in the post holder's care and that Deprivation of Liberty Safeguards (DOLS) are managed according to current legislation
- ensure that the unit is compliant with all fundamental standards for the Care Quality Commission
- participate in the Quality Assurance system for NH, to be responsible for the unit's Key Performance Indicators (KPI)

### Equal Opportunities:

Nightingale is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.

## **Duties and Responsibilities**

### **1. Professional**

- 1.1 Act in a professional manner and in accordance with NH policies and procedures and the NMC at all times
- 1.2 Adhere to, and act as a role model to other staff, in respect of a philosophy of care which respects the individuality, dignity, privacy, choice, rights and need for activity and fulfilment of each resident.
- 1.3 Assess the needs, formulate and update care plans for new, existing and residents at most risk on the unit.
- 1.4 Support the staff to monitor and evaluate the medication management and administration system in order to ensure safe processes. Furthermore to include competency assessments of new staff and investigating errors as appropriate.
- 1.5 Support the staff to plan and coordinate Multidisciplinary meetings for each resident at six weeks from admission, whenever there is a change in condition and annually.
- 1.6 Support the staff to monitor and respond to key performance indicators for the unit and ensuring concerns are responded to in a timely manner in liaison with the Unit Manager
- 1.7 Promote effective communication, continuously review the practice on the unit and encourage a platform for learning through reflection with the staff.

### **2. Clinical**

- 2.1 To audit, update and review care plans to make sure they are formulated, implemented, evaluated comprehensively. To assess resident's physical, psychological, social, cultural and spiritual needs and to ensure care plans produced by supervised staff are effective.
- 2.2 To ensure daily handover and records are maintained for each resident which reflect the implementation of planned care. Care plans are updated and all risk assessments outcomes addressed.
- 2.3 Maintain confidentiality in respect of all personal information relating to residents and ensure that all staff adheres to this requirement.
- 2.4 All accidents and incidences are reported, recorded and thoroughly followed up when on shift, recorded and reported to the Unit Manager or relevant Senior management team.
- 2.5 Mental capacity and best interest processes are followed from admission through to planning and implementing any care.
- 2.6 Ensure that policies for the prevention and treatment of pressures are in place to prevent and manage any incidences. This to include working closely with the TVN Specialist, Dietitian on quality assurance and education of staff.

- 2.7 Ensure good practice in continence (bowel and bladder care) management is promoted and effectively evaluated for each of the resident including clear care plans and referrals to relevant MDT.
- 2.8 To support the unit team in updating and reviewing dependency assessments for all the residents on the unit and implement a strategy to meet the changing demands in care.
- 2.9 To assist the unit team in providing Quality Assurance reports and trends analysis. And to attend Quality Assurance meetings in order to review and feedback action plans in the absence of the manager.
- 3.0 To participate in the education and reflective workshops such as monthly Nursing Forums, Nutrition and Hydration, Infection Control, wellness meetings, GSF and Falls proactive.

### **3. Leadership**

- 3.1 Provide leadership/supervision of care and housekeeping staff through workforce development planning on each shift. This includes responding to off-duty roster changes when on shift, finding suitable cover of staff, maintaining staffing ratios and escalating any issues to the manager.
- 3.2 Actively take a lead in effectively performance managing staff allocated to you through the internal procedures relating to sickness, absence or disciplinary. To conduct effective supervisions, appraisals, coaching, and training in order to maximise their potential for allocated staff. Escalate any concerns that affect the standards of care, to the manager or Head of Nursing, Quality Improvement Lead or Director of Care Services in the absence of the manager.
- 3.3 Support the manager to ensure all staff receives appropriate and ongoing supervision in order to maximise their work performance.
- 3.4 Promote good liaison with the relatives of residents and outside agencies. Attend relatives and arrange residents meetings periodically.
- 3.5 Maintain a good working relationship with all the departments of Nightingale Hammerson.
- 3.6 Actively take a lead to ensure that the residents are cared for in a clean and uncluttered environment. Ensure Health & Safety plus infection control audits are carried out and action plans completed.
- 3.7 Be aware of and observe Nightingale rules regarding complaints, accidents, the property of residents, thefts and ensure that all staff do likewise.
- 3.8 Ensure that the Jewish culture is observed regarding food rules, death of residents, the Sabbath and other Festivals.

- 3.9 Be familiar with and participate in implementation of all Nightingale's personnel policies and procedures, including, fire, health and safety regulations and bomb procedures etc.
- 3.10 Be familiar with and monitor proper implementation of internal and external regulations regarding drugs and the prevention of cross contamination.
- 3.11 Support the unit team to ensure that the ordering of supplies is done economically and the equipment is maintained in working order.
- 3.12 In the absence of the manager, to deal with complaints or matters of concern whether arising from residents, relatives, staff or others in a sympathetic and understanding manner and in accordance with Nightingale Hammerson's Complaints Procedure, seeking assistance from senior staff at an early stage as and when needed.
- 3.13 To be creative and innovative in thinking, planning and supporting new ideas to improve care delivery and use of technology

#### **4. Educational**

- 4.1 Support the Teaching Care Home vision for the organisation by facilitating a learning culture and environment.
- 4.2 Assist with the in-service training of and appraise all nursing staff reporting to the postholder.
- 4.3 Keep up-to-date with nursing practice competencies, knowledge and skills development, whilst encouraging all staff to do likewise.
- 4.4 Discuss any specific training needs of the postholder and staff with the Director of Care Services.
- 4.5 Participate in the mentoring and development of students on placement. Ensure all learning objectives are met and evidenced as required by the University.
- 4.6 Support and participate in the chosen research projects whilst identifying learning opportunities for staff.
- 4.7 Provide mentoring and coaching to new staff and actively identify those whose have potential to be developed further so that developmental plans are agreed, implemented and evaluated.
- 4.8 Promote learning through reflective practice using incidences, case scenarios/studies.

## **5. Administration**

- 5.1 To support the unit team in monitoring and controlling staff attendance and leave in order to ensure adequate cover is available to provide a service to residents of appropriate quantity and quality.
- 5.2 Assist with GP rounds and ensure adequate preparation in order to facilitate effective sessions.
- 5.3 As and when required, to hold a bleep and be on-call in the Nursing Office over the weekends/nights.
- 5.4 To personally cover the duties and responsibilities of supervised staff in order to ensure the maintenance of a service to residents of appropriate quantity and quality.

## **6. General**

- 6.1 Such other duties, within the competence of the postholder, which may be required from time to time.

## PERSON SPECIFICATION

The requirements listed below are considered to either be **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

### Qualification

Criteria	Essential or Desirable
1. Registered General or Mental Health Nurse (NMC)	Essential
2. QCF level 3 and above in dementia	Desirable
3. QCF level 2 and above in End of life care	Desirable
4. City and Guilds D32/D33 NVQ Assessors Course	Desirable
5. QCF level 4-5 leadership and management	Desirable

### Experience

5. Experience of supervising staff in a nursing and/or social care setting. Including assessments, care plans, Mental Capacity Act	Essential
6. Experience of providing care services to older people with dementia	Essential
7. Experience of training and development of staff, including in-service training	Essential

### Knowledge

8. Up-to-date knowledge of the clinical and social care of older people in end of life, dementia care	Essential
9. Knowledge of the inspection and registration process	Essential
10. Knowledge of the care planning process	Essential

### Skills

11. Ability to communicate effectively and work with and for older people	Essential
12. Ability to communicate effectively and work with a wide range of colleagues	Essential
13. Ability to work as part of a multi-disciplinary team.	Essential
14. Ability to understand/implement policies and procedures, personally work within them and to ensure that they are properly conveyed to and implemented by the staff under your supervision	Essential

- |     |  |           |
|-----|--|-----------|
| 15. | Ability to prioritise your own workload and that of your team in the context of competing demands  | Essential |
| 16. | Ability to work within the parameters of the CQC inspection and registration process   | Essential |
| 17. | Ability to work within the context of the care planning process and ensure that it is properly implemented in areas of work under the management of the postholder | Essential |

**Special Conditions**

- |     |  |           |
|-----|--|-----------|
| 18. | Ability to work on a rostered shift basis, including evenings, nights, weekends and public holidays and to flexibly respond to the requirement to provide twenty-four hour care. | Essential |
| 17. | Physically fit to undertake the range of tasks involved in providing a nursing service to residents.   | Essential |